FCC Form 499-Q Basics Webinar

April 9, 2019
Housekeeping

• Audio is available through your computer’s speakers
• The audience will remain on mute
• Enter questions at any time using the “Questions” box
• If your audio or slides freeze, restart the webinar
• A copy of the slide deck available in the “handouts” section of the webinar panel
Webinar Overview

In this webinar, designed for new 499 filers, we’ll cover the basics of the 499-Q form and how to submit one.
Amy Kavelman
Senior Telecom Industry Analyst

Ms Kavelman has worked at USAC for 8 years. She reviews the contributor FCC Forms 499, analyzes revenue reporting and manages the contributor communication needs.
Topics

Who Files
Form 499-Q Sections
When to File
How to File the Form 499-Q

Questions
Quarterly Filers

Who is Required to File the 499-Q
Types of FCC Form 499

FCC Form 499-A

1. Required for all filers
2. The FCC Form 499-A is the annual form used to report the company’s actual revenue billed during the prior calendar year.
3. The FCC Form 499-A is due annually on April 1.

FCC Form 499-Q

1. Required for all non-de minimis filers
2. The FCC Form 499-Q is used to project or forecast the company's revenue for the next calendar quarter.
3. The FCC Form 499-Q due dates:
   - February 1
   - May 1
   - August 1
   - November 1

ALL FCC Forms must be submitted online through E-File. Paper copies are not accepted.
1. Every non *de minimis* telecommunications company *must* file the FCC Form 499-Q.

2. A filer qualifies for *de minimis* status for a given calendar year when the revenue reported on its corresponding FCC Form 499-A is such that the calculated annual contribution to the federal universal service fund *would be* less than $10,000.

   • For calendar year 2018, filers that *billed* less than $62,676.81 of combined interstate and international revenues will be considered *de minimis* for 2018.
     ◊ This amount is found on Line 423, columns (d) and (e) of the 2019 FCC Form 499-A.

   • *De minimis* filers are not required to file the FCC Form 499-Q, but they are requested to email USAC each quarter to notify of their continued *de minimis* status.

3. *IF* a filer does not know their status, file the FCC Form 499-Q!
Form 499-Q

Understanding the Sections
Navigate to USAC’s website: www.usac.org

Select **Contributors**
From the top right hand of page

Select **Forms**
from the left hand navigation menu
The paper copy of the instructions as well as the form itself are the 3rd form listed in the section ‘FCC Forms’.

Click on the name to open up a .pdf document.
<table>
<thead>
<tr>
<th><strong>Company Identification and Contact Info</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reporting Period</strong></td>
</tr>
<tr>
<td><strong>Safe Harbor designation</strong></td>
</tr>
<tr>
<td><strong>Historical revenue reporting</strong></td>
</tr>
<tr>
<td><strong>Projected revenue reporting</strong></td>
</tr>
<tr>
<td><strong>Signature and Certification</strong></td>
</tr>
</tbody>
</table>
Filing Calendar

When to File the 499-Q
<table>
<thead>
<tr>
<th>Due Date</th>
<th>Late Fee Earned</th>
<th>Revenue Reported</th>
<th>Revision Deadline</th>
<th>Contributor Invoice</th>
</tr>
</thead>
</table>

* When a form due date falls on a weekend or holiday, the form is due the following business day.
Filing Online

Accessing through E-File
Once logged in to E-File, the list of authorized filer IDs will appear. Select the option ‘Create New Form’ from the left hand navigation menu.
Once in the ‘Create New Form’ section, you’ll have the option to select the filing you are working on. Be sure to enter the Filer ID and then click on the ‘Create New Filing’ button to get started.
Completing the FCC Form 499-Q

NOTE: Make sure your internet browser’s ‘pop up blocker’ is OFF. The system will be opening a new window to display the data entry system for the FCC Form 499-Q. If you have clicked ‘Create New Form’ and you don’t see a new, smaller window – you most likely have the pop-ups blocked.

**Block 1:** Contributor Identification Information will be prepopulated

**Block 2:** Contact Information will also be prepopulated.
- This section contains the name, phone number and email of the person preparing the form.
- It also contains the billing contact name and the billing address. USAC sends out paper copies of their invoice. If this address needs to be updated, you can do that here.
### Revenue Reporting Sections

#### Historical

<table>
<thead>
<tr>
<th>Description</th>
<th>Column (a)</th>
<th>Column (b)</th>
<th>Column (c)</th>
</tr>
</thead>
<tbody>
<tr>
<td>114. Check if using safe harbor to allocate interstate/intrastate revenues for each of the following (as applicable):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Historical billed revenues with no allowance or deductions for uncollectibles. See instructions.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>115. Telecommunications provided to other universal service contributors for resale as telecommunications or as interconnected VoIP</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>116. End-user telecommunications revenues including any pass-through charges for universal service contributions, but excluding international-to-international revenues</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>117. All other goods and services</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>118. Gross billed revenues from all sources (sum of above)</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>119. Projected gross billed end-user interstate and international telecommunications revenues including any pass-through charges for universal service contributions, but excluding international-to-international revenues</td>
<td></td>
<td>$270,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>120. Projected collected end-user interstate and international telecommunications revenues including any pass-through charges for universal service contributions, but excluding international-to-international revenues</td>
<td></td>
<td>$270,000.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Column (b) and (c) not requested for Lines 117 and 118.
**Block 4: Certification**

Can only be completed by a Company Officer designated in the E-File system. Make certain that the information is the same. To proceed click on ‘Click here to Preview and Certify the form’.
A preview screen with the FCC Form 499-Q populated with the contact information along with the revenue will appear. Review the form and print a copy if needed. Use the scroll bar on the right hand side to view all of the form. At the bottom, you have the option to either ‘Edit Form’ or ‘Certify’.

### Form 499-Q Certification

<table>
<thead>
<tr>
<th>Block 4: CERTIFICATION</th>
<th>Signature: Amy Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>121 I certify that the revenue data contained herein are privileged and confidential and that public disclosure of such information would likely cause substantial harm to the competitive position of the company. I request nondisclosure of the revenue information contained herein pursuant to sections 0.459, 52.17, 54.711 and 64.060 of the Commission's Rules.</td>
<td></td>
</tr>
<tr>
<td>122</td>
<td>President</td>
</tr>
<tr>
<td>123</td>
<td>Amy <a href="mailto:Officer@test.com">Officer@test.com</a></td>
</tr>
<tr>
<td>124</td>
<td>3/12/2019</td>
</tr>
<tr>
<td>127 This filing is:</td>
<td>Original filing</td>
</tr>
</tbody>
</table>

For additional information regarding this worksheet contact: Telecommunications Reporting Worksheet Info: (888) 641-8722 or via e-mail: Form499@universal-service.org

Persons willingly making false statements in the worksheet can be punished by fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. §500.
A confirmation message will appear on the screen. The form will appear with a ‘Pending Review’ status.

An email message will also be sent to the Company Officer that signed the form.

A second email message will be sent when the Form 499-Q is ‘Approved by USAC’.

IF USAC notices any large differences, USAC will notify the preparer with another email outlining potential issues.
Questions ?
## Online Learning Library

- Common topics
- Quick videos
- Copy of webinar recordings

### FCC Form 499

<table>
<thead>
<tr>
<th>Video Title</th>
<th>Duration</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Webinar Series: Local and Long Distance Wireline Providers</td>
<td>51:50 minutes</td>
<td>February 2018</td>
</tr>
<tr>
<td>Add a Preparer to E-File</td>
<td>1:32 minutes</td>
<td>January 2018</td>
</tr>
<tr>
<td>Reviewing FCC Form 499-Q Reported Revenues</td>
<td>4:45 minutes</td>
<td>November 2015</td>
</tr>
<tr>
<td>Online Filing Overview</td>
<td>7:06 minutes</td>
<td>April 2015</td>
</tr>
<tr>
<td>2018 Webinar Series: E-File Basics &amp; New Features</td>
<td>45:31 minutes</td>
<td>February 2018</td>
</tr>
<tr>
<td>Add a Company Officer to E-File</td>
<td>3:02 minutes</td>
<td>July 2017</td>
</tr>
<tr>
<td>Good Filing Practices Webinar</td>
<td>1:28:49 minutes</td>
<td>March 2015</td>
</tr>
</tbody>
</table>

[http://www.usac.org/cont/about/outreach/online-learning.aspx](http://www.usac.org/cont/about/outreach/online-learning.aspx)
Service Providers New to USAC
499-Q Basics will be repeated quarterly

May 7  498/499 ID Basics for Service Providers (also repeated quarterly)

For More Assistance

✓ Call Customer Support  Phone: (888) 641-8722
   Hours: Monday-Friday 9 AM to 5 PM ET

✓ Submit an email to Form499@usac.org

✓ Visit our online learning library