



USAC

498/499 Spotlight: First Quarter 2024

January 8, 2024

Topics included in this newsletter:

- [February FCC Form 499-Q is due by February 1, 2024](#)
- [2024 FCC Form 499-A is due April 1, 2024](#)
- [Training for Completing the 2024 FCC Form 499-A](#)
- [FCC Forms 499 Filing Dates for 2024](#)
- [How to Avoid Common Audit Findings](#)
- [E-File Tip](#)
- [Quarterly Training Announcement](#)
- [First Quarter 2024 Contribution Factor: 34.6%](#)

Report Projected Revenues on FCC Form 499-Q by February 1, 2024

Each quarter, all telecommunications carriers and interconnected VoIP providers that are not *de minimis* are required to contribute directly to the Universal Service Fund and **must file** the [FCC-Form-499-Q](#) (Telecommunications Reporting Worksheet) with USAC.

The FCC Form 499-Q is used to collect filer revenue information and to determine the filer's universal service contribution obligation for the upcoming quarter. Contributors are reminded that their projected quarterly revenues reported on the FCC Form 499-Q determine their monthly invoices from USAC.

For calendar year 2024 the *de minimis* threshold is **\$41,841** for annual end user interstate and international telecommunication revenue. This threshold amount will remain constant for all of 2024.

Service providers that expect to remain *de minimis* and have already clicked the *de minimis* toggle button in E-File need not do anything further.

Revenue data is reported on the February FCC Form 499-Q as follows:

- Actual billed revenue from October 1 – December 31, 2023 on lines 115-118.
- Projected end-user revenue for April 1 – June 30, 2024 on lines 119 and 120.
 - Line 119 is used to estimate the company's gross billed end-user interstate and international telecommunications revenues for the upcoming quarter.
 - Line 120 is used to report how much of the revenue reported on Line 119 the company expects to collect.
 - Remember! This revenue represents only end-user telecommunications revenues. Do not estimate any wholesale/carrier's carrier revenues nor non-telecommunications revenues on these line numbers.

Be sure your email system allows messages from 'Form499@usac.org'. Once you've submitted your FCC Form 499-Q, USAC will check it for substantial increases or decreases and notify you via email of the variation, giving you a chance to correct the form before the revision deadline of March 18, 2024.

2024 FCC Form 499-A is Due April 1, 2024

The Federal Communications Commission (FCC) requires all telecommunications carriers and providers of telecommunications (including Voice-over-Internet-Protocol (VoIP) service providers) to annually report on the Telecommunications Reporting Worksheet (i.e., Form 499-A) the revenues they receive from offering service.

The 2024 FCC Form 499-A will report actual earned revenues for calendar year 2023.

The FCC Form 499-A will be available in E-File for data entry purposes on March 1, 2024.

Training Schedule for the 2024 FCC Form 499-A

USAC will provide training for service providers on how to complete the annual form. In addition, this year in the month of March, USAC will host webinars covering the sections of the form and provide service providers to ask questions about completing the form. All webinars start at 2 p.m. ET and last about an hour.

This schedule is found below:

- February 7, 2024 – [Office Hours: What's New on the 2024 FCC Form 499-A](#)
- February 12, 2024 – [2024 FCC Form 499-A: Getting Started](#)
- February 14, 2024 – [2024 FCC Form 499-A: VoIP Providers and Resellers](#)
- March 8, 2024 – [Annual Form Training: Registration Questions](#)
- March 15, 2024 – [Annual Form Training: Wholesale Revenue \(Block 3\)](#)
- March 22, 2024 – [Annual Form Training: End User Revenue \(Block 4\)](#)
- March 29, 2024 – [Annual Form Training: Regional Percentages and Certification](#)

These webinars are free but require registration. To register, visit our [website](#) or click on the links above.

FCC Forms 499 Filing Deadlines for 2024

Due Date	Revenue Reported	Revision Deadline	Contributor Invoice
FCC Form 499-Q February 1, 2024	2Q projected 2024 4Q revenue 2023	March 18, 2024	April – June 2024
FCC Form 499-A April 1, 2024	Prior year: 2023 January – December	March 31, 2025	July 2024
FCC Form 499-Q May 1, 2024	3Q projected 2024 1Q revenue 2024	June 17, 2024	July – September 2024
FCC Form 499-Q August 1, 2024	4Q projected 2024 2Q revenue 2024	September 16, 2024	October – December 2024
FCC Form 499-Q November 1, 2024	1Q projected 2025 3Q revenue 2024	December 16, 2024	January – March 2025

How to Avoid Common Audit Findings

In USAC’s continuing efforts to ensure carriers are successful at following FCC rules, we have put together a list of some of the most common problem areas identified during audits. Please see our webpage: [Common Audit Findings: Contributors](#).

USAC | About | Appeals & Audits | Beneficiary and Contributor Audit Program (BCAP) | Common Audit Findings: Contributors

Appeals & Audits

Appeals

Beneficiary and Contributor Audit Program (BCAP) ^

- Beneficiary and Contributor Audit Program (BCAP)
- Contributors**
- High-Cost Program
- Lifeline Program
- Rural Health Care Program
- E-rate Program
- PGA Program

Common Audit Findings: Contributors

In USAC’s continuing efforts to ensure carriers are successful at following FCC rules, we have put together a list of some of the most common problem areas identified during audits.

For more information about the audit process, review the [BCAP page](#) of our website, which includes a [checklist](#) of documentation contributors should maintain for audit purposes. Using all of this information will help to expedite the audit process and should reduce or eliminate audit findings in the future.

Audit Findings

For specific areas of revenue reporting on the FCC Form 499-A, we have outlined a description of the revenue reported, some common audit findings, and ways to prevent a finding like this in the future.

[Show All](#)

FINDING: Error in Categorizing Fixed Local/Long Distance Bundled Service Revenue on Lines 404.1 & 404.2

FINDING: Failure to Report Itemized State and Federal USF Surcharges as Revenue

E-File Tip

Service providers with access to E-File can download a spreadsheet providing details of their monthly invoice history. To do this, log in to E-File and select the **‘Payments’** tab. In the **‘Select Payment View’** box, select **‘Invoice History’** and then enter the dates you want the history. An Excel spreadsheet will be generated providing a monthly outline of invoices and payments.

Training Announcements

The FCC Form 499 team hosts training webinars each quarter. Registration is required and can be found on our [Webinars](#) webpage. All webinars below are at 2 p.m. ET.

- January 10, 2024 - Office Hours: Filling Out an FCC Form 499-Q
- January 11, 2024 - New 499 Filer ID Basics
- February 5, 2024 - New 499 Filer ID Basics
- February 7, 2024 - Office Hours: Changes in the 2024 FCC Form 499-A
- March 6, 2024 - New 499 Filer ID Basics
- March 7, 2024 - Office Hours: Access to E-File

First Quarter 2024 Contribution Factor Increases to 34.6 Percent

The FCC released a Public Notice: [DA 23-1156](#) announcing that the universal service contribution factor for the first quarter of 2024 (January – March) will be .346 or 34.6 percent.

Need Help? Contact Us!

For questions about the Service Providers program, call (888) 641-8722 or email customersupport@usac.org.

The information contained in this electronic communication and any attachments and links to websites are intended for the exclusive use of the addressee(s) and may contain confidential or privileged information. If you are not the intended recipient, or the person responsible for delivering this communication to the intended recipient, be advised you have received this communication in error and that any use, dissemination, forwarding, printing, or copying is strictly prohibited. Please notify the sender immediately and destroy all copies of this communication and any attachments.

This email was sent to: amy.kavelman@usac.org. Please do not reply to this email.

[Manage Subscriptions](#) | [Unsubscribe](#)

USAC | 700 12th Street NW, Suite 900 | Washington, DC 20005
www.usac.org | © 1997- 2024 USAC | All Rights Reserved | [USAC Privacy Policy](#)