

New 499 ID Basics for Service Providers

Webinar

December 2, 2020



Universal Service
Administrative Co.

Housekeeping

- Follow the email instructions for audio options
- 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

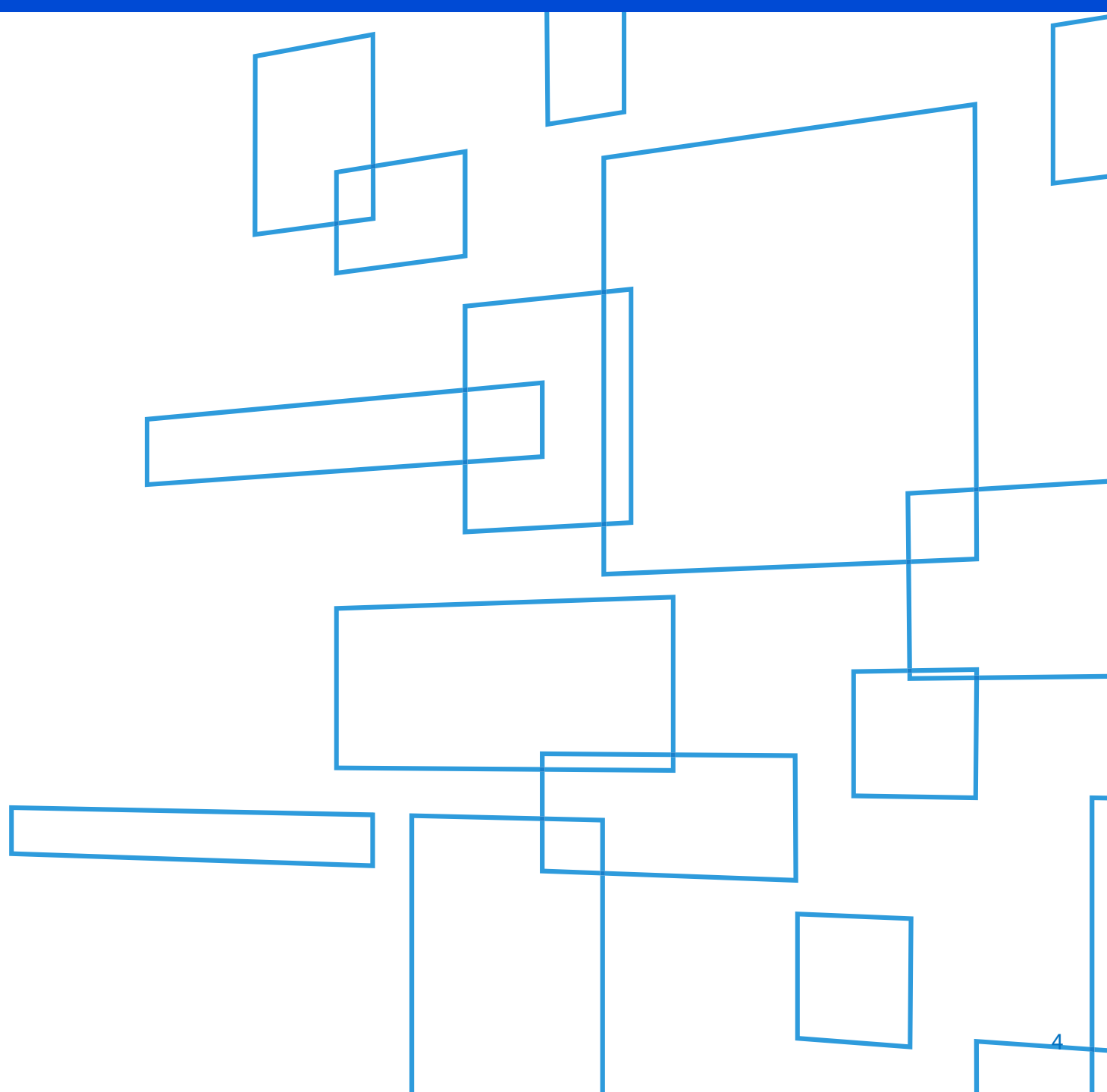
Today's Presenter

Amy Kavelman Senior Telecom Industry Analyst

Ms Kavelman is a member of the 499 team that reviews the contributor FCC Forms 499, analyzes revenue reporting and manages the contributor communication needs.

Webinar Overview

In this webinar, designed for Service Providers new to USAC, we'll cover the basics of the 499 ID and the filing requirements.

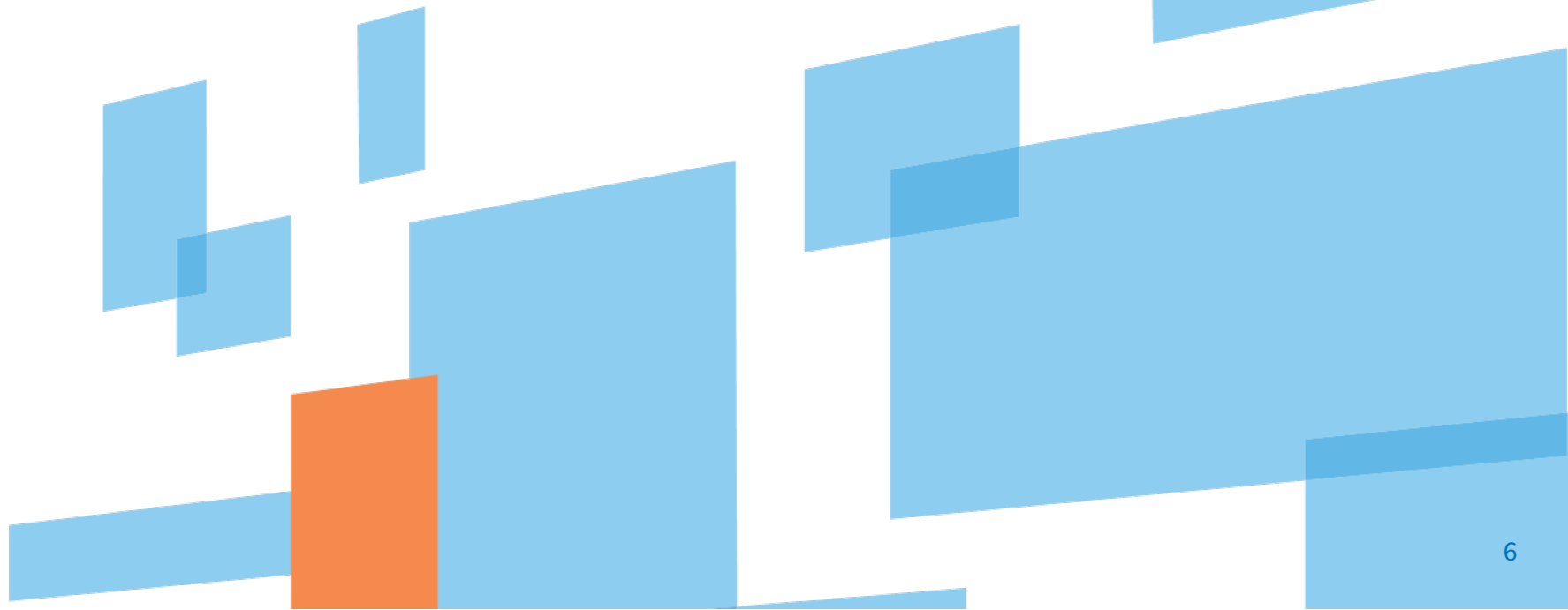


Agenda

1. 498 ID & 499 ID Purpose
2. Filing Calendar
3. Quarterly Form 499-Q
4. Annual Form 499-A
5. Adding Authorized Users
6. Questions

498 ID & 499 ID

What are these IDs?



What The IDs Are

498 ID

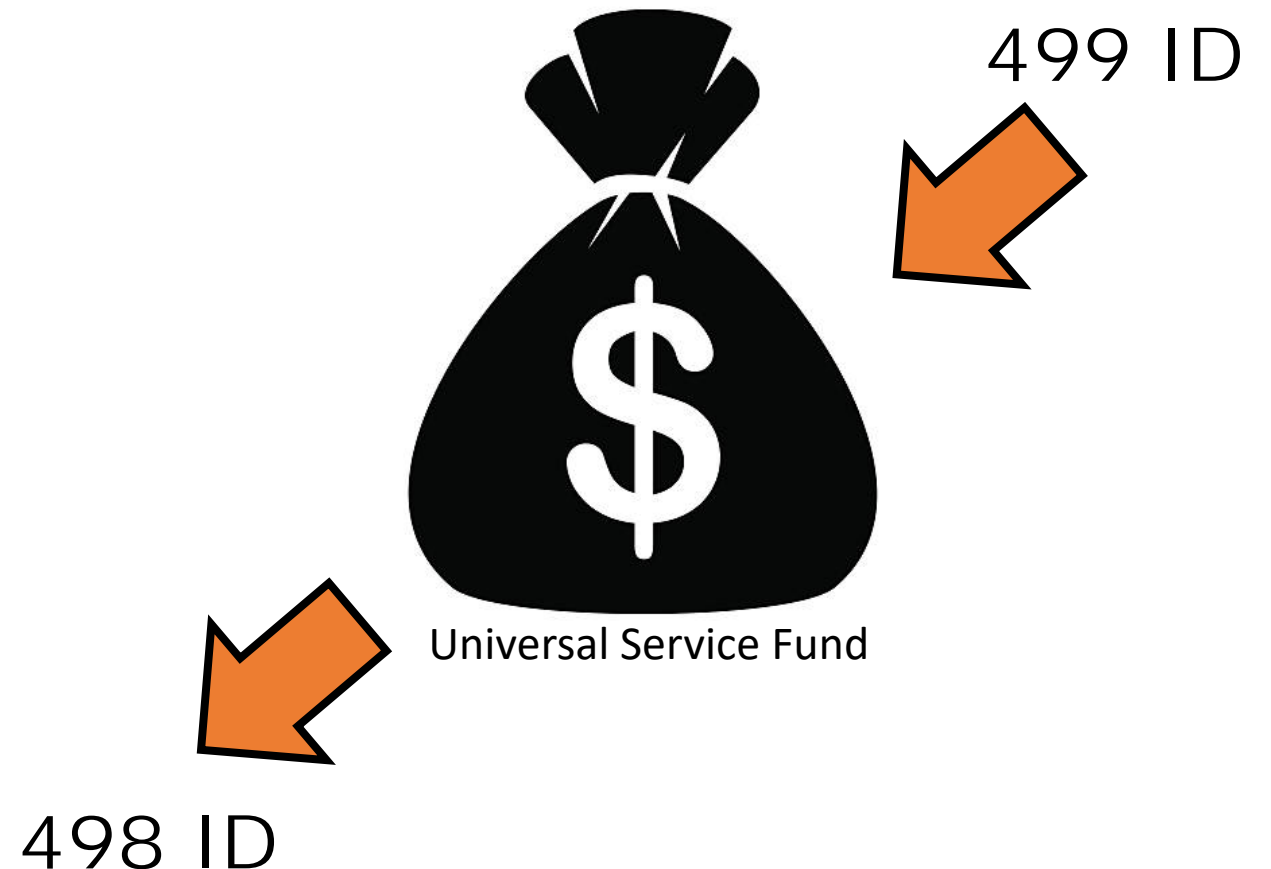
Takes its name from the registration form -
FCC Form 498

Identification used to *receive* Universal
Service funding

499 ID

Takes its name from its registration form -
FCC Form 499-A

Identification used to *contribute* to the
Universal Service Fund



ID Difference

498 Identification Number

aka

SPIN (Service Provider Identification Number), 498 ID
Nine digit number beginning with “143” (i.e. 143999999)

Who - Telecommunications Providers,
Service Providers, Schools, Libraries

Why - to participate in any of the 4
programs USAC administers: *Rural
Health Care, High Cost, Lifeline, E-Rate*

How - Complete Form 498

499 Filer ID

aka

Filer ID, 499 ID, 6 digit number
Six digit number beginning with an “8” (i.e. “889993”)

Who - Telecommunications Providers,
including VoIP service providers

Why - to contribute to the Universal
Service Fund

How - Complete Form 499-A

Companies that have a 498 ID don't necessarily have to have a 499 ID, and vice versa!

2021 Filing Calendar

When to File the FCC Forms 499



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.

2021 Filing Deadlines

Due Date	Revenue Reported	Revision Deadline	Contributor Invoice
FCC Form 499-Q February 1, 2021	2Q projected 2021 4Q revenue 2020	March 17, 2021	April – June 2021
FCC Form 499-A April 1, 2021	Prior year: 2020 January - December	April 1, 2022	July 2021
FCC Form 499-Q May 3, 2021*	3Q projected 2021 1Q revenue 2021	June 16, 2021	July – September 2021
FCC Form 499-Q August 2, 2021*	4Q projected 2021 2Q revenue 2021	September 15, 2021	October – December 2021
FCC Form 499-Q November 1, 2021*	1Q projected 2022 3Q revenue 2021	December 15, 2021	January – March 2022

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

Quarterly Filing Periods

Filing Dates – from the FCC Form 499-Q

Block 3: Contributor Historical and Projected Revenue Information			
113 Indicate which quarterly filing this represents	<u>Filing due</u>	<u>Historical revenues (lines 115-118) for</u>	<u>Projected revenues (lines 119-120) for</u>
	November 1, 2020	July 1 – September 30, 2020	January 1 – March 31, 2021
	February 1, 2021	October 1 – December 31, 2020	April 1 – June 30, 2021
	May 1, 2021	January 1 – March 31, 2021	July 1 – September 30, 2021
	August 1, 2021	April 1 – June 30, 2021	October 1 – December 31, 2021

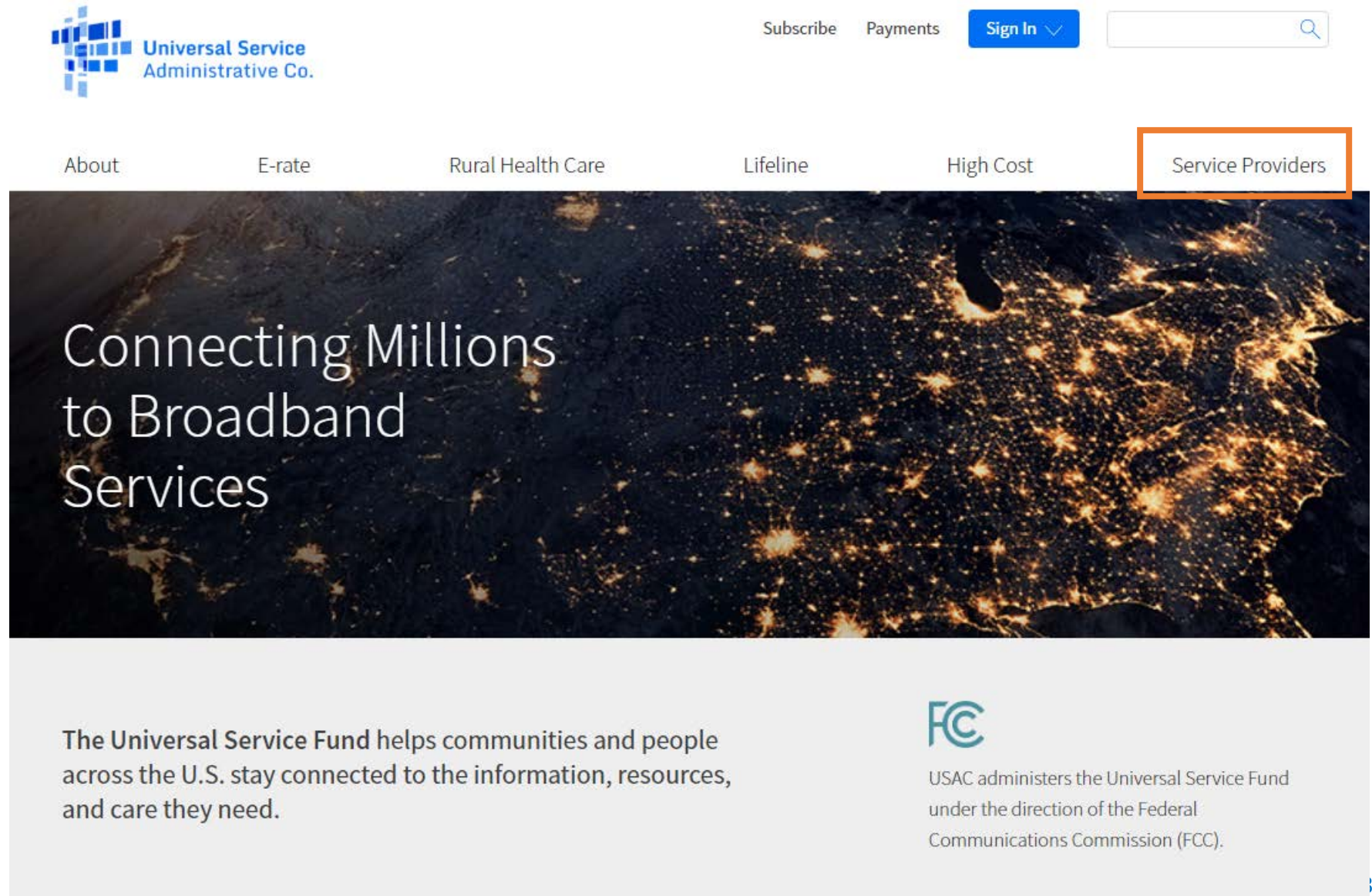
* When a form due date falls on a weekend or holiday, the form is due the following business day.

Find the FCC Forms 499

Navigate to USAC's website:
www.usac.org

Hover over *Service Providers*
From the top right hand of page

Mega Menu will display with
further menu selections for
Service Providers.



The screenshot shows the USAC website homepage. At the top left is the USAC logo, consisting of a blue grid icon and the text "Universal Service Administrative Co.". To the right of the logo are links for "Subscribe", "Payments", and a blue "Sign In" button with a dropdown arrow. Further right is a search bar with a magnifying glass icon. Below these links is a horizontal navigation menu with the following items: "About", "E-rate", "Rural Health Care", "Lifeline", "High Cost", and "Service Providers". The "Service Providers" item is highlighted with an orange rectangular border. Below the navigation menu is a large hero section with a dark background featuring a map of the United States with glowing orange dots representing broadband connections. The text "Connecting Millions to Broadband Services" is overlaid on the left side of the hero section. At the bottom of the page, there is a light gray footer area. On the left side of the footer is the text: "The Universal Service Fund helps communities and people across the U.S. stay connected to the information, resources, and care they need." On the right side of the footer is the FCC logo, followed by the text: "USAC administers the Universal Service Fund under the direction of the Federal Communications Commission (FCC)."

Universal Service Administrative Co.

Subscribe Payments Sign In

About E-rate Rural Health Care Lifeline High Cost Service Providers


Connecting Millions to Broadband Services

The Universal Service Fund helps communities and people across the U.S. stay connected to the information, resources, and care they need.

FCC
USAC administers the Universal Service Fund under the direction of the Federal Communications Commission (FCC).

Find the Form 499

Select *Forms & Instructions* from the drop down mega menu



[Subscribe](#) [Payments](#) [Sign In](#)

AboutE-rateRural Health CareLifelineHigh CostService Providers

Contributing to the USF

Who Must Contribute

Register for a 499 ID

Manage Your 499 ID

Forms to File

When to File

What to Expect After Filing

Making Revisions

Making Payments

How to Pay

Contribution Factors

Invoices

Late Payments, DCIA, Red Light

Billing Disputes

Credit Balance Refunds

Annual True Up Process

Non-USAC Payments

Request Invoice Copy

Participating in a USF Program

Register for a 498 ID

Manage Your 498 ID

Disbursement Schedules

DATA Act

Resources

Forms & Instructions

Upcoming Dates

Announcements

Quick Links

Glossary of Terms

Appeals and Audits

Multi-Factor Authentication

Learn

Webinars

Videos

FAQs

Contact Us


Form 499 & Instructions

All 3 forms relevant to Service Providers can be found on this page.

Typically, the updated FCC Form 499-A is released in late February of the filing year. Until that time, the current form will be found here.

The paper copy of the instructions as well as the form itself are listed in this section. Actual forms are the last pages of the instructions document.

Click on the name to open up a .pdf document.



Universal Service
Administrative Co.

Subscribe

Payments

Sign In

AboutE-rateRural Health CareLifelineHigh CostService Providers

USAC | Service Providers | Resources | Forms & Instructions

Resources

Forms

Forms & Instructions

Prior Year Forms

USAC-Designed Forms and Templates

Upcoming Dates

Announcements

Quick Links

Glossary of Terms

Appeals and Audits

Multi-Factor Authentication

Forms & Instructions

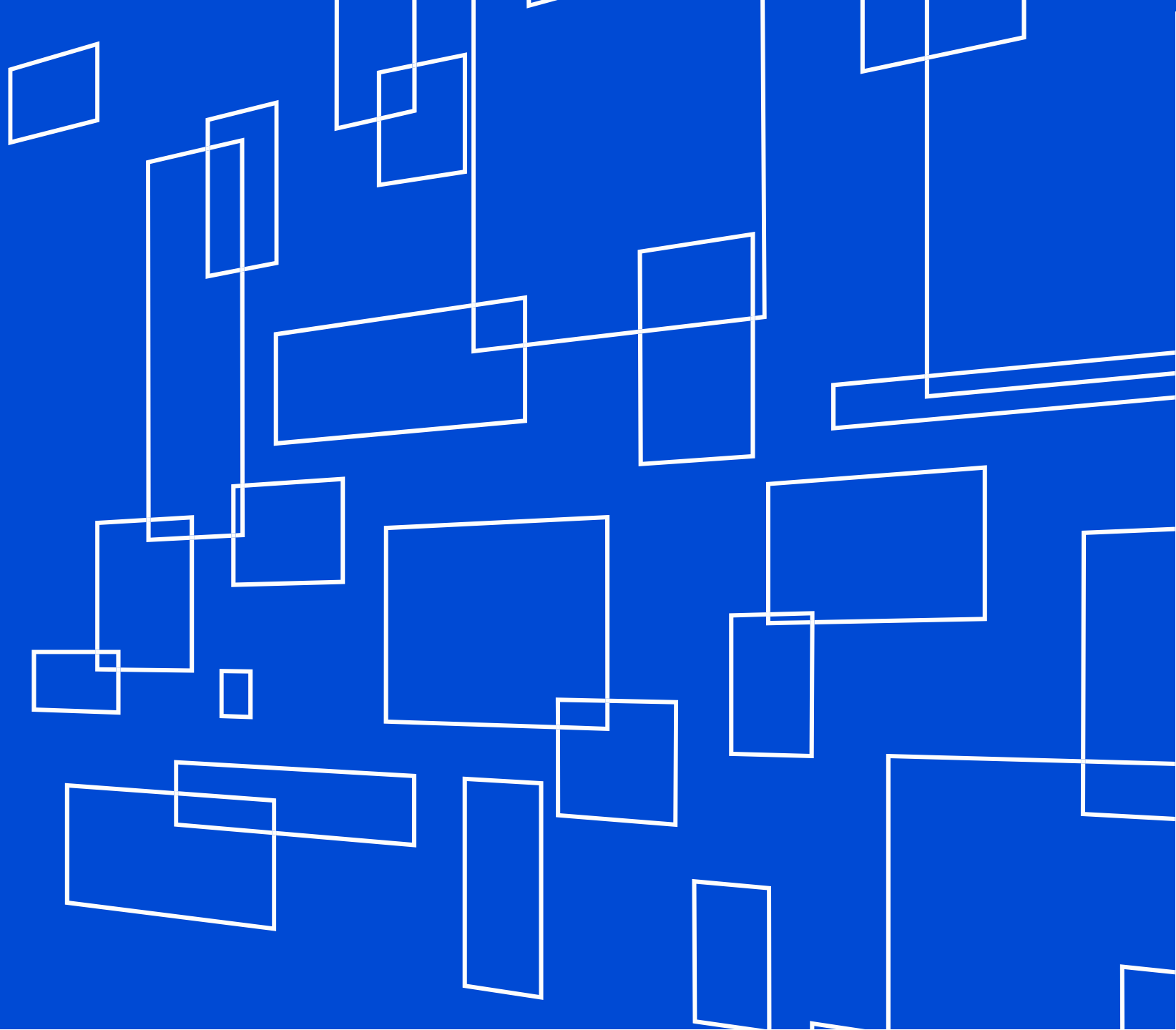
This list of forms pertain to service providers for purposes of contributing to the USF and registering to receive disbursements.

<div>FCC Form 498</div> <div>FCC Form 498 and Instructions</div> <div>Due Date</div> <div>Submit at any time</div>	<div>Who Must File</div> <div>Service providers participating in USF Programs</div> <div>Learn more</div>
<div>FCC Form 499-A</div> <div>FCC Form 499A and Instructions</div> <div>Due Date</div> <div>April 1</div>	<div>Who Must File</div> <div>All 499 Filer IDs</div> <div>Learn more</div>
<div>FCC Form 499-Q</div> <div>FCC Form 499-Q and Instructions</div> <div>Due Date</div> <div>Feb 1, May 1, Aug 1, Nov 1</div>	<div>Who Must File</div> <div>All contributors to USF</div> <div>Learn more</div>

The links open a .pdf document that contain the instructions to the form, with a copy of the form at the end of the document.

These documents are provided for reference only, as the forms must be completed online through USAC's E-File system

Questions ?



Quarterly Filers

Who is Required to File the 499-Q





Who Must File

1. Every non *de minimis* telecommunications company must file the FCC Form 499-Q.
2. *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 for the upcoming quarter.
 - ◇ Send the email to 'Form499@usac.org'
 - ◇ Include your Filer ID, Company name and the reporting period (i.e February 499-Q) for which you expect to be *de minimis*.

So the key question is - what exactly is a *de minimis* company??



Define “*de minimis*”

Definition of *de minimis*

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 is less than \$10,000.

Which leads to the question, “How do I know what my annual contribution will be for a quarter?”

Looking at it from a BILLED REVENUE standpoint, USAC can only “guestimate” (based on the FCC estimation factor) what the *de minimis* revenue threshold will be for calendar year 2021, as we don’t know the contribution rates in 2021 will be yet.

For calendar year 2020, filers that billed less than **\$52,318.66** of combined **end user** interstate and international telecommunication revenues will be considered *de minimis* for 2020.

◇ This is not an estimate, as the contribution factors for calendar year 2020 are all final.



Help determining “*de minimis*” status

Included in the instructions for every FCC Form 499-Q is a table (Figure 1) designed to help the filer determine if they are *de minimis* or not.

Please watch the recorded webinar for FCC Form 499-Q Basics for a detailed description of this Figure 1.

While filling out Figure 1 is a more ‘precise’ method for determining *de minimis* status, keep in mind we don’t know actual contribution factors, so this method is NOT foolproof!

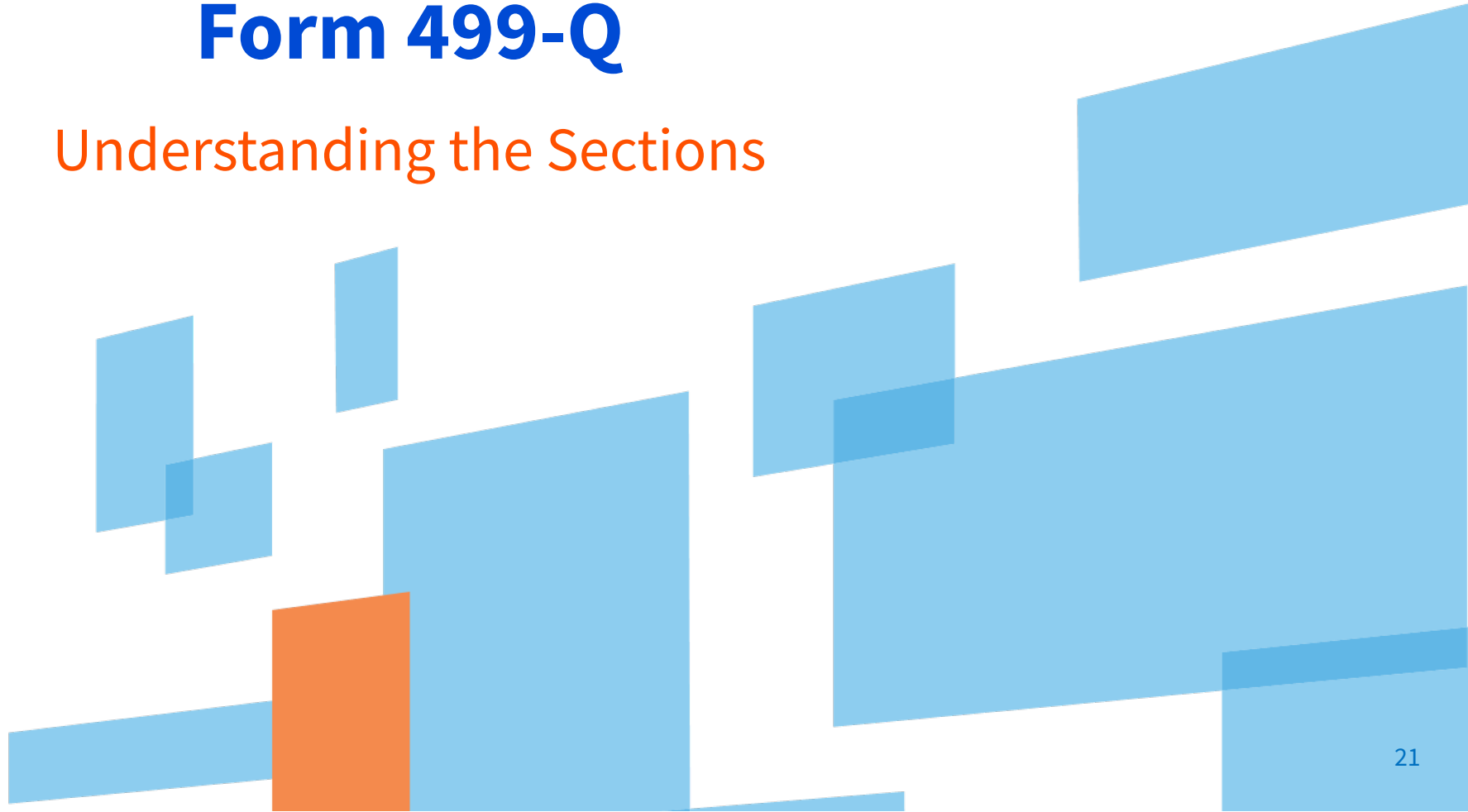
A quick guesstimate would be to take the stated revenue *de minimis* level for 2020 - \$52,318.66.

Divide that number by 4 = \$13,079. That’s how much revenue you’d be reporting on Line 120 of your FCC Form 499-Q in order to be on or near the *de minimis* threshold.

Again, you **may need to adjust** for the contribution factor. The higher the factor, the lower this number will be. And if you are within \$1,000 of this, just file the form to be safe.

Form 499-Q

Understanding the Sections



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 <		101 Filer 499 ID	
Block 1: Contributor Identification Information			
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: [Bills for Universal Service contributions will be sent to this address.]			
Block 3: Contributor Information 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, 2020	July 1 – September 30, 2020	January 1 – March 31, 2021
	February 1, 2021	October 1 – December 31, 2020	April 1 – June 30, 2021
	May 1, 2021	January 1 – March 31, 2021	July 1 – September 30, 2021
	August 1, 2021	April 1 – June 30, 2021	October 1 – December 31, 2021
114 Check if using safe harbor to allocate interstate revenues for each of the following (as applicable): Cellular & broadband PCS: <input type="checkbox"/> Paging: <input type="checkbox"/> Analog SMR: <input type="checkbox"/> Interconnected VoIP: <input type="checkbox"/>			
[Historical billed revenues with no allowance or deductions for uncollectibles. See Instructions.]		Total Revenues (a)	Interstate Revenues (b)
			International Revenues (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	
118 Gross-billed revenues from all sources (sum of above)		for Lines 117 and 118	
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			
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 https://forms.universalservice.org/portal/login 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.universalservice.org		FCC Form 499-Q / October 2020	

Company Identification and Contact Info

Reporting Period

Safe Harbor designation (Line 114)

Historical revenue reporting (Lines 115-117)

Projected revenue reporting (Lines 119 & 120)

Signature and Certification

Filing Online

Accessing through E-File




Online Filing – Before You Start

- Make sure your internet browser's 'pop up blocker' is **OFF**.
 - The system opens a new window to display the data entry screen 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.
- Please ensure these email addresses from USAC don't go to your SPAM folder!
 - Important USAC communication comes from the following emails
 - ✓ 'form499@usac.org'
 - ✓ 'CustomerSupport@usac.org'
 - ✓ 'form499@universalservice.org'
- Not sure if you are *de minimis* or not? FILE the form anyway!
 - We would rather have you report your revenues than us having to estimate on your behalf.

Online Filing the FCC Form 499-Q


Once logged in to E-File, the new service provider portal will appear. Only systems in which you have authorization to access will appear. In this example, the user can only access the 498 ID and the 499 Filer ID. Select 'Manage FCC Forms 499'.

**Universal Service
Administrative Co.**

Sign Out

bcddca@usac.com ▾

Dashboard

Upcoming Dates

03/19
2020

February FCC
Form 499-Q
Revision
Deadline

04/01
2020

FCC Form 499-A
Due

05/01
2020

FCC Form 499-
Q Due

[see full calendar](#)

Service Providers

Manage FCC Forms 498 - Provide contact and banking information for entities that receive support from universal service programs, manage authorized users.

Manage FCC Forms 499 - Report revenue on FCC Forms 499, make USF payments, view payment history, download invoice summary and manage users.

Help?

Send us a message
[Click here](#)





Call us
(888) 641-8722

Online Filing the FCC Form 499-Q

Using the new E-File navigation system, navigate to the Filer ID that you wish to work on. Scroll to the bottom of the screen and summary view of the FCC Form 499s.

To enter the November 499-Q, select '[Start Form](#)' action from right hand side at end of the row.

Displaying 1 to 10 of 10 records

499 Forms	Receipt Date	Status	View	Action
499-Q - November 2020 Filing		Not Started		Start Form
499-Q - August 2020 Filing		USAC Estimate		Revise Certify
499-Q - May 2020 Filing		USAC Estimate		Revise Certify
499-A - 2020 Filing - Rev 1		Incomplete		Continue Certify

Online Filing the FCC Form 499-Q

Block 3:

- This section contains the revenue, both past and predicted.
- USAC uses the revenues reported on Line 120 to calculate your support mechanism charges (USF)

Block 3: Contributor Historical and Projected Revenue Information			
113. Indicate which Quarterly filling this represents			
Filling due		Historical revenues (lines 115-118) for	
<input checked="" type="radio"/> November 1, 2019		July 1 - September 31, 2019	
<input type="radio"/> February 1, 2020		October 1 - December 31, 2019	
<input type="radio"/> May 1, 2020		January 1 - March 31, 2020	
<input type="radio"/> August 1, 2020		April 1 - June 30, 2020	
		Projected revenues (lines 119-120) for	
		January 1 - March 31, 2020	
		April 1 - June 30, 2020	
		July 1 - September 30, 2020	
		October 1 - December 31, 2020	
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 checked="" type="checkbox"/> Interconnected VoIP	
Historical billed revenues with no allowance or deductions for uncollectables. See instructions.		Total Revenues in \$ (a)	Interstate Revenues in \$ (b)
115. Telecommunications provided to other universal service contributors for resale as telecommunications or as interconnected VoIP		International Revenues in \$ (c)	
116. End-user telecommunications revenues including any pass-through charges for universal service contributions, but excluding international-to-international revenues		499-A Translation - Carrier's carrier revenue, Lines 303-314	
117. All other goods and services		499-A Translation – End User only – Lines 403-417	
118. Gross-billed revenues from all sources [sum of above]		499-A Translation – NON telecommunications Line 418	
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		for Lines 117 and 118	
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		\$0.00	
		\$0.00	
		\$0.00	

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	<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

From: form499@usac.org
Sent: 7/31/2019 1:35:55 PM
To: akavelman@usac.org
Subject: ALERT: August 2019 499-Q IMPORTANT USF ALERT - 889993



FCC FORM 499 ALERT - INCREASED PROJECTED REVENUES

Thank you for submitting the August 2019 499-Q for Filer ID **889993 Test Company** LLC. USAC has successfully processed your filing and notes that the interstate and/or international revenues projected on your August 2019 499-Q filing are significantly higher than the revenues that were projected on your May 2019 499-Q filing. Based on these projections your quarterly contribution base will significantly increase as a result of this filing as compared to your May 2019 499-Q.

If you need to make any corrections to your August 2019 FCC Form 499-Q please do so by submitting a revision with updated information, which can be done in the [E-File System](#) .
Please note that USAC will not accept any revisions to this filing after 9/16/2019 11:59:00 PM.

Need Help? Contact Us!

If you have general questions or need assistance with E-File, call USAC Customer Operations at (888)641-8722 or CustomerSupport@usac.org. You may also visit us at www.usac.org.

Email notification

IF USAC notices any large differences, USAC will notify the preparer with [another email](#) outlining potential issues.

Don't ignore this email!

It tells you that USAC noticed the filing you just submitted is significantly higher than the previous 499-Q.


This email also includes when you need to submit revisions by.

Revise the FCC Form 499-Q

The Form 499-Q has a very short revision window of 45 days!

This is because the data collected on the form is time sensitive.

USAC uses the data for invoicing as well as determining the USF contribution factor.

499 Forms	Receipt Date	Status	View	Action
499-Q - November 2020 Filing	09/28/2020	Approved		<div>Revise Certify</div>

Click the ‘Revise’ button to open up the 499Q form again and submit changes.

Revisions submitted after the revision date will not be used.

Monthly Invoice

How USAC uses the revenue on the 499-Q



USAC Online Invoice Summary

On or around the 15th of the month, an online invoice summary is available to authorized users.

To access this summary page, from the 'Payments' section, scroll down to the 'Select Payment View', click in the box, and select 'Invoices'.

Summary

The screenshot shows the USAC Online Invoice Summary page. At the top left, it displays '\$0.00 Total Payment Due' with a 'Make a Payment' button. Below this is a 'Select Payment View' dropdown menu currently set to 'Payment History'. An orange arrow points from this dropdown to a larger 'Select Payment View' menu shown in an annotation box. This menu has four options: 'Payment History', 'Payment History' (highlighted in blue), 'Invoices', and 'Balance Details'. Below the dropdown, it says 'No payment data within the last 24 months.' The bottom left has a 'Return to Account Summary' link.

Select Payment View

- Payment History
- Payment History
- Invoices
- Balance Details

No payment data within the last 24 months.



Invoice Number:
Statement Date: 08/21/2020
New Balance:
Payment Due Date: 09/15/2020

Filer ID
Billing Contact

STATEMENT OF ACCOUNT

Date	Description	Charges/Credits
Previous Balance		
08/11/2020	Payment	
08/14/2020	Support Mechanism Adjustment - 2020 499A	
08/14/2020	Support Mechanism Charges	

TOTAL OUTSTANDING USAC BALANCE AS OF 08/14/2020

Transactions occurring after 08/14/2020 are not reflected in this statement.

*Please note that this is just the summary page of your invoice. A full invoice with more detail is being mailed to you.

Payment Information

To make payments go to www.usac.org/pay

Under the Debt Collection Improvement Act of 1996 (Pub. L. 104-134) (DCIA), your BALANCE DUE is a demand that you pay a DEBT owed to the United States on or before the DUE DATE. Any portion of the DEBT unpaid after the DUE DATE is a DELINQUENT DEBT, which incurs interest at the annual rate equal to the U.S. prime rate as of the DATE OF DELINQUENCY plus 3.5 percent from that DATE until the DEBT is paid in full. Any portion of the DEBT unpaid more

DETAILED SUMMARY OF CHARGES AND CREDITS

SUPPORT MECHANISM CHARGES

Your monthly support mechanism charges were calculated according to the following formulas:

Quarterly Contribution Base

The quarterly contribution base is a portion of your quarterly revenue that USAC considers when determining your quarterly Universal Service Fund contribution. The quarterly contribution base equals your interstate plus international revenue. Your current quarterly contribution base equals:

$$\frac{\$ 108,378.00}{\text{Interstate Revenue (Line 120B)}} + \frac{\$ 0.00}{\text{International Revenue (Line 120C)}} = \frac{\$ 108,378.00}{\text{Quarterly Contribution Base}}$$

Adjusted Quarterly Contribution

USAC adjusts carriers' quarterly contribution bases by the amount that they are expected to contribute in that quarter. The calculation for an adjusted contribution amount is as follows, and takes into account the circularity deduction:

$$\frac{\$ 108,378.00}{\text{Quarterly Contribution Base}} * \frac{0.212000}{\text{FCC Contribution Factor}} = \frac{\$ 22,976.14}{\text{Unadjusted Contribution}}$$
$$\frac{\$ 22,976.14}{\text{Unadjusted Contribution}} - \left(\frac{\$ 22,976.14}{\text{Unadjusted Contribution}} * \frac{0.175696}{\text{FCC Circularity Factor}} \right) = \frac{\$ 18,939.32}{\text{Adjusted Contribution}}$$

De Minimis Eligibility

Carriers whose expected annual contribution is less than \$10,000 are considered de minimis and are exempted from paying into the Universal Service Fund. To be exempt, a carrier must meet the de minimis criteria on both the current 499A and 499Q forms.

You meet the de minimis criteria on neither the 499A or the current 499Q. Therefore, you are not eligible for the de minimis exemption during the current quarter.

Your eligibility was calculated using the contribution factors established by the FCC for determining de minimis status on each form:

499A:

$$\frac{\$ 466,977.82}{\text{499A Contribution Base}} * \frac{0.178000}{\text{FCC Estimated Annual Factor}} = \frac{\$ 83,122.05}{\text{Estimated 499A Contribution}}$$

499Q:

$$\frac{\$ 18,939.32}{\text{Adjusted Contribution}} * 4 = \frac{\$ 75,757.30}{\text{Estimated 499Q Contribution}}$$

For more information on the FCC estimated annual factor, please see the Form 499A Instructions. For more information on the current FCC contribution factor, visit the FCC website at www.fcc.gov.

Support Mechanism Charges

Your total monthly contribution is determined by multiplying one-third of your adjusted quarterly contribution base by the current quarter's FCC contribution factor.

$$\frac{1/3}{\text{Adjusted Quarterly Contribution}} * \frac{\$ 18,939.32}{\text{Adjusted Quarterly Contribution}} = \frac{\$ 6,313.11}{\text{Total Monthly Contribution}}$$

USAC Paper Invoice

Page 1, Lower left hand side

FORM 499Q DATA

This month's support mechanism charges were calculated using an FCC contribution factor of 0.212000 and the following revenue data:

November 2019 499Q

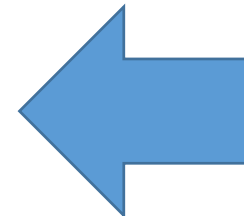
120b	\$108,378.00
120c	\$0.00

If the figures do not correspond with your records, please contact USAC Customer Service at 888-641-8722

USAC takes the revenue input on Line 120b + 120c
This is displayed on your invoice, page 1, lower left corner.



USAC outlines the calculations for the monthly contribution amount on page 2 of the invoice.



Purpose of the FCC Form 499-A Required Annual Filing



FCC Form 499-A Purpose

What is it?

A company reports their actual historical revenues on the FCC Form 499-A.

The 2021 FCC Form 499-A reports actual revenues from calendar year 2020.

USAC takes the numbers on the 2021 FCC Form 499-A and compares them to the projected revenue from the quarterly FCC Forms 499-Q.

- November 2019 Filing
- February 2020 Filing
- May 2020 Filing
- August 2020 Filing

Compare 499-Q revenue to the 499-A revenue

If the company's projected revenues for calendar year 2019, reported on the FCC Form 499-Q, are **too high**, USAC will calculate your credit.

The company 'contributed' too much over the year.

If the company's projected revenues are **too low**, USAC will calculate a "true-up charge" to make up for the contribution deficit.

The company didn't contribute enough over the year.

These charges/credits will appear on the company's July invoice from USAC.

How to Create a New Form



Start a New Form Online

Remember! All FCC Forms 499-A and 499-Q must be submitted online.

- Paper copies are NOT accepted.

Currently, the 2021 FCC Form 499-A has not been finalized and NOT online. Check back near the end of February 2021 for an announcement.

- Filers will also be notified via email that the form is ready.

USAC's online system, E-File, will display a data entry screen, guiding the user through reporting the revenue on the form.

- These screens do NOT look like the paper copy of the form.

Online Filing the FCC Form 499

Once logged in to E-File, the new service provider portal will appear.
Only systems in which you have authorization to access will appear.
In this example, the user can only access the 498 ID and the 499 Filer ID.

The screenshot shows the Universal Service Administrative Co. dashboard. At the top is a blue header with the company logo and name on the left, and a 'Sign Out' button on the right. Below the header, the user's email 'bcddca@usac.com' is displayed with a dropdown arrow. The main content area is titled 'Dashboard' and is divided into three columns. The left column, 'Upcoming Dates', lists three deadlines: '03/19 2020 February FCC Form 499-Q Revision Deadline', '04/01 2020 FCC Form 499-A Due', and '05/01 2020 FCC Form 499-Q Due'. A link 'see full calendar' is at the bottom of this column. The middle column, 'Service Providers', has an expandable menu. The first item is 'Manage FCC Forms 498 - Provide contact and banking information for entities that receive support from universal service programs, manage authorized users.' The second item, 'Manage FCC Forms 499 - Report revenue on FCC Forms 499, make USF payments, view payment history, download invoice summary and manage users.', is highlighted with an orange border. A large orange arrow points from this item towards the right. The right column, 'Help?', contains links for 'Send us a message' (with a 'Click here' link), 'Call us' (with the number '(888) 641-8722'), and a text prompt 'Click to access 499 systems'.

Universal Service Administrative Co. Sign Out

bcddca@usac.com

Dashboard

Upcoming Dates

03/19 2020 February FCC Form 499-Q Revision Deadline

04/01 2020 FCC Form 499-A Due

05/01 2020 FCC Form 499-Q Due

[see full calendar](#)

Service Providers

Manage FCC Forms 498 - Provide contact and banking information for entities that receive support from universal service programs, manage authorized users.

Manage FCC Forms 499 - Report revenue on FCC Forms 499, make USF payments, view payment history, download invoice summary and manage users.

Help?

Send us a message [Click here](#)

Call us (888) 641-8722






Click to access 499 systems

Online Filing the FCC Form 499

The FCC reviews and updates the FCC Form 499-A prior to releasing it for the year. Until the new form has been released, you will not see the form listed. Typically, the FCC releases the updated FCC Form 499-A in late February.

To start the FCC Form 499-A, select 'Start Form' from the row containing the FCC Form 499-A.

Displaying 1 to 10 of 15 records

499 Forms	Receipt Date	Status	View	Action
499-Q - November 2020 Filing		Not Started		Start Form
499-Q - August 2020 Filing		Not Started		Start Form
499-Q - May 2020 Filing		Not Started		Start Form
499-A - 2020 Filing		Not Started		Start Form
499-Q - February 2020 Filing		Not Started		Start Form

FCC Form 499-A Main Page



E-FILE

Company Name: USAC Test Amy
Filer ID: 889993

2020 FCC Form 499-A
(Reporting calendar 2019 revenues)

MAIN PAGE: 2020 FCC FORM 499-A (REPORTING ACTUAL REVENUES FROM CALENDAR YEAR 2019)

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 2019. As you enter your data, be sure that you understand the requirements as indicated in the 2020 [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 2019. 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

Registration Information Summary



E-FILE

REGISTRATION INFO

Contributor Identification
Telecommunications Activities
Holding Company
Customer Inquiries
Preparer Contact
Future Filing Contact
Billing Contact
Agent for Service of Process
Company Officers
Filer Jurisdiction
Registration Summary

DOCUMENTS

Form 499-A Instructions

Company Name: USAC Test Amy
Filer ID: 889993

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

REGISTRATION INFORMATION SUMMARY

Below please find all of the registration sections of the FCC Form 499-A, 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 submissions. As you review and edit your data, be sure that you understand the requirements as indicated in the 2019 FCC Form 499-A Instructions.

Click here for more information about how to navigate through this section.

Contributor Information

Edit

Success! This section is complete.

Telecommunication Activities

Edit

Success! This section is complete.

Holding Company

Edit

Success! This section is complete.

Customer Inquiries

Edit

2019 FCC Form 499-A Telecommunications Reporting Worksheet (Reporting 2018 Revenues)

>>> Please read instructions before completing <<<

Annual Filing -- due April 1, 2019

Block 1: Contributor Identification Information		During the year, filers must refile Blocks 1, 2 and 6 if there are any changes in	
101	Filer 499 ID [If you don't know your number, contact the administrator at (888) 641-8722. If you are a new filer, write "NEW" in this block and a Filer 499 ID will be assigned to you.]		
102	Legal name of filer		
103	IRS employer identification number	[Enter 9 digit number]	
104	Name filer is doing business as		
105	Telecommunications activities of filer [Select up to 5 boxes that best describe the reporting entity. Enter numbers starting with "1" to show the order of importance.]		
<input type="checkbox"/> Audio Bridging (teleconferencing) Provider <input type="checkbox"/> CAP/CLEC <input type="checkbox"/> Cellular/PCS/SMR (wireless)			
<input type="checkbox"/> Coaxial Cable <input type="checkbox"/> Incumbent LEC <input type="checkbox"/> Interconnected VoIP <input type="checkbox"/> Interexchange Carrier			
<input type="checkbox"/> Non-Interconnected VoIP <input type="checkbox"/> Operator Service Provider <input type="checkbox"/> Paging & Messaging <input type="checkbox"/> Payphone Service Provider			
<input type="checkbox"/> Private Service Provider <input type="checkbox"/> Satellite Service Provider <input type="checkbox"/> Shared-Tenant Service Provider / Building LEC			
<input type="checkbox"/> Toll Reseller <input type="checkbox"/> Wireless Data <input type="checkbox"/> Other Local <input type="checkbox"/> Other Mobile			
If Other Local, Other Mobile or Other Toll is checked, describe carrier type / services provided:			
106.1	Affiliated Filers Name/Holding Company Name (All affiliated companies must show the same name on this line.)		Check if filer has no affiliates
106.2	Affiliated Filers Name/Holding Company Name IRS employer identification number		[Enter 9 digit number]
107	FCC Registration Number (FRN) [https://apps.fcc.gov/cores/userLogin.do] [For assistance, contact the CORES help desk at 877-480-3201 or CORES@fcc.gov]		[Enter 10 digit number]
108	Management company [if filer is managed by another entity]		
109	Complete mailing address of reporting entity corporate headquarters		
		Street1	
		Street2	
		Street3	
		City	State Zip (postal code)
110	Complete business address for customer inquiries and complaints		
		Street1	
		Street2	
		Street3	
		City	State Zip (postal code)
111	Telephone number for customer complaints and inquiries [Toll-free number if available]		
112	List all trade names used in the past 3 years in providing telecommunications. Include all names by which you are known by customers.		
a		g	
b		h	
c		i	
d		j	
e		k	
f		l	

Use additional sheets if necessary. Each filer must provide all names used for telecommunications activities.

PERSONS MAKING WILLFUL FALSE STATEMENTS IN THE WORKSHEET CAN BE PUNISHED BY FINE OR IMPRISONMENT UNDER TITLE 18 OF THE U.S. CODE.

Registration Information Summary

E-FILE

REGISTRATION INFO

- Contributor Identification
- Telecommunications Activities
- Holding Company
- Customer Inquiries
- Preparer Contact
- Future Filing Contact
- Billing Contact
- Agent for Service of Process
- Company Officers
- Filer Jurisdiction
- Registration Summary

DOCUMENTS

- Form 499-A Instructions

Company Name: USAC Test Amy
Filer ID: 889993

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

REGISTRATION INFORMATION SUMMARY

i Below please find all of the registration sections of the FCC Form 499-A, 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 submissions. As you review and edit your data, be sure that you understand the requirements as indicated in the 2019 [FCC Form 499-A Instructions](#).

Click [here](#) for more information about how navigate through this section.

Contributor Information

[Edit](#)

Success! This section is complete.

Company Name: USAC Test Amy
Filer ID: 889993

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

CONTRIBUTOR IDENTIFICATION INFORMATION

i In this section, please provide the following identification information.

Show Helpful Hint

Legal Name	i	<input type="text" value="USAC Test Amy"/>
IRS Employer Identification Number	i	<input type="text" value="99-9999999"/>
Name Filer is Doing Business as (DBA)	i	<input type="text" value="USAC Test Amy"/>
Management Company	i	<input type="text"/>
FCC Registration Numbers	i	<input type="text" value="0006777775"/> +
Trade Names	i	<input type="text" value="Third Carrier"/> +
Corporate Headquarters Mailing Address	i	
Do you want to enter foreign address?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<input type="text" value="PO Box 135"/>		<input type="text" value="Mana"/>
<input type="text" value="Floor 2"/>		<input type="text" value="PA"/> <input type="text" value="15664"/>
<input type="text" value="Space 5"/>		<input type="text" value="United States"/>

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

Main Page: Revenue Data Entry



E-FILE

Company Name: USAC Test Amy
Filer ID: 889993

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

MAIN PAGE: 2019 FCC FORM 499-A (REPORTING ACTUAL REVENUES FROM CALENDAR YEAR 2018)

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 2018. As you enter your data, be sure that you understand the requirements as indicated in the 2019 [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 2018. 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

E-FILE

Company Name: USAC Test Amy
Filer ID: 889993

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

CARRIER'S CARRIER REVENUE

In this section, report: (1) revenues from telecommunications services sold to other carriers; and (2) revenue received from USAC or state sources for universal service support.

For questions below regarding revenue *"from carriers that contribute to USF"*, the carrier's customer must (1) incorporate the purchased telecommunications services into its own telecommunications offerings and (2) be reasonably expected to contribute to the federal universal service support mechanisms based on revenues from such offerings when provided to end users. [FCC Form 499-A Instructions](#).

Fixed Local Services

Did you receive any revenues for providing **fixed local** service for resale - *from carriers that contribute to USF (see above)*? YES - [Click here](#)
NO - Continue to next question

Per-minute charges for originating and terminating calls

Did you receive any revenues from carriers for the **origination or termination of calls**? YES - [Click here](#)
NO - Continue to next question

Private Line & Business Data Services

Did you receive any revenues for providing **private line and business data** service for resale - *from carriers that contribute to USF (see above)*? YES - [Click here](#)
NO - Continue to next question

Payphone Services

Did you receive any **payphone compensation** from long distance carriers? YES - [Click here](#)
NO - Continue to next question

Other Local Telecommunication Services

Did you receive any revenues for providing **other local telecommunication services** for resale - *from carriers that contribute to USF (see above)*? YES - [Click here](#)
NO - Continue to next question

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

Mobile Services (i.e., wireless telephony, paging, messaging, and other mobile services)

Did you receive any revenues for providing: 1) **mobile** service for resale - *from carriers that contribute to USF (see above)*; OR 2) other carriers with **roaming** service for its customers - *from carriers that contribute to USF (see above)*? YES - [Click here](#)
NO - Continue to next question

Long Distance Services

Did you receive any revenues for providing **any long distance services** (i.e., operator assisted calls, ordinary long distance, private line, satellite, other long distance) for resale - *from carriers that contribute to USF (see above)*? YES - [Click here](#)
NO - Continue to next question

Save & Return to Summary

Save & Continue

Expand All

Save & Close

Revenue Data Entry

Placed side by side, you'll see that the online data entry screen does not look like the paper form.

2019 FCC Form 499-A Telecommunications Reporting Worksheet (Reporting 2018 Revenues)					Page 4
Block 3: Carrier's Carrier Revenue Information					
301	Filer 499 ID [from Line 101]				
302	Legal name of filer [from Line 102]				
Report billed revenues for January 1 through December 31, 2018. Do not report any negative numbers. Dollar amounts may be rounded to the nearest thousand dollars. However, report all amounts as whole dollars.		Total Revenues (a)	If breakouts are not book amounts, enter whole percentage estimates Interstate (b) International (c)	Breakouts Interstate Revenues (d) International Revenues (e)	
See instructions regarding percent interstate and international.					
Revenues from Services Provided for Resale as Telecommunications by Other Contributors to Federal Universal Service Support Mechanisms					
Fixed local service Monthly service, local calling, connection charges, vertical features, and other local exchange service including subscriber line and					
303.1	PICC charges to IXCs				
Provided as unbundled network elements (UNEs)					
303.2	Provided under other arrangements				
Per-minute charges for originating or terminating calls					
304.1	Provided under state or federal access tariff				
304.2	Provided as unbundled network elements or other contract arrangement				



Click the 'Expand All' selection at the bottom of the screen.....

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
Lines 403-417	End-User This section is for reporting revenues received from end-users, or carriers that did not contribute to the federal USF, for providing telecommunications or interconnected VoIP services.	Edit
Lines 418.1-418.3	Non-Telecommunications This section is for reporting revenues received for providing non-telecommunications services.	Edit
Line 418.4	Non-Interconnected VoIP This section is for reporting revenues received for providing non-interconnected VoIP services.	Edit
Lines 511	Excluded Reseller Revenue This section is for reporting revenues from carriers that did not contribute to USF that you would like to exclude from other contribution bases (e.g., NANPA, TRS, LNP).	Edit
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
	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](#)

CARRIER'S CARRIER REVENUE

In this section, report: (1) revenues from telecommunications services sold to other carriers; and (2) revenue received from USAC or state sources for universal service support.

For questions below regarding revenue *"from carriers that contribute to USF"*, the carrier's customer must (1) incorporate the purchased telecommunications services into its own telecommunications offerings and (2) be reasonably expected to contribute to the federal universal service support mechanisms based on revenues from such offerings when provided to end users. [FCC Form 499-A Instructions](#).

Fixed Local Services

Did you receive any revenues for providing **fixed local** service for resale - *from carriers that contribute to USF (see above)?* YES - [Click here](#)
NO - Continue to next question

Please report revenues for monthly service,local calling,connection charges, vertical features, and other local exchange service including subscriber line and PICC charges to IXCs. Please report your revenues from all local exchange services that should be included with the basic local service revenues. Break out these revenues as follows:

Show Helpful Hint

303.1

Provided to carriers as unbundled network elements (UNEs)

\$

0.00

0.00

%

0.00

%

\$

0.00

\$

0.00

Total Revenues

Interstate %

International %

Interstate Revenues

International Revenues

303.2

Services provided to carriers under tariffs or arrangements other than unbundled network elements (for example, resale). Line 303.2 should also include Presubscribed Interexchange Carrier Charge (PICC) charges levied on carriers.

\$

0.00

0.00

%

0.00

%

\$

0.00

\$

0.00

Total Revenues

Interstate %

International %

Interstate Revenues

International Revenues

Per-minute charges for originating and terminating calls

Did you receive any revenues from carriers for the **origination or termination of calls**? YES - [Click here](#)
NO - Continue to next question

Please report revenues for per-minute charges for originating and terminating calls, including charges related to originating or terminating VoIP-PSTN traffic (voice over Internet protocol to public switched telephone network traffic).

Show Helpful Hint

304.1

Provided under state or federal access tariff

\$

0.00

0.00

%

0.00

%

\$

0.00

\$

0.00

Total Revenues

Interstate %

International %

Interstate Revenues

International Revenues

304.2

Provided as unbundled network elements or other contract arrangement

\$

0.00

0.00

%

0.00

%

\$

0.00

\$

0.00

Total Revenues

Interstate %

International %

Interstate Revenues

International Revenues

Private Line & Business Data Services

Did you receive any revenues for providing **private line and business data** service for resale - *from carriers that contribute to USF (see above)?* YES - [Click here](#)
NO - Continue to next question

Please report revenues from all private line and business data services. Break out those revenues as follows:

Show Helpful Hint

305.1

Telcommunications - Provided to other contributors for resale as telecommunications

Revenue Data Entry

After clicking the ‘Expand All’, every section is expanded and the corresponding line numbers that reference the paper form are displayed.

There’s a lot of lines, so use the scroll bar on the right hand side of the screen to scroll through all of the data entry questions.

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](#)

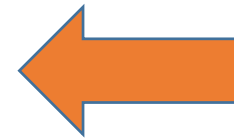
[Expand All](#)

[Save & Close](#)

© 1997-2020, Universal Service Administrative Company, All Rights Reserved.

[Website & Privacy Policies](#) | [Website Feedback](#)

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.

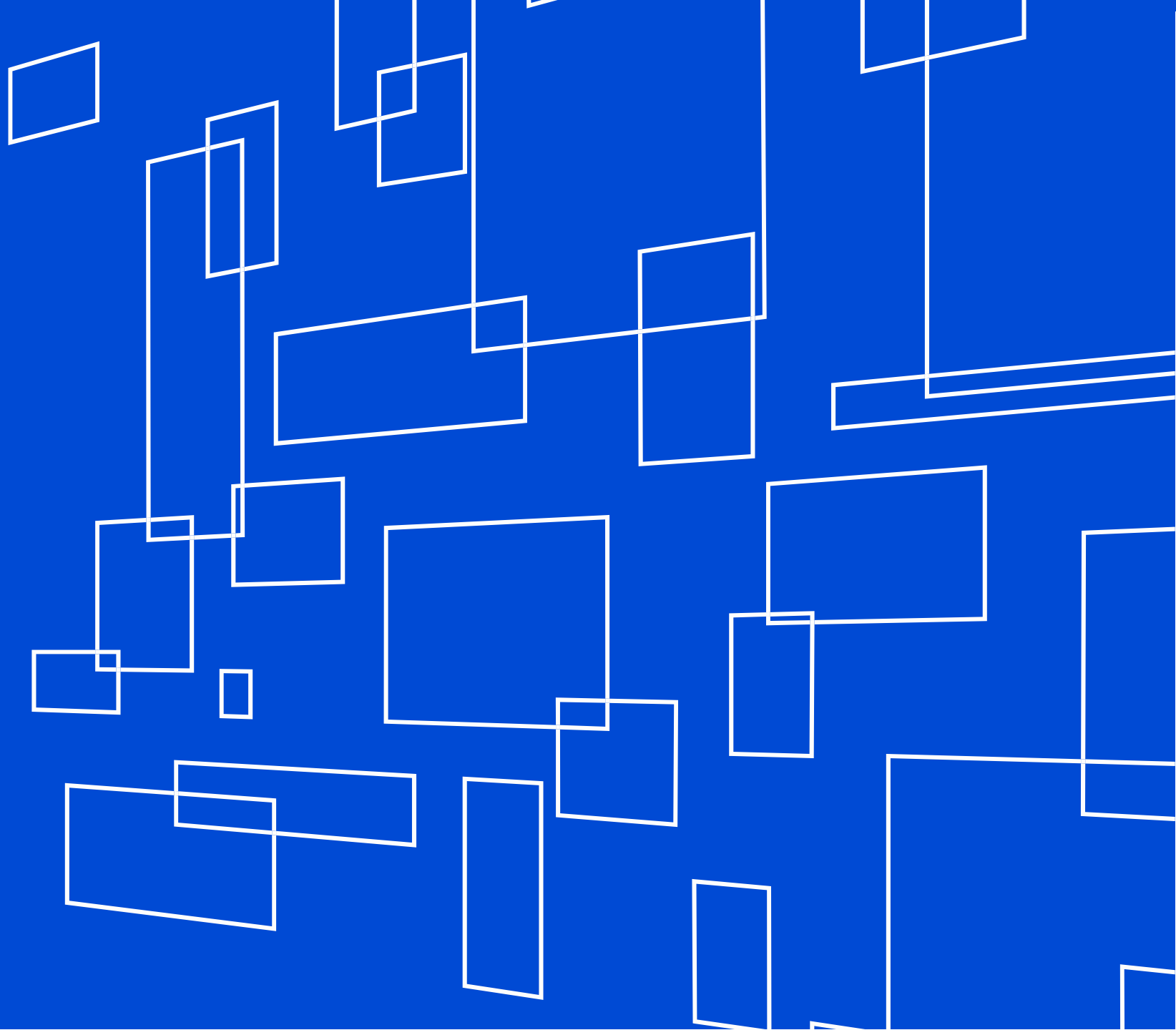
No information has been submitted to USAC.

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.

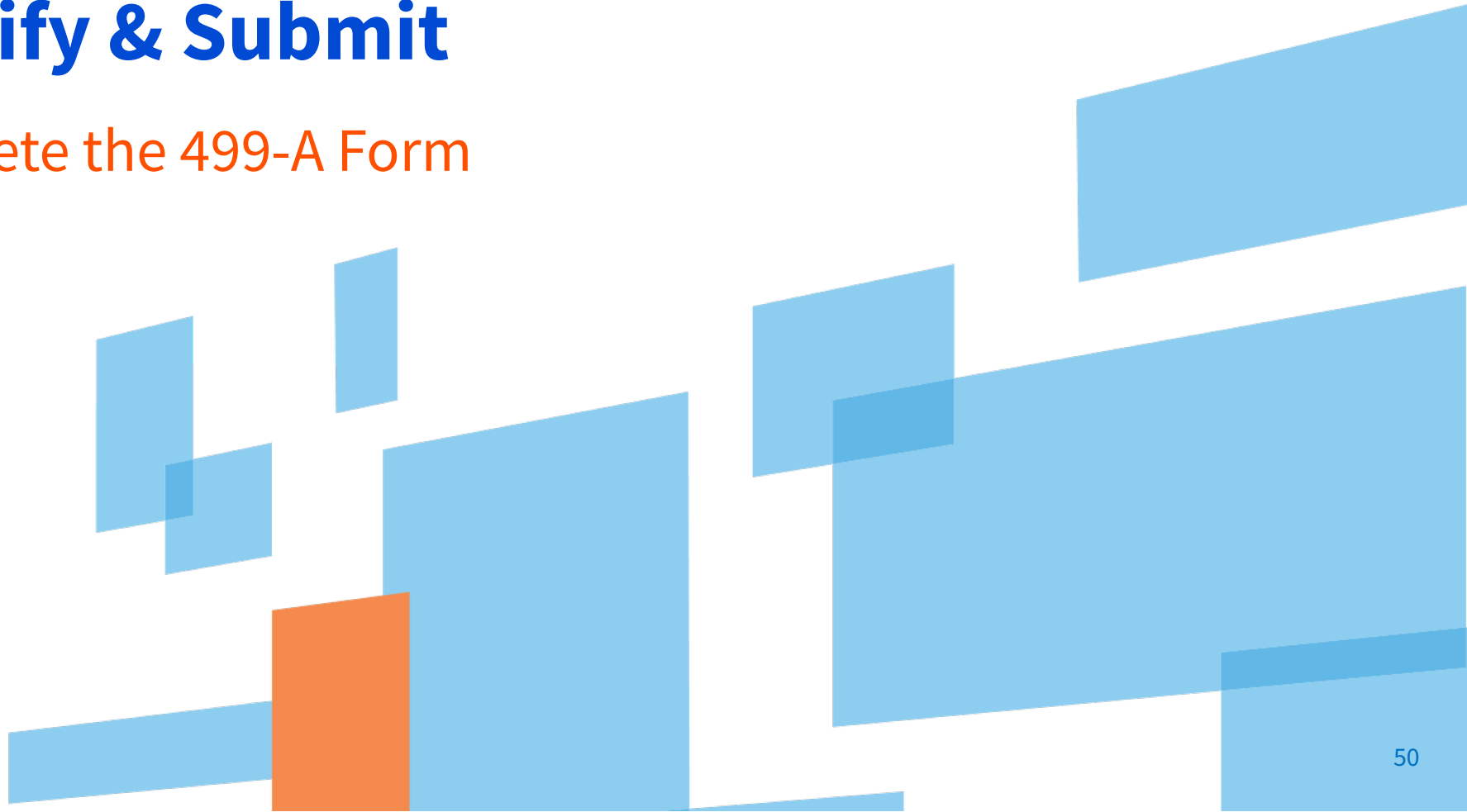
[Close](#)

Questions



Certify & Submit

Complete the 499-A Form







Certify & 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.

E-File gives the officer two methods for certifying forms.

Account #	Company Name	Form	Status	View	Action
889994	USAC Test	499-Q - November 2020 Filing - Rev 5	Approved		Revise Certify
889997	USAC Test	499-Q - November 2020 Filing	Approved		Revise Certify
889993	USAC Test	499-Q - November 2020 Filing	Approved		Revise Certify
889992	USAC Test	499-Q - November 2020 Filing - Rev 1	Approved		Revise Certify

Universal Service Administrative Company®

E-FILE

Company Name: USAC Test Amy
Filer ID: 889993

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

MAIN PAGE: 2019 FCC FORM 499-A (REPORTING ACTUAL REVENUES FROM CALENDAR YEAR 2018)

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 2018. As you enter your data, be sure that you understand the requirements as indicated in the [2019 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 2018. 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

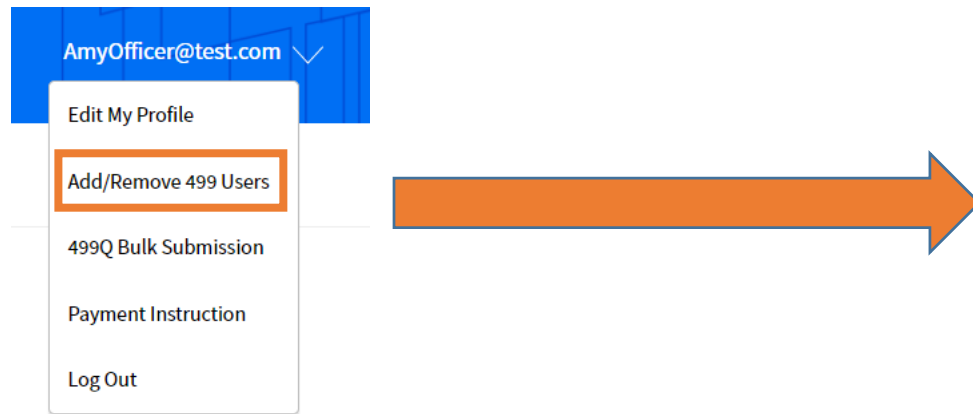
Review & Certify
My Filing to USAC

Adding Authorized Users



Add Authorized Users in E-File

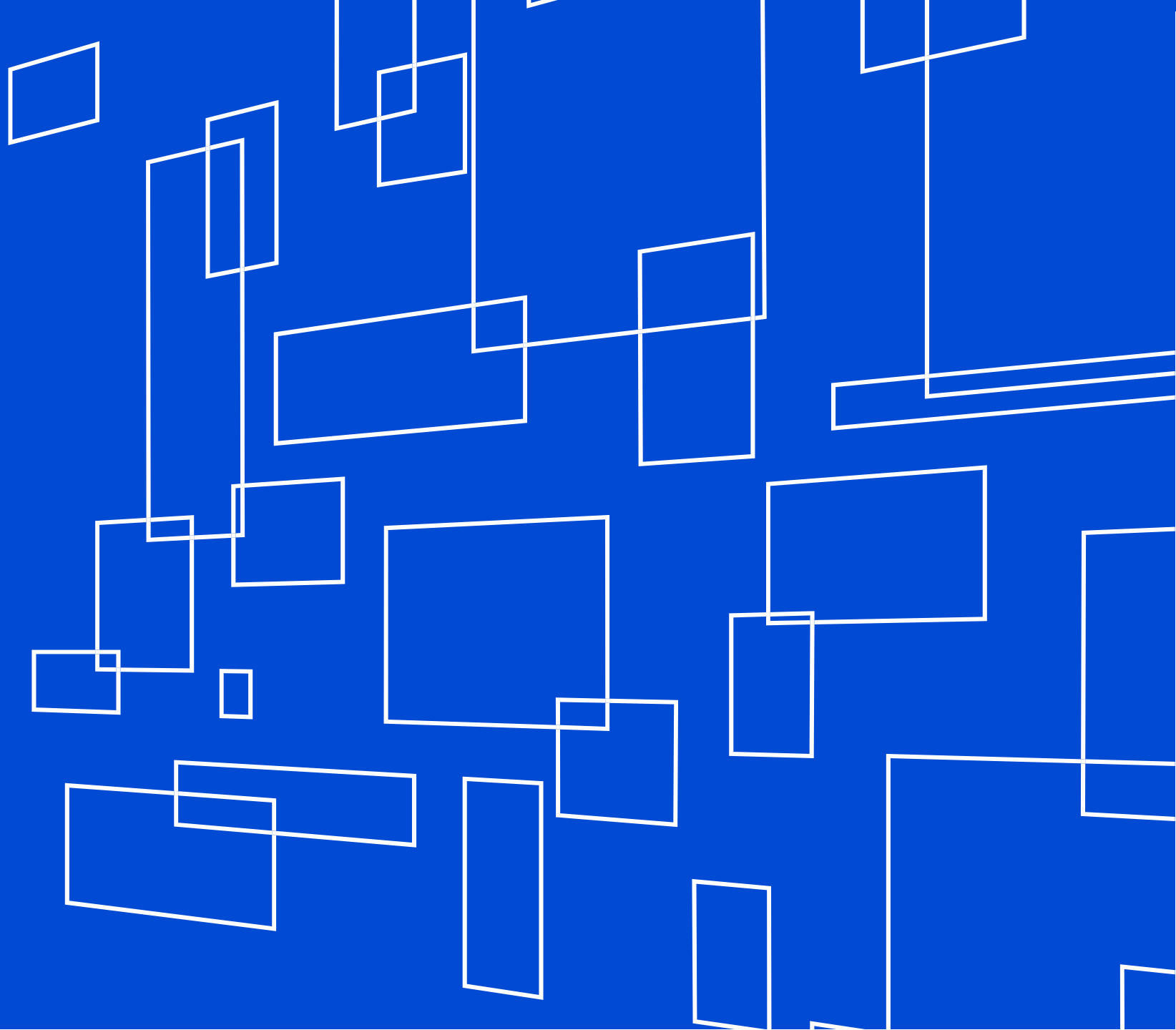
Only Company Officers can add users to a 499 Filer ID. Select Add/Remove 499 Users under log in drop down.



A screenshot of the 'ADD OR REMOVE USER ACCOUNTS' page. The page has a title bar with 'ADD OR REMOVE USER ACCOUNTS' and a 'Cancel' link. Below the title bar, there are instructions for adding and removing users. The 'Add User Accounts' button is highlighted with an orange box. Below the instructions, there is a table with columns for 'Officer(s)', 'Remove', 'Preparer(s)', and 'Remove'. The table contains one row for 'Amy Officer' with email 'AmyOfficer@test.com' and two checkboxes. At the bottom of the page, there are 'Save' and 'Cancel' buttons.

Officer(s)	Remove	Preparer(s)	Remove
Amy Officer	<input type="checkbox"/>		
	<input type="checkbox"/>		

Online Resources



Webinar Training Announcements

Annual Training

- February

Quarterly Trainings

- 499Q Basics
- 498/499 ID Basics

Previous webinar recordings also stored here.

[Subscribe](#)[Payments](#)[Sign In](#) [About](#)[E-rate](#)[Rural Health Care](#)[Lifeline](#)[High Cost](#)[Service Providers](#)

Contributing to the USF

[Who Must Contribute](#)[Register for a 499 ID](#)[Manage Your 499 ID](#)[Forms to File](#)[When to File](#)[What to Expect After Filing](#)[Making Revisions](#)

Making Payments

[How to Pay](#)[Contribution Factors](#)[Invoices](#)[Late Payments, DCIA, Red Light](#)[Billing Disputes](#)[Credit Balance Refunds](#)[Annual True Up Process](#)[Non-USAC Payments](#)[Request Invoice Copy](#)

Participating in a USF Program

[Register for a 498 ID](#)[Manage Your 498 ID](#)[Disbursement Schedules](#)[DATA Act](#)

Resources

[Forms & Instructions](#)[Upcoming Dates](#)[Announcements](#)[Quick Links](#)[Glossary of Terms](#)[Appeals and Audits](#)[Multi-Factor Authentication](#)

Learn

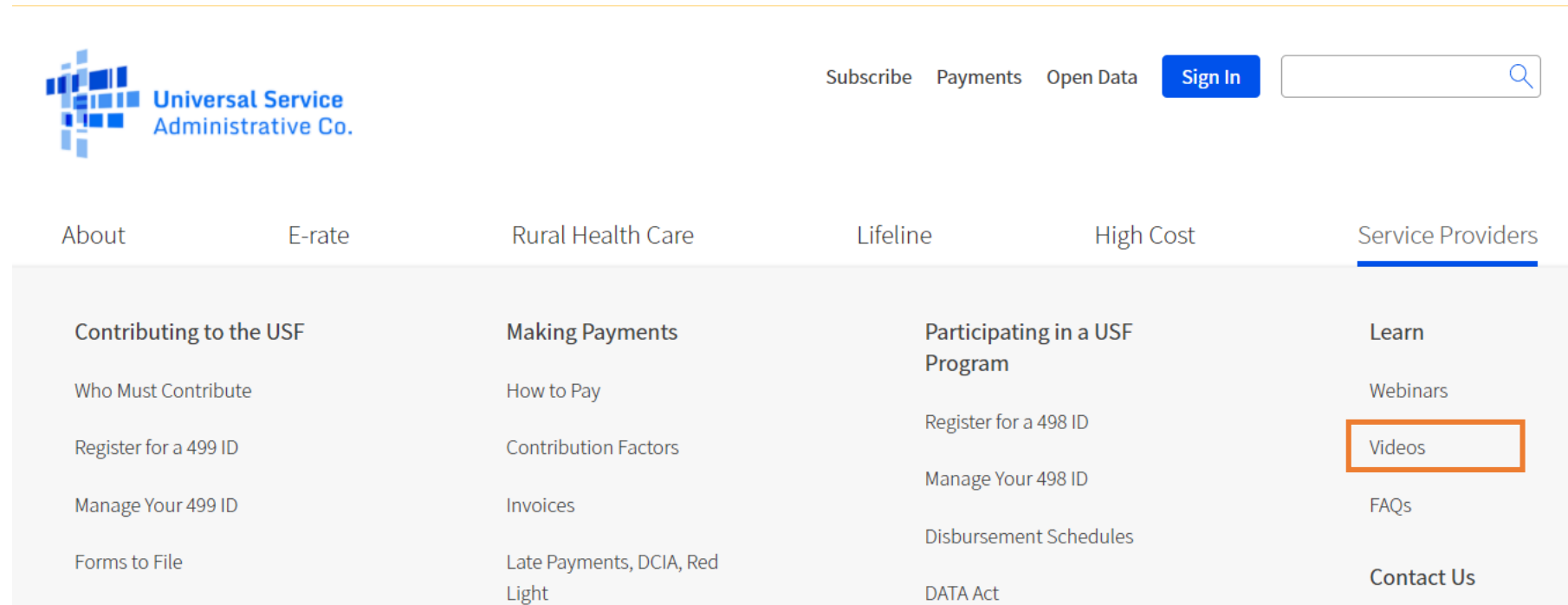
[Webinars](#)[Videos](#)[FAQs](#)[Contact Us](#)

Video Training

The USAC website offers several options to learn via our online video library as well.

Hover over 'Service Providers' on the main webpage.

Select the 'Videos' option from the dropdown menu.



Five categories of video instructions are available to users.

Listed under the Videos left hand navigation menu.

Click on the different menu options to take you to the specific section.

AboutE-rateRural Health CareLifelineHigh CostService Providers

USAC | Service Providers | Learn | Videos

Learn

Webinars

Videos ^

Videos

FCC Form 498

FCC Form 499-A

FCC Form 499-Q

E-File Navigation

Payment Instructions

FAQs v

Videos

Payment Instructions

Making Payments Using the New System

56:02 minutes

Paying Invoices Online

5:08 minutes

Return Program Funding for Service Providers

1:40 minutes

Paying Invoices by ACH

Paying Invoices Online for

E-File Navigation Video Training

Videos ^

Videos

FCC Form 498

FCC Form 499-A

FCC Form 499-Q

E-File Navigation

Payment Instructions

FAQs v

A collection of videos containing helpful tips to service providers using the E-File system.

<div>E-File FCC Form 499 Redesign Overview: Single FCC Form 499 Filer ID</div> <div>E-File FCC Form 499 Redesign Single Filer ID 8 minutes</div>	<div>E-File FCC Form 499 Redesign Overview: Multiple FCC Form 499 Filer IDs</div> <div>E-File FCC Form 499 Redesign Multiple Filer IDs 11 minutes</div>	<div>Multi-Factor Authentication</div> <div>Multi-factor Authentication Sign On 3:56 minutes</div>
<div>How to Reset Your Password</div> <div>How to Reset Your Password 1:09 minutes</div>	<div>How to Request Temporary 499 Account Reactivation</div> <div>How to Request Temporary 499 Account Reactivation 2:46 minutes</div>	<div>How to Add a New Company Officer</div> <div>How to Add a New Company Officer 3:30 minutes</div>
<div>How to Add 499 Users</div> <div>How to Add 499 Users 2:55 minutes</div>	<div>How to View Invoice Summaries</div> <div>How to View Invoice Summaries 1:26 minutes</div>	<div>View Issue Emails</div> <div>View Issue Emails 1:07 minutes</div>

For More Assistance

- ✓ Call Customer Support Phone: (888) 641-8722, Option 4
Hours: Monday-Friday 9 AM to 5 PM ET
- ✓ Submit an email to Form499@usac.org
- ✓ Visit our [online learning library](#)



Universal Service
Administrative Co.