

Credit Balance Refund Request

This document provides instructions for submitting a credit balance refund (CBR) request. Complete all information requested on this form and return it to USAC via e-mail. Please note, the form <u>must</u> be signed by the company officer listed on the company's most recent FCC Form 499-A. If the Company Officer signing this form is not listed on your company's FCC Form 499-A, this form must be notarized. To verify that the signing Company Officer is listed on your FCC Form 499-A, please log into E-File (https://forms.universalservice.org) or call (888)641-8722.

USAC must receive the completed and signed form by the 20th of the month in order to disburse the CBR in the following month. If the 20th falls on a weekend, please ensure the form is received by the prior business day.

E-mail the completed and signed form to: CBRrequest@usac.org

Note: The e-mail **must** come from the signing company officer or the CBR request will be rejected.

The final amount disbursed by USAC will be the credit balance reflected on the latest USAC invoice less any known future universal service obligations. In addition, your refund may not be issued for reasons including, but not limited to:

- Red Light status,
- Existing DCIA balance, or
- Outstanding FCC Form 499-A/499-Qissues.

Banking Information Form

Company Name:
499 Filer ID:
Bank Routing Number (9 digits)*:
Bank AccountNumber*:
Company Officer Name:
Company Officer Title:
Company Officer Signature:
Company Officer Phone #:
Date:



Please include a copy of your company's voided check or the first page of a recent company bank statement to verify your banking information. Note that the voided check and bank statement must have the same company name that is attached to your filer ID. Additionally, you may be asked to provide a letter from your Financial Institute to validate the account holder name, account number, and routing number. You may either submit this letter along with your request, or provide it upon request within the given time.

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^{*}USAC is required by the FCC to disburse all credit balance refunds by ACH. All bank routing and account numbers must be of United States origin. Funds cannot be transmitted to foreign banks.