

## Double USF Payment Refund Request Checklist

On January 13, 2017, the FCC released FCC Order 17-66,<sup>[1]</sup> that provides a remedy to resellers for contributions to the USF that were paid to their underlying providers. In order to be found eligible for this remedy, resellers have to demonstrate by preponderance of the evidence that its underlying wholesale provider has contributed on the amounts at issue. Such evidence could include, for instance, a sworn affidavit from its wholesale provider attesting to the revenue received from the reseller and the universal contributions paid to USAC on that revenue by quarter compiled from a review of its books and records, together with certification from the reseller that it attests to the veracity of the underlying provider's statement based upon a review of its own books and records.<sup>[2]</sup>

*[1]In the matter of Universal Service Contribution Methodology Federal-State Joint Board on Universal Service Application for Review by American Telecommunications Systems Inc., Eureka Broadband Corporation, Value-Added Communications, Inc., InComm Solutions, Inc. and Five9, Inc., WC Docket No. 06-122, CC Docket No. 96-45, DA 17-66 (rel. January 13, 2017) (Order)*

*[2]Id – Pg. 10 para 22*

If your company (Reseller) has made duplicate payments to the USF for a given year, you may submit a "Double USF Payment Refund" request via [ContributorAppeals@usac.org](mailto:ContributorAppeals@usac.org).

### Open Filing Period:

If the FCC Form 499-A filing period that you made double contributions for is still open, notify your Underlying Carrier that you are a direct USF contributor for that period. The Underlying Carrier may revise its FCC Form 499-A moving revenues reported from your company from Block 4 (End-User Revenues) to Block 3 (Revenues from contributing resellers). USAC will use the revised FCC Form 499-A filing to re-calculate the Underlying Carrier's annual true-up. If the Underlying Carrier chooses not to revise its FCC Form 499-A, please submit the following documents to USAC:

- Document that demonstrates you have communicated to your Underlying Carrier that you were a direct USF contributor for the period specified and the Underlying Carrier has indicated it will not revise its FCC Form 499-A based on this information, and
- Documents outlined under "Closed Filing Period".

### Closed Filing Period:

If the FCC Form 499-A filing period that you made double contributions for is closed, provide the following documents to USAC:

1. Notarized Sworn Affidavit from the Underlying Carrier's Certifying Officer listed on the most recent FCC Form 499-A to include:
  - Filer ID and Company Name of the Underlying Carrier
  - Filer ID and Company Name of the Reseller
  - Total amount of USF surcharges paid on behalf of the reseller for the given period
  - Services sold to the Reseller and the line number of the Underlying Carrier's 20xx FCC Form(s) 499-A that those service(s) were reported on
2. Notarized Sworn Affidavit (from the Reseller's Certifying Officer listed on the most recent FCC Form 499-A to include:
  - Filer ID and Company Name of the Underlying Carrier
  - Filer ID and Company Name of the Reseller
  - Services purchased from the Underlying Carrier, and in turn resold to its customers as Telecommunications and/or VoIP services.
  - The line number(s) of the 20xx FCC Form(s) 499-A that the Reseller reported those services on
  - Total USF surcharges paid to the Underlying Carrier broken by month for the year(s) the credit is being requested.

3. Supporting documents:

- Invoices or other evidence of the services that the Underlying Carrier billed the Reseller for or the amounts that the reseller paid to the Underlying Carrier. This evidence should outline the USF surcharges billed and the time period covered.

**Compliance:**

In order for a Double USF Request to be processed, the account must meet the following:

- The 20xx FCC Form(s) 499-A related to the duplicate USF payment(s) refund request **must not** have any outstanding issues with the filing(s).
- The 20xx FCC Form(s) 499-A related to the duplicate USF payment(s) refund request must not have any open appeals unrelated to Double USF Payment Refund request.

If all supporting documents are not provided or an account is not in compliance when a request is made, USAC will notify the Reseller of the outstanding items. If, after 15 days, the Reseller has not provided the outstanding items or resolved the outstanding issues, USAC will close the request. The Reseller may submit subsequent requests in the future.