

2020 Form 499-A Webinar Series

Providers of All Other Services

February 20, 2020



Universal Service
Administrative Co.

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

This webinar is intended to provide guidance on filling out the FCC Form 499-A for providers of all other services, including but not limited to the following:

- local and long distance private lines
- payphones (including prison payphones)
- prepaid cards
- satellite services

Topics

Online Resources

Revenue Reporting

Service Revenue Reporting


Common Revenue

Questions

Website Redesign

USAC main website
www.usac.org

Hover your cursor
over the top line of
departments to see
topics

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[Lifeline](#)

[High Cost](#)

[Service Providers](#)

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Common Audit Findings

- Description of real audit findings
- Audit tips from the internal audit team and 499 analysts

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

PQA 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

FINDING: Improper Assessment of USF on End-User Bill

For More Assistance

- ✓ Call Form 499-A Hotline beginning March 1
 - Phone: (866) 411-8722
 - Hours: Monday-Friday 9 AM to 5 PM ET
- ✓ Submit an email to Form499@usac.org
- ✓ Visit our [online learning library](#)
- ✓ USAC's Regular Customer Support Available Year Round
 - ✓ (888) 641-8722

Revenue Reporting

Basics for reporting revenue on the 499-A



Who Must File

Almost every telecommunications service provider must file FCC Form 499-A.

MUST FILE!

1. All *de minimis* carriers
2. All VoIP providers
3. Audio bridging providers
4. US Carriers that provide only international service
5. Payphone aggregators

Who DOESN'T File?

1. All non common carriers that are *de minimis**
2. Government entities, including companies that provide exclusively to government agencies*
3. System Integrators*

**and do not provide VoIP services*

Record Keeping

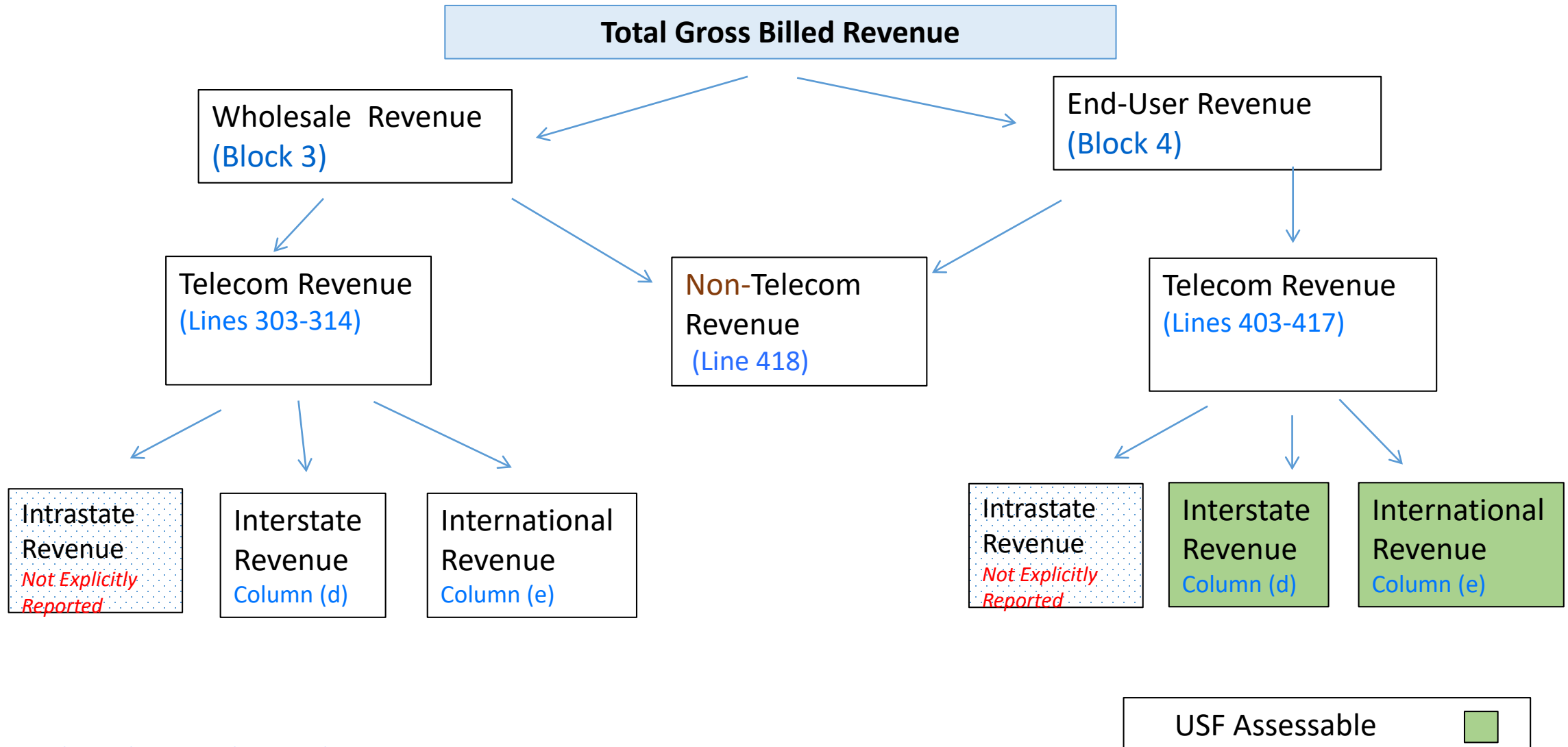
1. Filers must maintain records and documentation to justify information reporting on the FCC Form 499-A Worksheet, including the methodology used to determine projections and to allocate interstate revenues, for five years.
 - The FCC is adding language to the 2020 form instructions to indicate that failure to “submit supporting documentation” when requested is subject to enforcement action and administrative penalties.
2. Filers must make available all documents and records that pertain to them, including those of contractors and consultants working on their behalf, to the FCC’s Office of Inspector General, USAC, and/or auditors upon request.
3. Review by the FCC or USAC may cover any existing corporate records, not just those specifically maintained for these purposes.
4. Entities acquiring carrier operations through consolidation, merger, etc., must maintain the records of the acquired entity.

Reporting Gross Billed Revenues

Companies must break out revenue into 3 categories

1. Attribute telecommunications revenues derived from sales to contributing resellers (Block 3) or sales to end users (Block 4).
2. Assign gross billed revenues to between telecommunications and non telecommunications categories
 - ◇ which includes allocating revenues from bundled services between telecommunications and non-telecommunications components.
3. Then, apportion telecommunications revenues between the intrastate, interstate, and international jurisdictions.

Form 499-A Revenue Reporting



Reseller vs End User

1. Reseller revenue is defined in the instructions as revenue from a customer that:
 - (1) Incorporates purchased telecommunications services into its own telecommunications offerings; and
 - (2) Can reasonably be expected to DIRECTLY contribute to federal universal service support mechanisms based on revenues from those offerings.
2. Each filer should have documented procedures to ensure that it reports as “revenues from resellers” in Block 3 only those revenues from entities that reasonably would be expected to DIRECTLY contribute to support universal service.
3. Revenue that does not qualify for Block 3 is reportable in Block 4 as end user revenue.

Block 3 Revenues

The following categories of revenues reported in Block 3 do not require reseller certification

Category of Revenue	Report on
Per-minute switched access charges and reciprocal compensation	Line 304
Revenues received from carriers as payphone compensation for originating toll calls	Line 306
Charges for physical collocation of equipment pursuant to 47 U.S.C. § 251(c)(6)	Line 307
Revenues that filers receive as universal service support from either states or the federal government	Line 308
Revenues received from another U.S. carrier for roaming service provided to customers of that carrier	Line 309

Apportioning Revenues

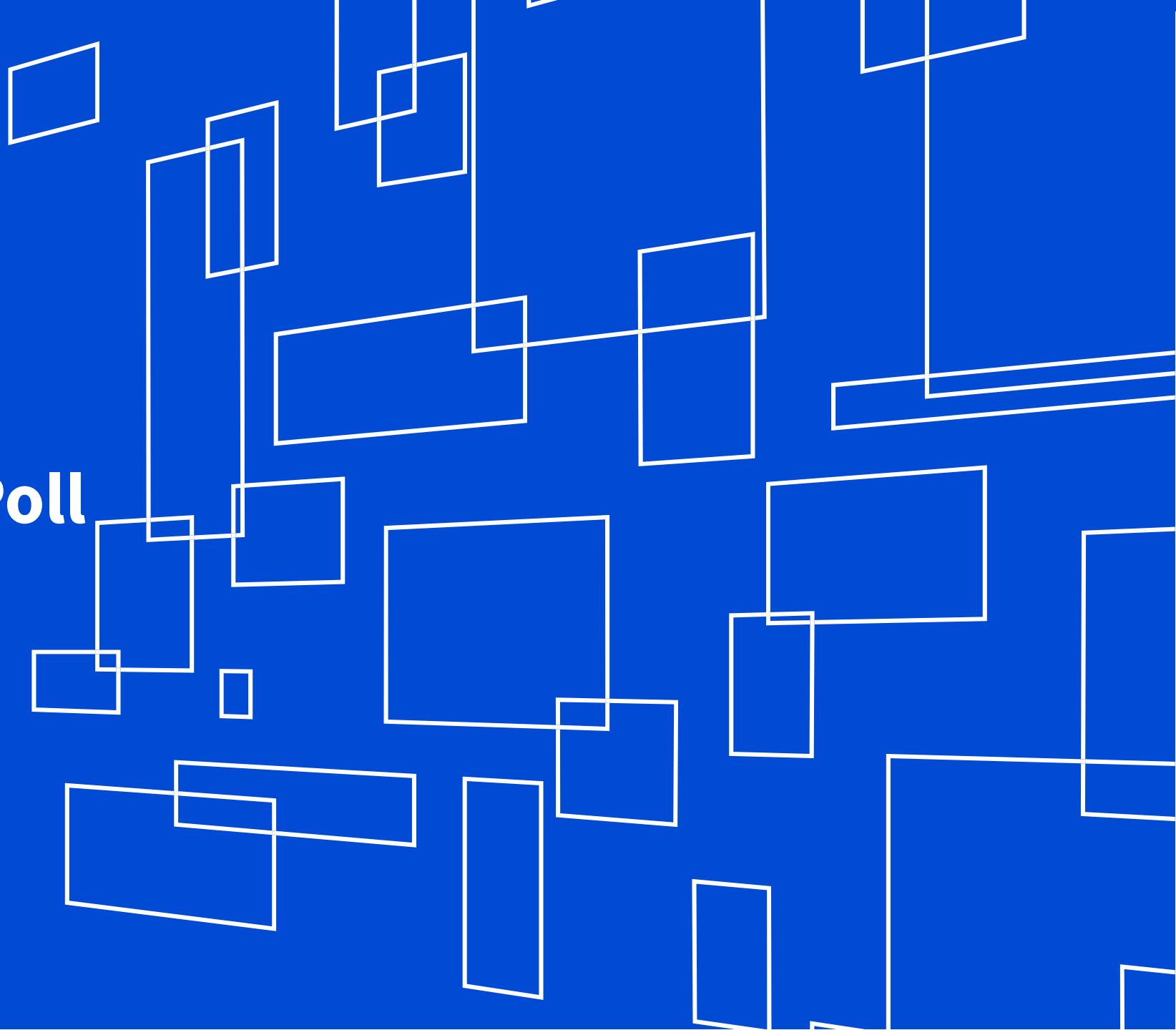
Interstate & International Jurisdictions

1. Total Revenue [Column (a)] = Intrastate Revenue + Column (d) + Column (e)
 - Column (d) is interstate, and Column (e) is international

404.5 Unbundled service - Interconnected VoIP only				
\$ 0.00	0.00 %	0.00 %	\$ 0.00	\$ 0.00
Total Revenues	Interstate %	International %	Interstate Revenues	International Revenues

2. Jurisdiction is based upon traffic; the originating and terminating points of the final product.
3. Revenues from services offered under interstate tariffs should be identified as interstate revenues. (i.e SLC & LNP)
4. Filers should determine jurisdiction by using information from their corporate books or other internal data reporting systems.
5. Good faith estimates may be used if jurisdiction cannot be determined directly from corporate books.

Customer Service Poll



Service Specific Revenue Reporting

Line by Line



Completing the FCC Form 499-A

Company Name: Solutions, Inc.
Filer ID: 8221

2018 FCC Form 499-A
(Reporting calendar 2017 revenues)

MAIN PAGE: 2018 FCC FORM 499-A (REPORTING ACTUAL REVENUES FROM CALENDAR YEAR 2017)

Thank you for choosing to electronically file your FCC Form 499-A. Use this E-File system to update your registration information and to report your actual revenues from calendar year 2016. As you enter your data, be sure that you understand the requirements as indicated in the 2017 [FCC Form 499-A Instructions](#).

Update Registration
Information

(Pages 1-3 of FCC Form 499-A)

Review and update your registration information, including your company contact names and addresses, carrier type and activities, and jurisdiction. The E-File system has pre-populated this information from your prior FCC Form 499 submissions.

Enter/Update Revenue
Information

(Pages 4-8 of FCC Form 499-A)

Enter or update your revenue information for calendar year 2016. If you are submitting a revision, the E-File system has pre-populated revenue information from your last filing.

Submitting the Form

Throughout the data entry process, the E-File system will conduct validations of your data and will advise you of any issues it detects. The "Review and Certify My Filing to USAC" button will be enabled only when any identified issues have been resolved.

Save & Close Form

Review & Certify
My Filing to USAC

Revenue Reporting Summary

Revenue Reporting Sections

Form 499-A Line

Lines 303-315	Carrier's Carrier This section is for reporting revenues received from (1) carriers that contributed to the federal universal service fund (USF); OR (2) USAC or state sources for universal service support.	Edit
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Lines 503-510	Regional Percentages This section is required for carriers and providers of interconnected VoIP with revenue to indicate regional billing data.	Edit
	Certifying Officer Information This section you will need to fill out the filer's Certifying officer information.	Edit

[Save & Close Form](#)[Go To Main Page](#)

Payphone Services

Payphone Services

Did you receive any **payphone compensation** from long distance carriers?

YES - [Click here](#)

NO - Continue to next question

Please report revenues from carriers as payphone compensation for origination of toll calls. Include revenues received from customers paid directly to the payphone service provider, including all coin-in-the-box revenues. Do not deduct commission payments to premises' owners.

306 Payphone compensation from toll carriers

\$ 0.00	0.00 %	0.00 %	\$ 0.00	\$ 0.00
Total Revenues	Interstate %	International %	Interstate Revenues	International Revenues

Payphone Services

Did you receive any **payphone coin revenues**?

YES - [Click here](#)

NO - Continue to next question

Please report revenues received from customers who paid directly to the payphone service provider. Include all coin-in-the-box revenues and do not deduct commission payments to premises' owners.

[Show Helpful Hint](#)

407 Payphone coin revenues (local and long distance)

\$ 0.00	0.00 %	0.00 %	\$ 0.00	\$ 0.00
Total Revenues	Interstate %	International %	Interstate Revenues	International Revenues

Prepaid Calling Cards

Did you receive any revenues from **prepaid calling card** sales?

YES - [Click here](#)

NO - Continue to next question

Please report revenues from customers, distributors or retail establishments. Report amounts actually paid by end-user customers (i.e., face value of cards) and not the amounts paid by distributors or retailers. Do not reduce or adjust for discounts provided to distributors or retail establishments.

411 Prepaid calling card

\$

0.00

0.00

%

0.00

%

\$

0.00

\$

0.00

Total Revenues

Interstate %

International %

Interstate Revenues

International Revenues

International Long Distance

Did you receive any revenues for providing **international long distance service for calls that originate and terminate in foreign points?**

YES - [Click here](#)

NO - Continue to next question

Please report revenues for providing international long distance service for calls that originate and terminate in foreign points - from end-users or carriers that do not contribute to USF.

412 International calls that both originate and terminate in foreign points

<div>\$0.00</div>	<div>0.00%</div>	<div>100.00%</div>		<div>\$0.00</div>
Total Revenues	Interstate %	International %	Interstate Revenues	International Revenues

Operator and Toll Calls

Did you receive any revenues for providing **operator and toll calls** with alternative billing arrangements (e.g., credit card, collect, international call-back, etc.)?

YES - [Click here](#)

NO - Continue to next question

Please report revenues to include all calling card (i.e., non pre-paid) or credit card calls, person-to-person calls, and calls with alternate billing arrangements such as third-number billing, collect calls, and country-direct type calls that either originate or terminate in a U.S. point. Include charges for long distance directory assistance.

413 Operator and toll calls with alternative billing arrangements other than revenues reported on Line 412

\$ 0.00	0.00 %	0.00 %	\$ 0.00	\$ 0.00
Total Revenues	Interstate %	International %	Interstate Revenues	International Revenues

Satellite Service

Did you receive any revenues for providing **satellite service**?

YES - [Click here](#)

NO - Continue to next question

Please report revenues from providing space segment service and earth station link-up capacity used for providing telecommunications or telecommunications services via satellite. Do not include revenues from the lease of bare transponder capacity on this line, but instead report such revenues on Line 418.3.

416 Satellite services

\$ 0.00	0.00 %	0.00 %	\$ 0.00	\$ 0.00
Total Revenues	Interstate %	International %	Interstate Revenues	International Revenues

Audio Bridging

Did you receive any revenues for providing **audio bridging or other long distance** telecommunications service?

YES - [Click here](#)

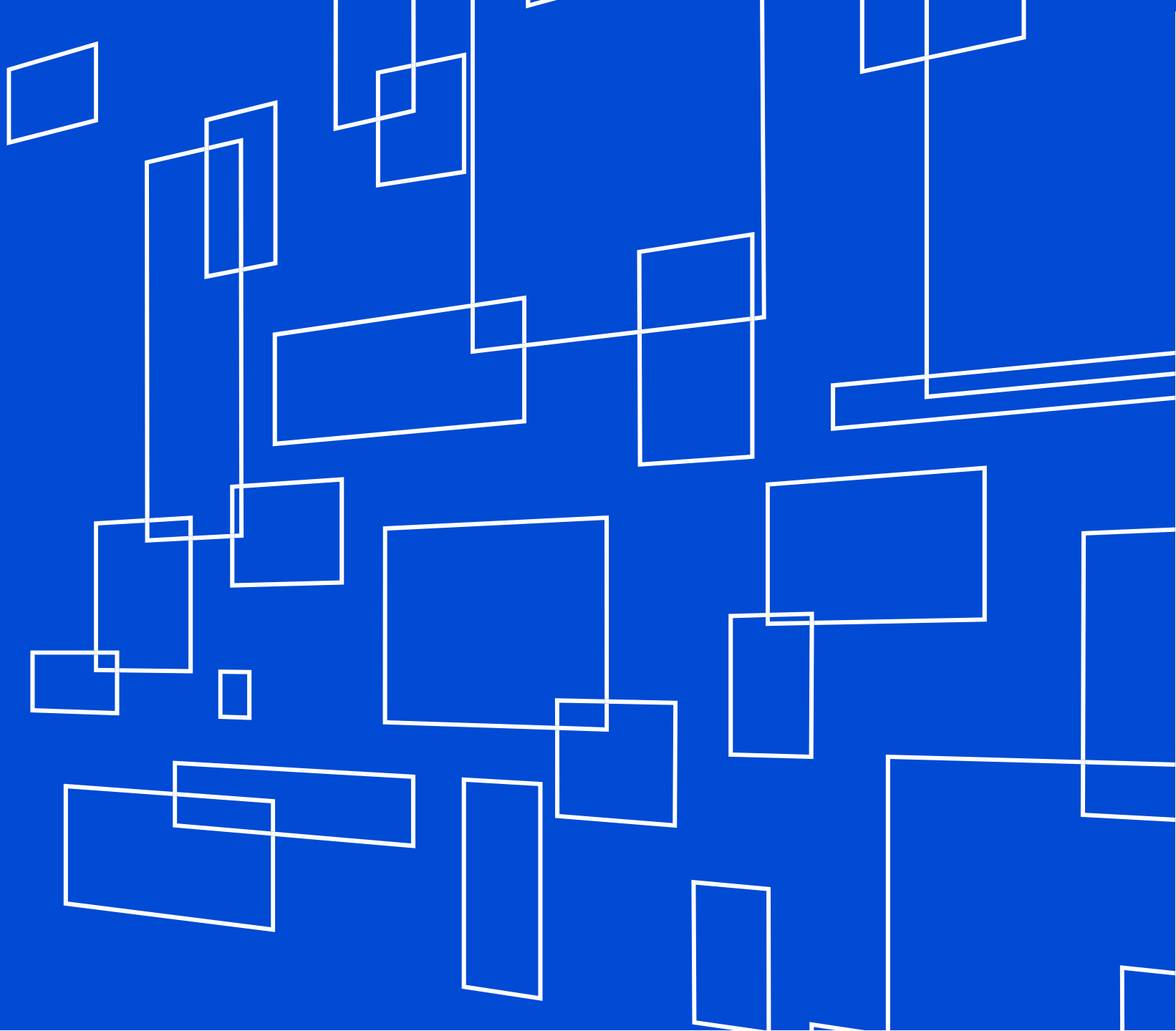
NO - Continue to next question

Please report revenues for teleconferencing as well as switched data, frame relay, and similar services, where the customer is provided a toll network service rather than a dedicated capacity between two points. Include any other long distance service revenues not reported above.

417 All other long distance services

\$ 0.00	0.00 %	0.00 %	\$ 0.00	\$ 0.00
Total Revenues	Interstate %	International %	Interstate Revenues	International Revenues

Questions



Common Revenues

Line by Line



Revenue Reporting Summary

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Lines 421-422	Uncollectible Revenue or Bad Debt This section is for reporting any uncollectible revenue or bad debt.	Edit
Lines 503-510	Regional Percentages This section is required for carriers and providers of interconnected VoIP with revenue to indicate regional billing data.	Edit
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[Save & Close Form](#)[Go To Main Page](#)

2020 FCC Form 499-A – ILEC Reminder

Subscriber Line Charge

1. As directed by the FCC's rules, Incumbent Local Exchange Carriers (ILECs) are required to recover a portion of the local loop through a flat-rate Subscriber Line Charge (SLC) assessed on the end-user customer.
2. A Subscriber Line Charge is a flat, non-traffic sensitive charge assessed on end-users to recover Local Exchange Carriers' (LECs') interstate-allocated common line costs.
3. Revenues derived from the SLC must be reported as interstate revenue on Line 405 of the FCC Form 499-A for USF contribution purposes.
4. For additional information, please see paragraph 11 of [DA 13-2254](#) and page 25 of the FCC Form 499-A Instructions.

SLCs, PICCs and ARCs

Did you receive any revenues for **access tariffs (i.e., tariffed subscriber line charges (SLCs), Access Recovery Charges (ARCs), and/or Primary Interexchange Carrier Charges (PICCs) levied by a local exchange carrier on customers that are not pre-subscribed to an interexchange carrier)**?

YES - [Click here](#)

NO - Continue to next question

Please report revenues charged to end-users specified in access tariffs, such as tariffed subscriber line charges (SLCs), Access Recovery Charges (ARCs), and/or Primary Interexchange Carrier Charges (PICCs) levied by a local exchange carrier on customers that are not pre-subscribed to an interexchange carrier.

[Show Helpful Hint](#)

405 Separately stated line items on customer bills for SLC charges, PICC charges, ARC charges

<div><div>\$</div><div>0.00</div></div>	<div><div>0.00</div><div>%</div></div>	<div><div>0.00</div><div>%</div></div>	<div><div>\$</div><div>0.00</div></div>	<div><div>\$</div><div>0.00</div></div>
Total Revenues	Interstate %	International %	Interstate Revenues	International Revenues

Universal Service Support

Universal Service Support Funding

Did you receive any **universal service funding** from either state sources or from USAC for high cost or low income support?

YES - [Click here](#)

NO - Continue to next question

Please report revenues from state sources in column (a) only as intrastate revenues, and revenues from USAC in columns (a) and (d) as interstate revenues.

Show Helpful Hint

308 Universal service support revenues received from federal or state sources

\$ 0.00

Total Revenues

0.00 %

Interstate %

0.00 %

International %

\$ 0.00

Interstate Revenues

\$ 0.00

International Revenues

Line 308 — universal service support revenues should include all amounts that filers receive as universal service support from either states or the federal government. This includes payments received as cash or as a credit against contribution obligations.

Disbursements from Lifeline Program and High Cost Program support are reported here. Disbursements from Rural Health Care or E-Rate are included in Block 4.

Universal Service Surcharge Revenues

Universal Service Surcharge Revenues

Did you receive any **USF surcharge** revenues from customers to recover state or federal USF contributions?

YES - [Click here](#)

NO - Continue to next question

Please report revenues from state and federal USF surcharges. Please note that revenues from federal USF surcharges should be reported as 100% interstate.

[Show Helpful Hint](#)

403 Surcharges or other amounts on bills identified as recovering state or federal USF contributions

\$	0.00	0.00	%	0.00	%	\$	0.00	\$	0.00
Total Revenues		Interstate %		International %		Interstate Revenues		International Revenues	

If you charged your customers a fee for collection of universal service revenues for either federal or state USF, you'll be reporting it on this line.

Non-Telecommunications Revenue

NON-TELECOMMUNICATIONS REVENUE

In this section, report revenues other than U.S. telecommunications revenues, including information services, insider wiring maintenance, billing and collection customer premises equipment, published directory, dark fiber, Internet access, cable TV program transmission, foreign carrier operations, and non-telecommunications revenues. For more information, please see the [FCC Form 499-A Instructions](#).

418.1 Bundled with circuit switched local exchange service

\$ 0.00

Total Revenues

418.2 Bundled with interconnected VoIP local exchange service

\$ 0.00

Total Revenues

418.3 Other

\$ 0.00

Total Revenues

- Revenues that are not derived from telecommunications (i.e. rent or sale of equipment)
- Revenues that are derived from telecommunications related functions, but should not be included in the universal service or other fund contribution bases

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[Save & Close Form](#)[Go To Main Page](#)

Total Bad Debt

Total Bad Debt

Enter the bad debt associated with your total gross billed revenue from all sources (Line 419 above).

Show Helpful Hint

419 Gross billed revenue from all sources: Carrier's Carrier, End-User, Non Telecom, Non-Interconnected VoIP
[FCC Form 499 lines: 303 through 314 plus 403 through 418]

\$	0.00	0.00	%	0.00	%	\$	0.00	\$	0.00
Total Revenues		Interstate %		International %		Interstate Revenues		International Revenues	

421 Uncollectible revenue/bad debt associated with gross billed revenue shown on Line 419

\$	0.00	0.00	%	0.00	%	\$	0.00	\$	0.00
Total Revenues		Interstate %		International %		Interstate Revenues		International Revenues	

Gross billed revenue from all sources net of bad debt
[FCC Form 499 lines: 419 minus 421]

\$	0.00	0.00	%	0.00	%	\$	0.00	\$	0.00
Total Revenues		Interstate %		International %		Interstate Revenues		International Revenues	

System Calculated

User Entered

System Calculated

Net Universal Service Contribution Base

End User Bad Debt

Did you have bad debt associated with your revenue billed to end users?

YES - [Click here](#)

NO - Continue to next question

Enter the bad debt associated with your end-user revenue specific to the universal service contribution base from Line 420.

420 Gross universal service contribution base amounts: end-user minus international originating and terminating in foreign points
[FCC Form 499 lines: 403 through 411 plus 413 through 417]

\$	0.00	0.00 %	0.00 %	\$	0.00	\$	0.00
----	------	--------	--------	----	------	----	------

Total Revenues

Interstate %

International %

Interstate Revenues

International Revenues

422 Uncollectible revenue/bad debt associated with universal service contribution base revenue shown on Line 420

\$	0.00	0.00 %	0.00 %	\$	0.00	\$	0.00
----	------	--------	--------	----	------	----	------

Total Revenues

Interstate %

International %

Interstate Revenues

International Revenues

423 Net universal service contribution base amounts
[FCC Form 499 lines: 420 minus 422]

\$	0.00	0.00 %	0.00 %	\$	0.00	\$	0.00
----	------	--------	--------	----	------	----	------

Total Revenues

Interstate %

International %

Interstate Revenues

International Revenues

System Calculated

User Entered

System Calculated

Regional Percentages

REGIONAL REVENUE PERCENTAGES FOR LOCAL NUMBER PORTABILITY (LNP)

		Carrier's Carrier Revenue Regions	End User Revenue Regions
503 Southeast:	Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, and U.S. Virgin Islands	<input type="text" value="0"/> %	<input type="text" value="0"/> %
504 Western:	Alaska, Arizona, Colorado, Idaho, Iowa, Minnesota, Montana, Nebraska, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming	<input type="text" value="0"/> %	<input type="text" value="0"/> %
505 West Coast:	California, Hawaii, Nevada, American Samoa, Guam, Johnston Atoll, Midway Atoll, Northern Mariana Islands, and Wake Island	<input type="text" value="0"/> %	<input type="text" value="0"/> %
506 Mid-Atlantic:	Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia, and West Virginia	<input type="text" value="0"/> %	<input type="text" value="0"/> %
507 Mid-West:	Illinois, Indiana, Michigan, Ohio, and Wisconsin	<input type="text" value="0"/> %	<input type="text" value="0"/> %
508 Northeast:	Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont	<input type="text" value="0"/> %	<input type="text" value="0"/> %
509 Southwest:	Arkansas, Kansas, Missouri, Oklahoma, and Texas	<input type="text" value="0"/> %	<input type="text" value="0"/> %
510 Total:		<input type="text" value="0"/> %	<input type="text" value="0"/> %

[Save & Return to Summary](#)[Save & Continue](#)[Expand All](#)[Save & Close](#)

Data Entry Navigation

Did you receive any revenues for providing **wireless mobile services** (i.e., cellular, paging, messaging, SMR, and other mobile services)?

YES - [Click here](#)
NO - Continue to next question

Long Distance Services

Did you receive any revenues for providing **long distance services** (i.e., prepaid calling card, operator assisted calls, ordinary long distance, interconnected VoIP, private line, satellite, audio bridging, or other long distance)?

YES - [Click here](#)
NO - Continue to next question

[Save & Return to Summary](#)

[Save & Continue](#)

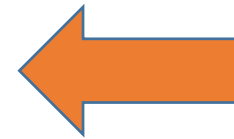
[Expand All](#)

[Save & Close](#)

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At the bottom of each data entry page, there is a line of buttons for navigating through the data entry process.



[Save & Return to Summary](#)

Saves form, **return** to summary page

[Save & Continue](#)

Saves form, **advances** to next section

[Save & Close](#)

Saves form, **EXITS** form data entry



E-FILE

Company Name: USAC Test Amy
Filer ID: 889993

2019 FCC Form 499-A
(Reporting calendar 2018 revenues)

FORM 499-A DATA SAVED



Your 499 worksheet has been successfully saved. It is now safe to close this window.

No information has been submitted to USAC.

You may return at any time to complete and submit this worksheet by going to the E-File search screen for this filer and clicking on the form name.

Please note that failure to submit your certified 499 Form by the due date could result in late fees.

[Close](#)

This section is for reporting revenues received from end-users, or carriers that did not contribute to the federal USF, for providing

Certify and Submit

Review, Certify & Submit

Once the data entry is complete on the FCC Form 499-A, **USAC does not consider it submitted until a Company Officer electronically signs (certify) and submits the form.**

E-File preparers cannot submit the FCC Form 499-A, only a Company Officer can.

This quick video will demonstrate the steps to submit the form.

Video Reference

From www.usac.org,
select 'Service Providers'

- Videos
- Form 499-A
- 'Form 499-A Certification' video

Certify the FCC Form 499-A

Company Name:

Filer ID: 822

2018 FCC Form 499-A

(Reporting calendar 2017 revenues)

MAIN PAGE: 2018 FCC FORM 499-A (REPORTING ACTUAL REVENUES FROM CALENDAR YEAR 2017)

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Save & Close Form

Review & Certify
My Filing to USAC

Certify the FCC Form 499-A

Officer Certification - Alternative

The screenshot shows the USAC (Universal Service Administrative Company) Information Center web application. On the left is a navigation menu with the following items: Information Center, Contributors (Create New Form, Search Forms, 499Q Bulk Submission, View Sent Issue Emails), Payments, Pending Certifications (Form 499Q, Form 499A), Download Forms, and Authorized Users (New User, Add or Remove 499 Users, Pending Users). The 'Form 499A' option under 'Pending Certifications' is highlighted with a blue box. The main content area, titled 'Information Center', contains two tables. The first table, 'Contributors', has columns for Form 499 Filer ID, Company Name, and Tax ID, with one row showing 889993, USAC Test Amy, and 99-9999999. The second table, 'Authorized Users', has columns for Email and Full Name, and displays the message 'No Records Found.'

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

Authorized Users	
Email	Full Name
No Records Found.	

Officers Only: Upon signing in to E-File, from the Left Hand Navigation menu, look for “Pending Certifications” and select “Form 499A”.

Confirmation Message

FORM 499-A - FILING COMPLETE - CONFIRMATION MESSAGE



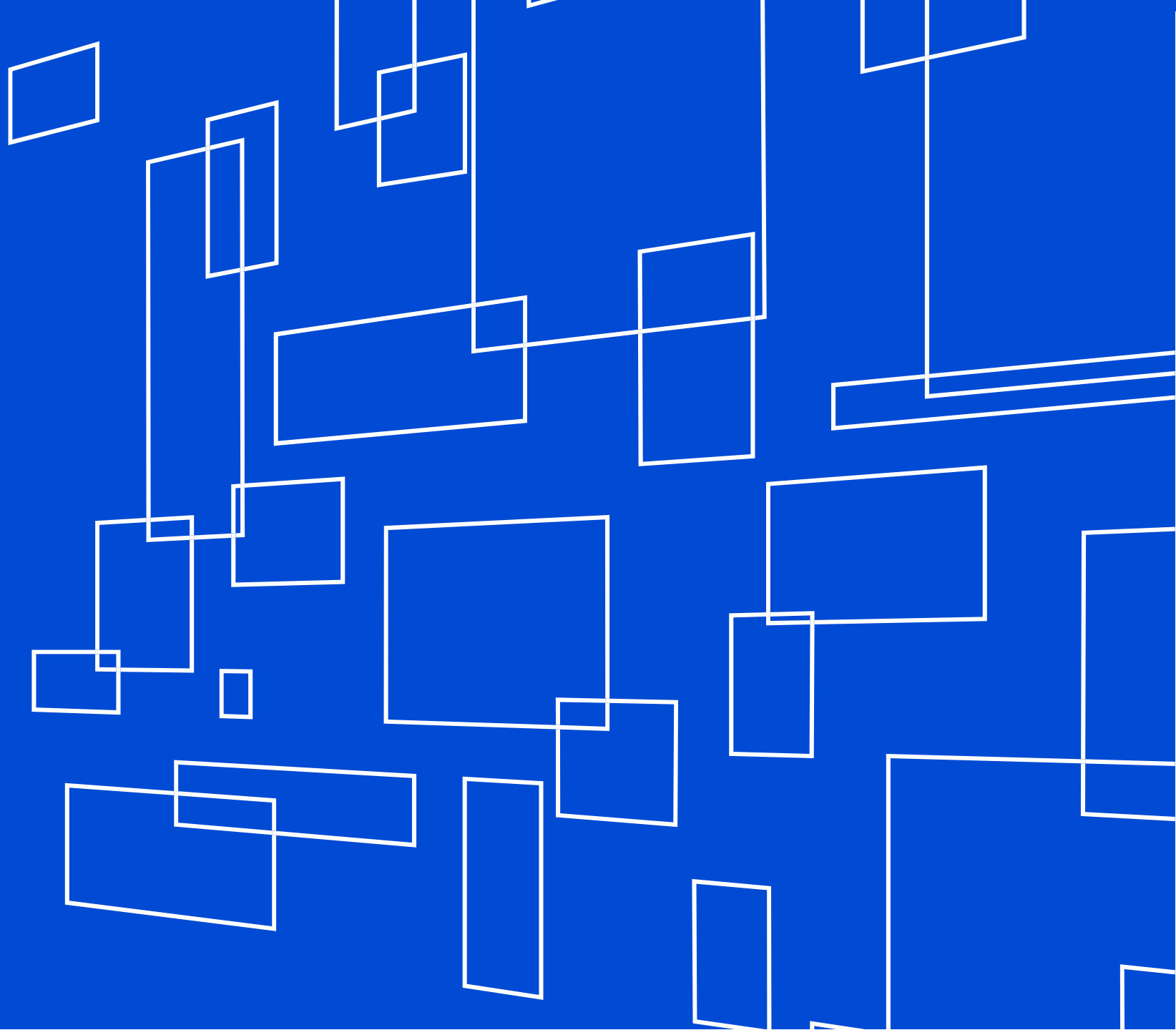
Thank you for submitting your 499 worksheet to the Form 499 Data Collection Agent (DCA).

You have successfully completed the Online Submission and Certification process.

Thank you for using USAC's online filing application.

Both the Preparer and the Officer will get a confirmation that the form was submitted.

Questions ?



For More Assistance

- ✓ Call Form 499-A Hotline beginning March 1
 - Phone: (866) 411-8722
 - Hours: Monday-Friday 9 AM to 5 PM ET
- ✓ Submit an email to Form499@usac.org
- ✓ Visit our [online learning library](#)
- ✓ USAC's Regular Customer Support Available Year Round
 - ✓ (888) 641-8722



Universal Service
Administrative Co.