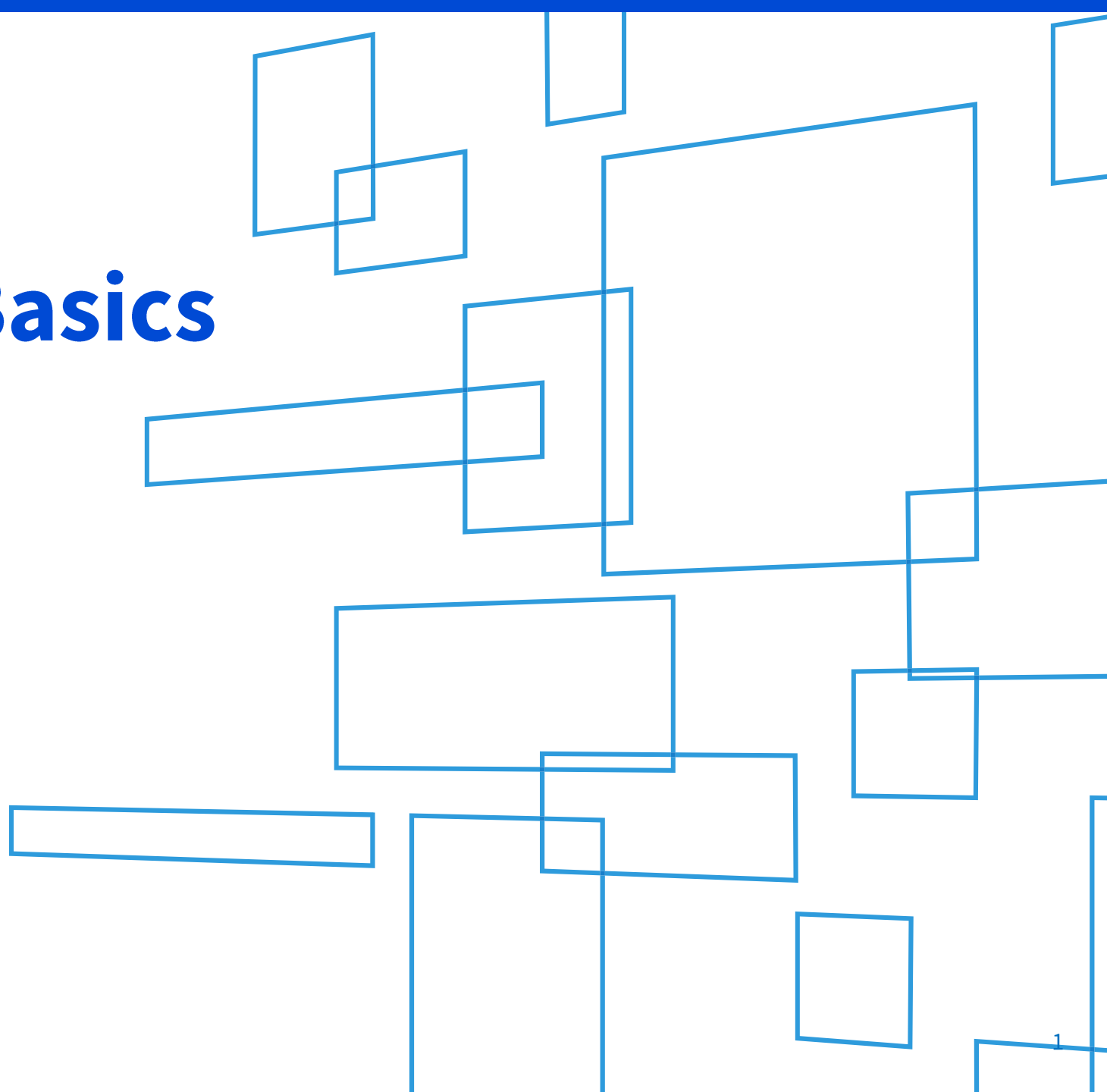


FCC Form 499-Q Basics

Webinar

April 9, 2019

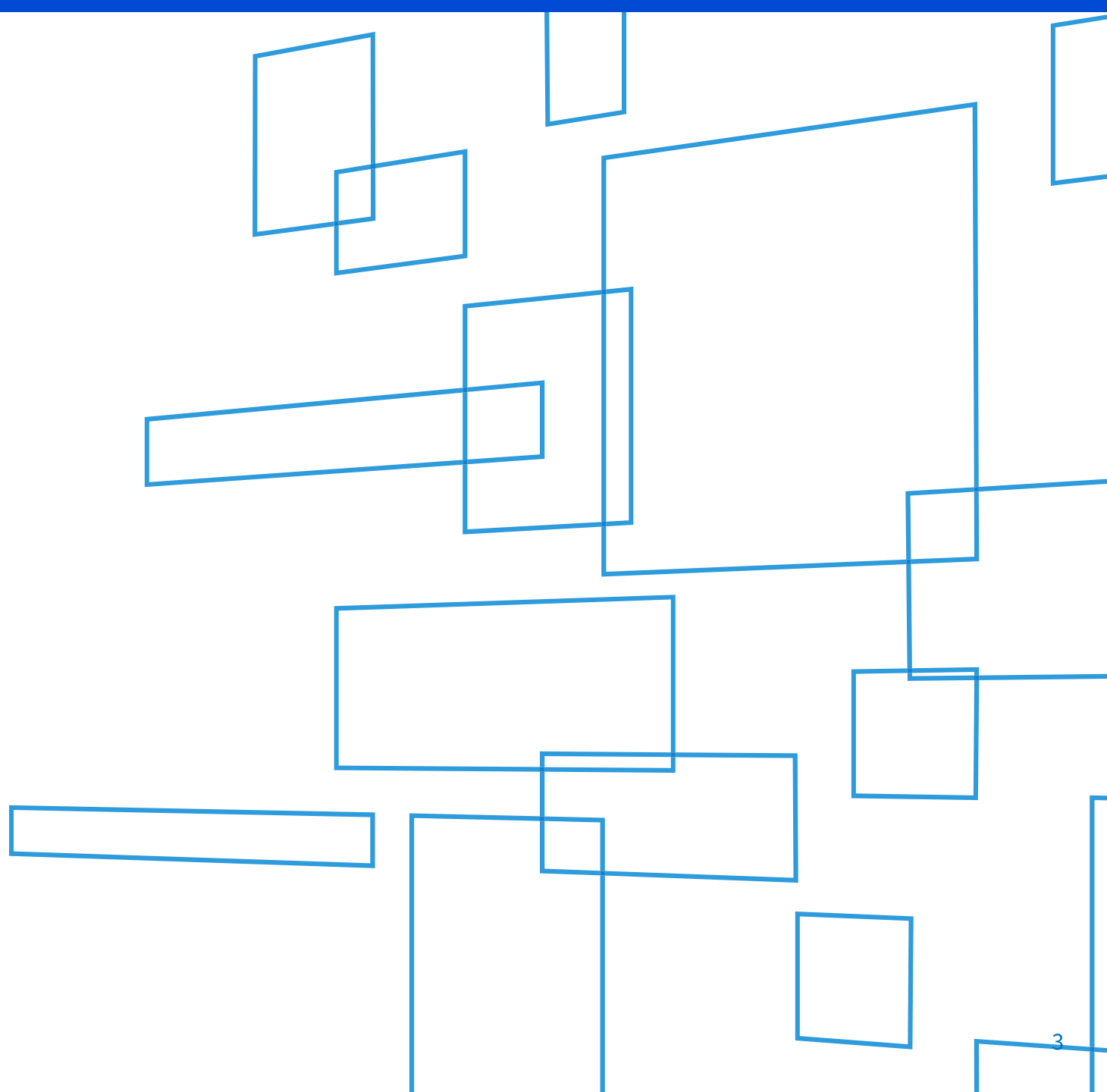


Housekeeping

- 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.



Today's Presenter

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.

Who Must File

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



Find the Form 499-Q

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



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[PAYERS](#) ▼

LATEST NEWS

[December 2018 Contributor Invoice Summary Now Available Online \(12/18/2018\)](#)

QUICK LINKS

[USF Has Transferred to the U.S. Treasury – Learn More](#)

Find the Form 499-Q

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.




FILERS

PAYERS

FCC FORMS

You must file all FCC forms electronically. Log in to your E-File account to start a form. Paper forms are for reference only.

Log In to E-File

Form	Name
FCC Form 498 and Instructions  Learn More	Service Provider Identification Number and General Contact Information Form
FCC Form 499-A and Instructions  Learn More	2018 Annual Telecommunications Reporting Worksheet (For reporting calendar year 2017 revenue)
FCC Form 499-Q and Instructions  Learn More	Quarterly Telecommunications Reporting Worksheet

[See Prior Year FCC Form 499-A Forms and Instructions](#)

Paper Form 499-Q

FCC Form 499-Q Telecommunications Reporting Worksheet		Approval by OMB 3060-0855	
Quarterly Filing for Universal Service Contributors > Please read instructions before completing <			
Block 1: Contributor Identification Information		101 Filer 499 ID	
102 Legal name of reporting entity			
103 Filer's IRS employer identification number			
104 Name telecommunications provider is doing business as			
105 Affiliated Filers Name [All affiliated companies should show same name here. In most cases, the Affiliated Filers Name will be the holding company name]		Check if filer has no affiliates: <input type="checkbox"/>	
105.1 Affiliate Filers Name IRS employer identification number		[Enter 9 digit number]	
106 Filer's FCC Registration Number (FRN)		[Enter 10 digit number]	
107 Complete mailing address of reporting entity's corporate headquarters			
Block 2: Contact Information			
108 Person who completed this worksheet		First MI Last	
109 Telephone number of this person		() -	
110 Fax number of this person		() -	
111 Email of this person			
112 Billing address and billing contact person:			
[Letter for Universal Service Contributors will be sent to this address.]			
Block 3: Contributor Historical and Projected Revenue Information			
113 Indicate which quarterly filing this represents	Filing due	Historical revenues (lines 115-118) for	Projected revenues (lines 119-120) for
	November 1, 2018	July 1 – September 30, 2018	January 1 – March 31, 2019
	February 1, 2019	October 1 – December 31, 2018	April 1 – June 30, 2019
	May 1, 2019	January 1 – March 31, 2019	July 1 – September 30, 2019
	August 1, 2019	April 1 – June 30, 2019	October 1 – December 31, 2019
114 Check if using safe harbor to allocate interstate/intrastate revenues for each of the following (as applicable): Cellular & broadband PCS: <input type="checkbox"/> Paying: <input type="checkbox"/> Analog SMR: <input type="checkbox"/> Interconnected VoIP: <input type="checkbox"/>			
Historical billed revenues with no knowledge of collectibles not collectibles. See Instructions.		Total revenues	
		(a) (b) (c)	
115 Telecommunications provided to other universal service contributors for resale as telecommunications or as interconnected VoIP			
116 End-user telecommunications revenues including any pass-through charges for universal service contributions, but excluding international-to-international revenues			
117 All other goods and services		Column (b) and (c) not requested	
including any pass-through charges for universal service contributions, but excluding international-to-international revenues			
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			
Block 4: CERTIFICATION: to be signed by an officer of the reporting entity			
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 64.604 of the Commission's Rules.		<input type="checkbox"/>	
I certify that I am an officer of the above-named reporting entity, that I have examined the foregoing report and to the best of my knowledge, information and belief, all statements of fact contained in this Worksheet are true, that said Worksheet is an accurate statement of the affairs of the above-named company for the quarter and that the projections of gross-billed and collected revenues represent a good-faith estimate based on company procedures and policies.			
122 Signature			
123 Printed name of officer		First MI Last	
124 Position with reporting entity			
125 Email of officer (Required if available)			
126 Date			
127 This filing is: <input type="checkbox"/> Original filing <input type="checkbox"/> Revised filing [revisions due within 45 days of original filing deadline]			
Do not mail checks with this form. File this form online: http://www.usac.org/about/tools/e-file.aspx For additional information regarding this worksheet contact: Telecommunications Reporting Worksheet Info: (888)641-8722 or via email: Form499@usac.org			
PERSONS WILLFULLY 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. §1001			
Save time, avoid problems – file electronically at http://forms.universal-service.org FCC Form 499-Q / January 2018			

← Company Identification and Contact Info

← Reporting Period

← Safe Harbor designation

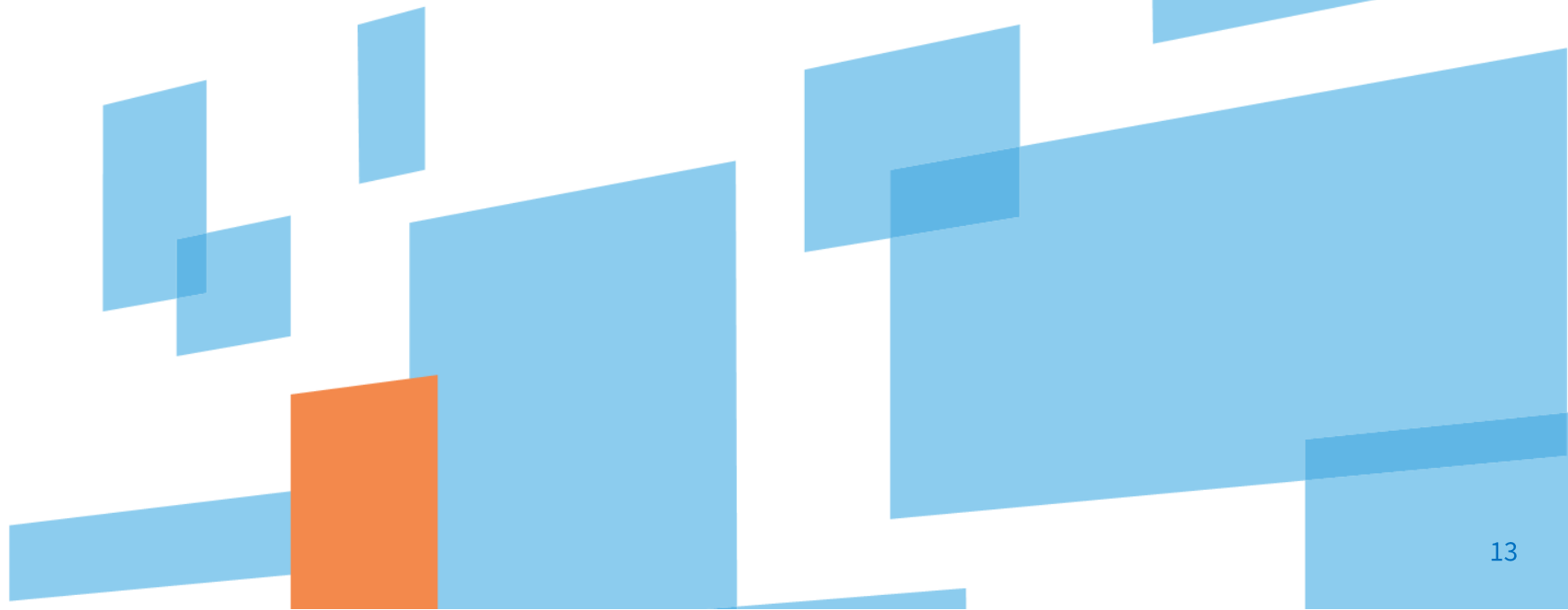
← Historical revenue reporting

← Projected revenue reporting

← Signature and Certification

Filing Calendar

When to File the 499-Q



When To File

Due Date	Late Fee Earned	Revenue Reported	Revision Deadline	Contributor Invoice
May 1, 2019	May 30, 2019	3Q projected 2019 1Q revenue 2019	June 17, 2019	July 2019 August 2019 September 2019
August 1, 2019	August 30, 2019	4Q projected 2019 2Q revenue 2019	September 16, 2019	October 2019 November 2019 December 2019
November 1, 2019	December 2, 2019*	1Q projected 2020 3Q revenue 2019	December 15, 2019	January 2020 February 2020 March 2020

* 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



Filing the FCC Form 499-Q

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.

The screenshot displays the USAC E-File web application interface. The top header is orange with the USAC logo on the left and 'E-File' on the right. Below the header, the left sidebar contains an 'Information Center' menu with options: Contributors, Create New Form (highlighted with a blue box), Search Forms, 499Q Bulk Submission, View Sent Issue Emails, Payments, Download Forms, and Add or Remove 499 Users. The main content area is titled 'Information Center' and features a message about online invoice payments. Below this is a 'Contributors' table with one entry for 'USAC Test Amy'. On the right, there are links for 'Welcome Amy User', 'My Account', 'Log Out', and a list of FAQs.

USAC
Universal Service Administrative Company®

E-File

Information Center

- Contributors
- **Create New Form**
- Search Forms
- 499Q Bulk Submission
- View Sent Issue Emails
- Payments
- Download Forms
- Add or Remove 499 Users

Information Center

You can now pay your invoices online. Beginning with your May invoices, due June 15, online payments are required. Click on [Payments](#) to begin.

Contributors		
Form 499 Filer ID	Company Name	Tax ID
889993	USAC Test Amy	99-9999999

Welcome Amy User
[My Account](#) | [Log Out](#)

FAQs

- [General E-File FAQ's](#)
- [E-Certification FAQ's](#)
- [E-File Form 498 FAQ's](#)
- [E-File Form 499 FAQ's](#)
- [E-File User Guide](#)

Filing the FCC Form 499-Q

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.

The screenshot shows the USAC E-File web interface. On the left is a navigation menu with the following items: Information Center, Contributors, Create New Form (highlighted), Search Forms, 499Q Bulk Submission, View Sent Issue Emails, Payments, and Download Forms. The main content area is titled 'Form 499 - Create New Form'. It contains a 'Filing:' dropdown menu with '499Q for February, 2019' selected, a 'Filer 499 ID:' text input field, and a 'Create New Filing' button. In the top right corner, it says 'E-File' and 'User: Amy User' with links for 'My Account' and 'Log Out'.

USAC
Universal Service Administrative Company®

E-File

Information Center

- Contributors
- **Create New Form**
- Search Forms
- 499Q Bulk Submission
- View Sent Issue Emails
- + Payments
- Download Forms

Form 499 - Create New Form

User: Amy User
[My Account](#) | [Log Out](#)

Filing: 499Q for February, 2019 ▼

Filer 499 ID:

Create New Filing

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.

https://efile.universalservice.org/?FormName=Form499Q - Forms Engine Preview - Windows Internet Explorer

USAC
Universal Service Administrative Company®

FCC Form 499-Q - Data Entry Form
Quarterly Filing for Universal Service Contributors

>>> Please read instructions before completing <<<

Form 499 Q [Feb 2019]

Preview Form

**** Data Entry Purpose Only. Please Do Not Print this Form ****

Block 1: Contributor Identification Information	
101. Filer 499 ID	889993
102. Legal name of reporting entity	USAC Test Amy
103. Filer's IRS employer identification number	99-9999999
104. Name telecommunications provider is doing business as	USAC Test Amy
105. Affiliated Filers Name/Holding Company Name	

Revenue Reporting Sections

Historical

114. Check if using safe harbor to allocate interstate/intrastate revenues for each of the following (as applicable):	<input type="checkbox"/> Cellular and Broadband	<input type="checkbox"/> Paging	<input type="checkbox"/> Analog SMR	<input type="checkbox"/> Interconnected VoIP
Historical billed revenues with no allowance or deductions for uncollectables. See instructions.	Total Revenues in \$ (a)	Interstate Revenues in \$ (b)	International Revenues in \$ (c)	
115. Telecommunications provided to other universal service contributors for resale as telecommunications or as interconnected VoIP	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	
116. End-user telecommunications revenues including any pass-through charges for universal service contributions, but excluding international-to-international revenues	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	
117. All other goods and services	<input type="text" value="\$0.00"/>	Column (b) and (c) not requested for Lines 117 and 118		
118. Gross-billed revenues from all sources [sum of above]	<input type="text" value="\$0.00"/>			
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		<input type="text" value="\$270,000.00"/>	<input type="text" value="\$0.00"/>	
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		<input type="text" value="\$270,000.00"/>	<input type="text" value="\$0.00"/>	

Projected

Submitting the FCC Form 499-Q

Block 4: Certification Can only be completed by a the 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'

Block 4: CERTIFICATION: to be signed by an officer of the reporting entity	
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 64.604 of the Commission's Rules.	<input type="checkbox"/>
I certify that I am an officer of the above-named reporting entity, that I have examined the foregoing report and to the best of my knowledge, information and belief, all statements of fact contained in this Worksheet are true, that said Worksheet is an accurate statement of the affairs of the above-named company for the quarter and that the projections of gross-billed and collected revenues represent a good-faith estimate based on company procedures and policies.	
122. Signature	
*****Data Entry Purpose Only. Please Do Not Print this Form*****	
123. Printed name of officer	First: Amy MI: Last: Smith
124. Position with reporting entity	President
125. Email of officer (Required if available)	AmyOfficer@test.com
126. Date	3/12/2019
127. This filing is:	<input type="radio"/> Original Filing <input checked="" type="radio"/> Revised Filing [revisions due within 45 days of original filing deadline]
Do not mail checks with this form. Send this form to: Form 499 Data Collection Agent c/o USAC 700 12th Street, N.W. Suite 900 Washington DC 20005 For additional information regarding this worksheet contact: Telecommunications Reporting Worksheet Info: (888)641-8722 or via e-mail: Form499@universalservice.org	
PERSONS WILLFULLY 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. §1001	
<div>Save Form</div> <div>Click here to Preview and Certify the form</div>	

Submitting the FCC Form 499-Q

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'.

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	\$6,000.00	\$0.00
-----	---	------------	--------

Block 4: CERTIFICATION: to be signed by an officer of the reporting entity

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 64.604 of the Commission's Rules. ☐

I certify that I am an officer of the above-named reporting entity, that I have examined the foregoing report and to the best of my knowledge, information and belief, all statements of fact contained in this Worksheet are true, that said Worksheet is an accurate statement of the affairs of the above-named company for the quarter and that the projections of gross-billed and collected revenues represent a good-faith estimate based on company procedures and policies.

122 Signature

123 Printed name of officer First Amy MI Last Smith

124 Position with reporting entity President

125 Email of officer (Required if available) AmyOfficer@test.com

126 Date 3/12/2019

127 This filing is: ☐ Original filing ☒ Revised filing [revisions due within 45 days of original filing deadline]

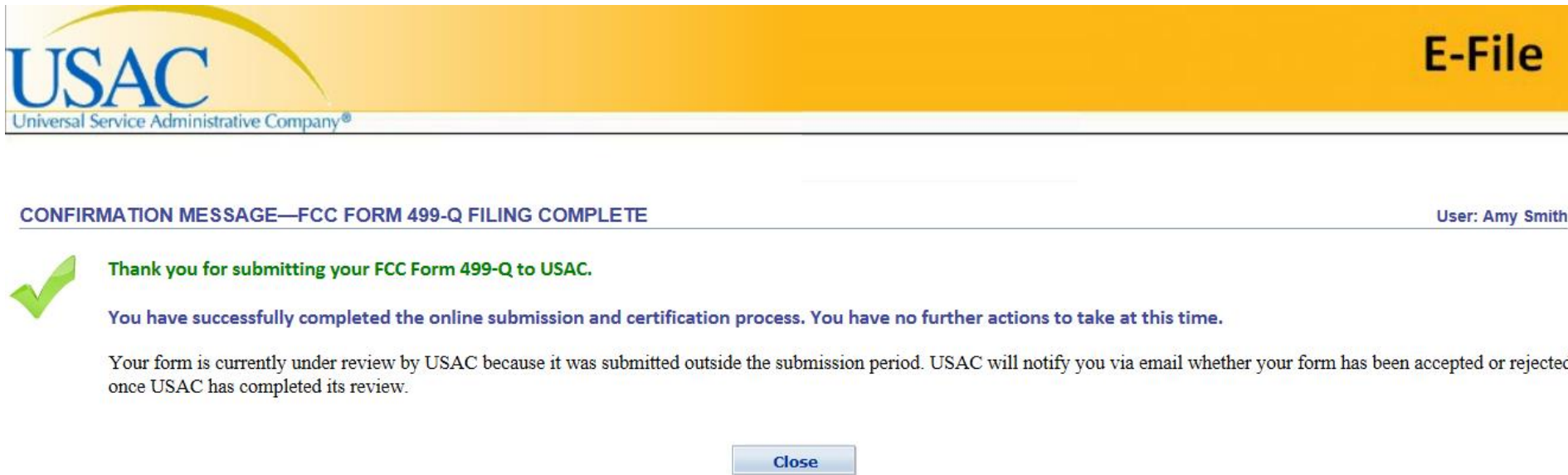
Do not mail checks with this form. Send this form to: Form 499 Data Collection Agent c/o USAC 700 12th Street, N.W. Suite 900 Washington DC 20005
For additional information regarding this worksheet contact: Telecommunications Reporting Worksheet Info: (888)641-8722 or via e-mail: Form499@universalservice.org

PERSONS WILLFULLY 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. §1001

Save time, avoid problems -- file electronically at <http://forms.universalservice.org> FCC Form 499-Q/February 2019

Successful Submission

A confirmation message will appear on the screen. The form will appear with a 'Pending Review' status.

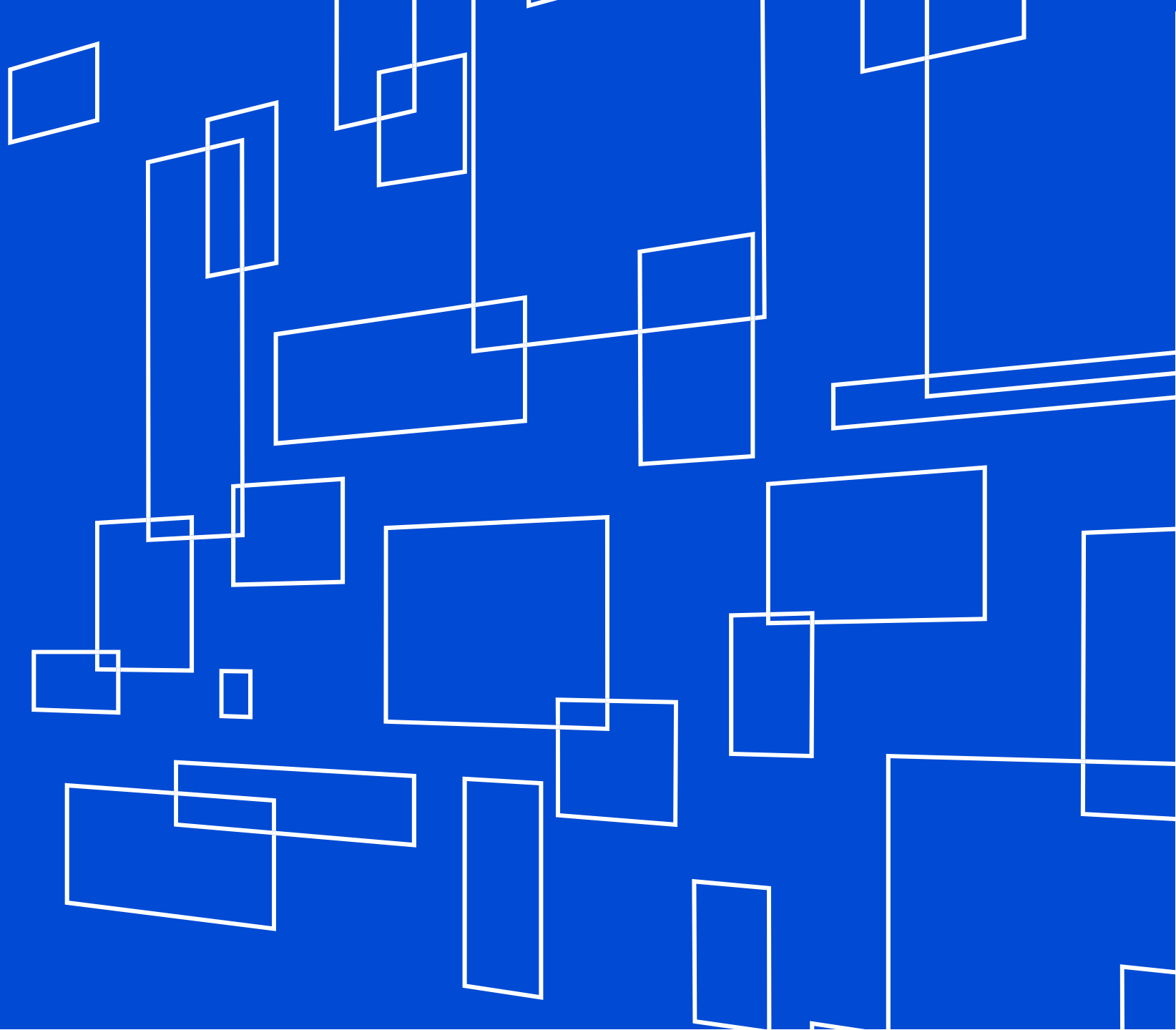


An [email message](#) will also be sent to the Company Officer that signed the form.

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



Reviewing FCC Form 499-Q
Reported Revenues

2018 Webinar Series: Local and Long
Distance Wireline Providers
51:50 minutes | February 2018

Add a Preparer to E-File
1:32 minutes | January 2018

Reviewing FCC Form 499-Q Reported
Revenues★
4:45 minutes | November 2015

Online Filing Overview
7:06 minutes | April 2015

2018 Webinar Series: E-File Basics & New
Features
45:31 minutes | February 2018

Add a Company Officer to E-File
3:02 minutes | July 2017

Good Filing Practices Webinar
1:28:49 minutes | March 2015

Upcoming Webinar Training

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](#)



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