



## 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 **must** 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 in to 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](mailto: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-Q issues.

### Banking Information Form

Company Name: \_\_\_\_\_

499 Filer ID: \_\_\_\_\_

Bank Routing Number (9 digits)\*: \_\_\_\_\_

Bank Account Number\*: \_\_\_\_\_

Company Officer Name: \_\_\_\_\_

Company Officer Title: \_\_\_\_\_

Company Officer Signature: \_\_\_\_\_

Company Officer Phone #: \_\_\_\_\_

Date: \_\_\_\_\_

