

498/499 ID Basics for Service Providers

Webinar

October 13, 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

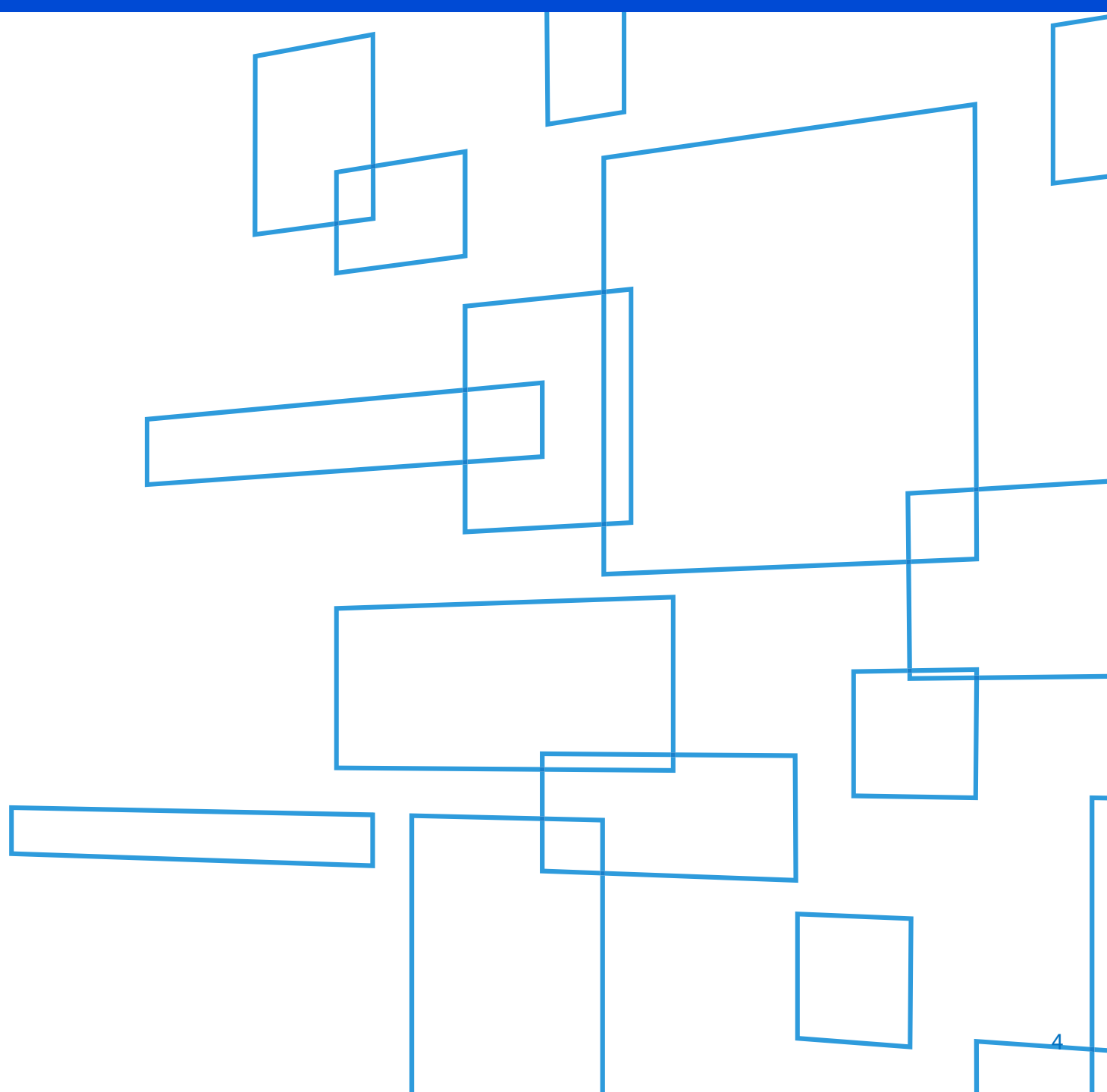
Today's Presenter

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 498 ID and the 499 ID, their difference and how to request them.

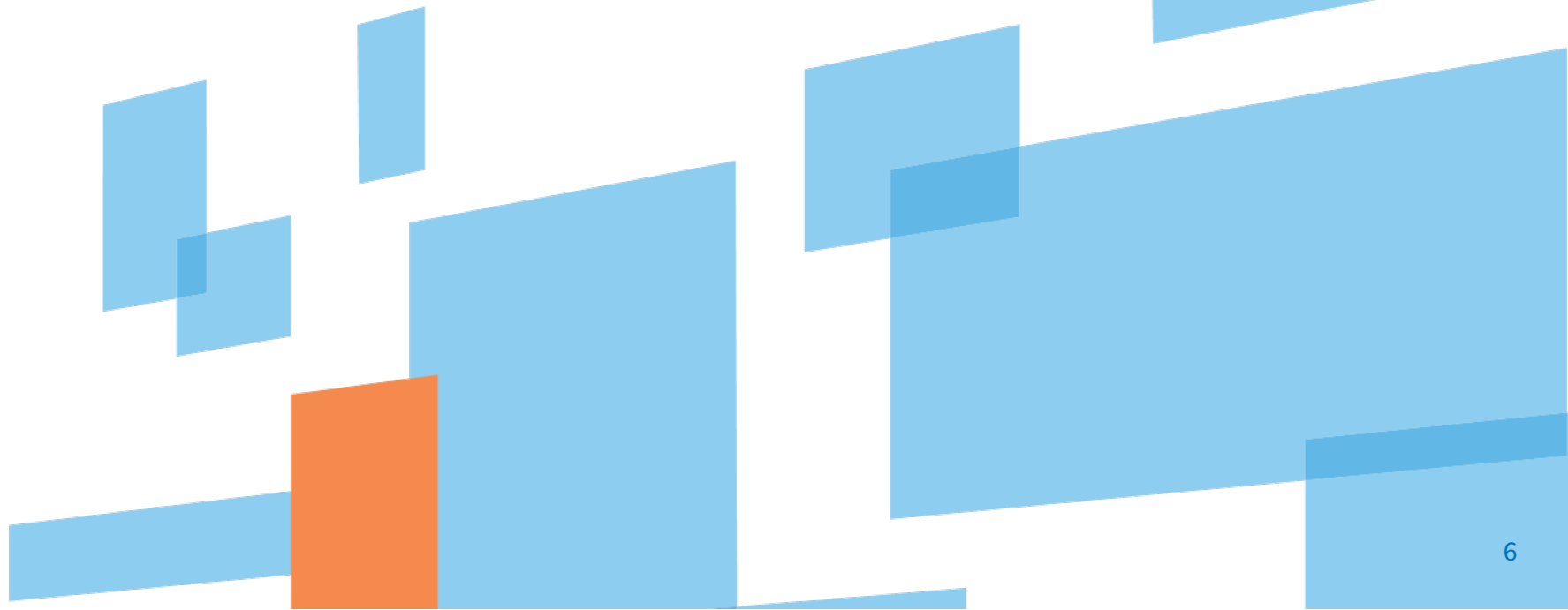


Agenda

1. 498 ID & 499 ID Purpose
2. Form 498 Registration
3. Form 499-A Registration
4. Questions

498 ID & 499 ID

What are these IDs?



What The IDs Are

498 ID

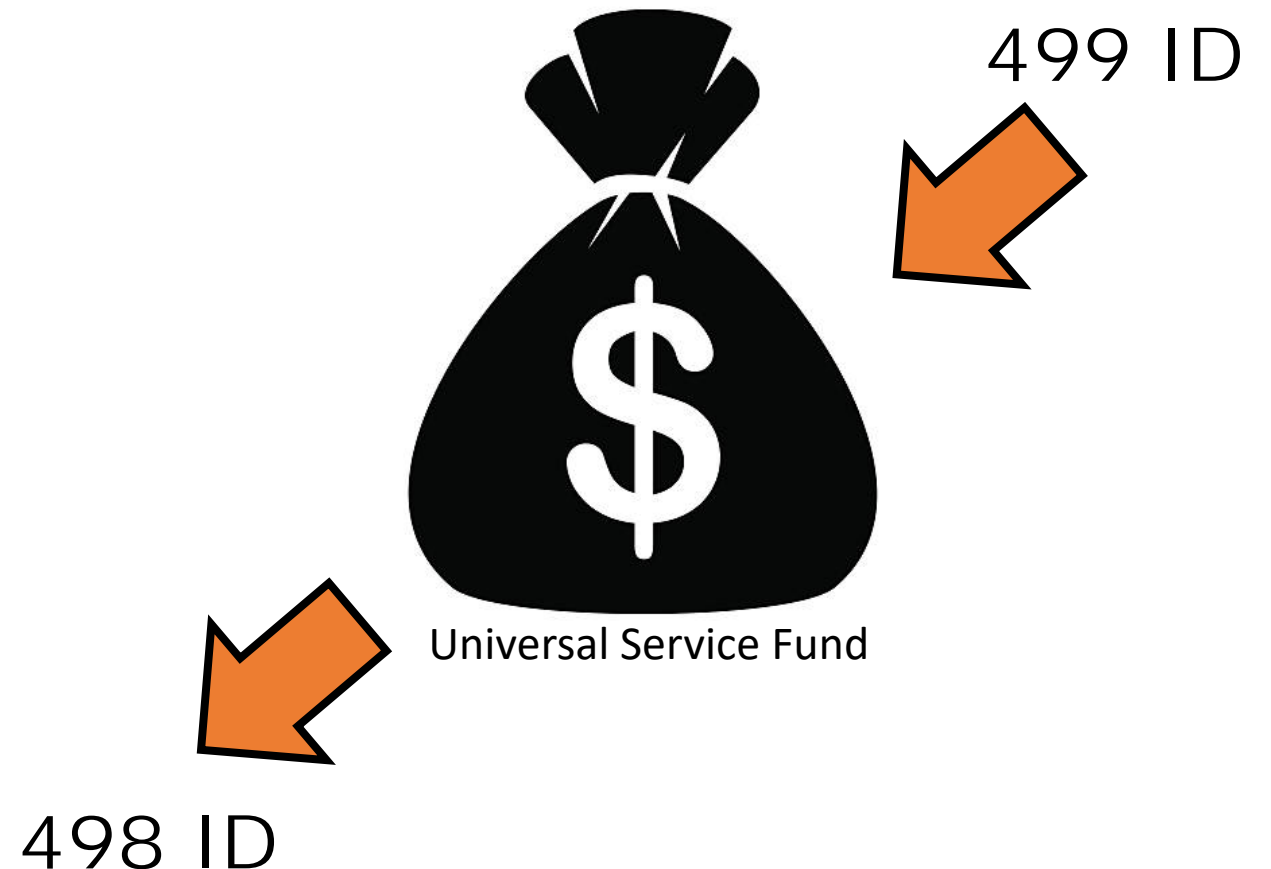
Takes its name from the registration form -
FCC Form 498

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, Schools
and Libraries*

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!

498 ID Registration

Understanding the Sections

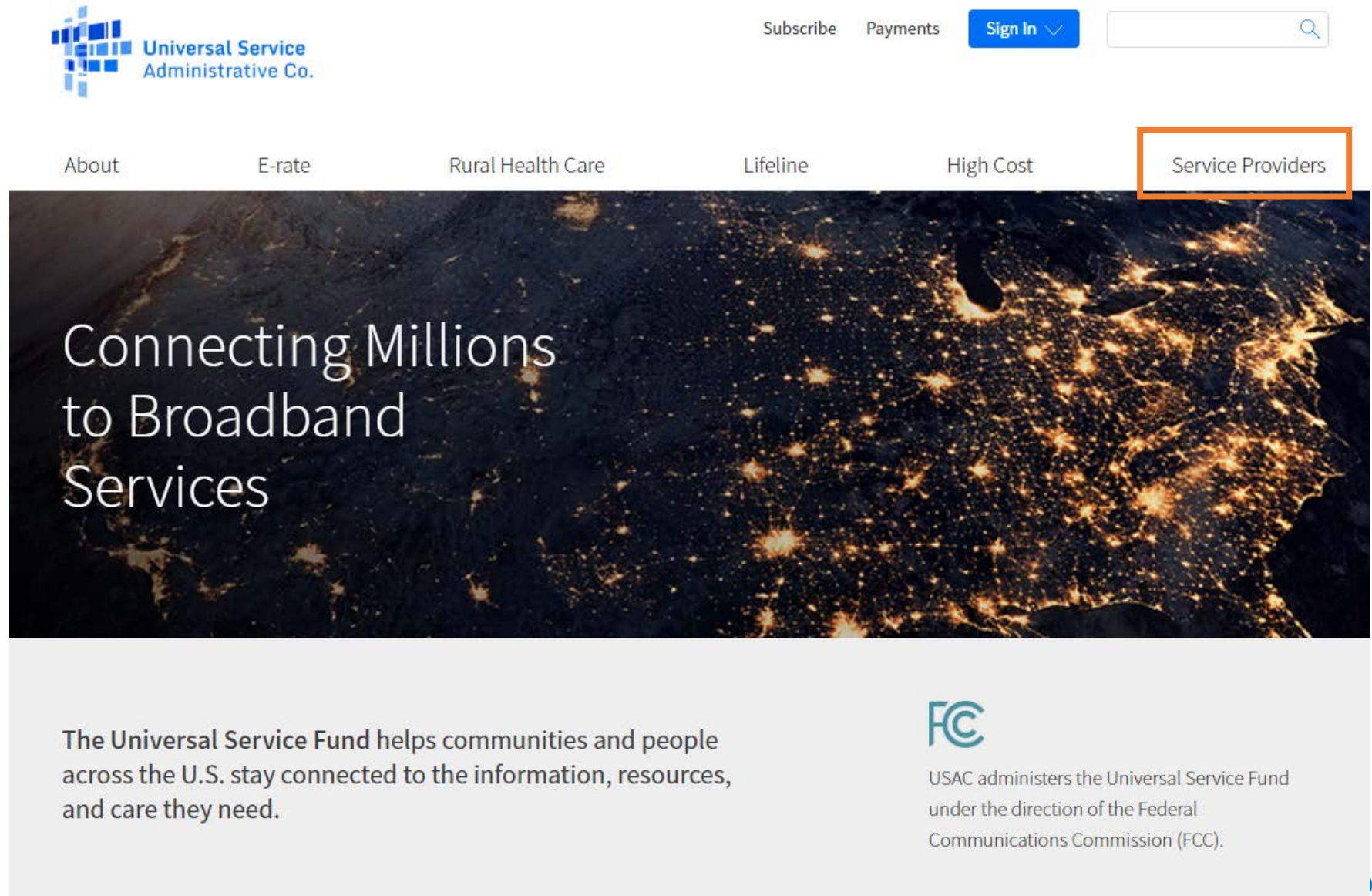


Find the Form 498

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, which consists of a blue grid icon followed by 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 elements 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 background image of a map of the United States at night, showing city lights. Overlaid on the left side of this image is the text "Connecting Millions to Broadband Services" in white. At the bottom of the page, there is a light gray section containing two columns of text. The left column reads: "The Universal Service Fund helps communities and people across the U.S. stay connected to the information, resources, and care they need." The right column features the FCC logo (a stylized "F" and "C" in a circle) 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 498

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



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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 498 & Instructions

The paper copy of the instructions as well as the form itself are listed on this webpage.

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



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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.

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

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

Paper Form 498

File electronically at <http://usac.org/about/tools/e-file.aspx/>

FCC Form 498 OMB 3060-0824

Service Provider And Billed Entity Identification Number and General Contact Information Form

Estimated Average Burden Hours Per Response: 1.6 hours

FCC Form 498 is used to collect contact and remittance information for service providers and applicants that receive support from the Federal universal service support programs. For greater flexibility, this form allows service providers to use the same general contact information for all their contacts and the same remittance data collected for each of the four programs or multiple contact and remittance information. Please report any changes to this information on a revised FCC Form 498 to prevent any delays in notification and the timeliness of disbursements. Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

Please read instructions, located at: <http://usac.org/isp/tools/forms.aspx>, before beginning this application.

Provider Type

Please check one box below See Instruction Section III.A

☐ Service Provider ☐ School/Library or other Billed Entity

Submission Type

Please check one box below See Instruction Section III.B

☐ Original Application for FCC Form 498 ID ☐ Revision to existing FCC Form 498 on file with USAC

☐ Request for FCC Form 498 ID Merger/Consolidation ☐ Request for FCC Form 498 ID Deactivation

Service Provider Identification Number (FCC Form 498 ID)
(To be inserted by USAC for first time applications. Required for subsequent revisions.)

499 Filer ID
(Required if your company is required to file the FCC Form 499)

Block 1: Organization Information [All Fields REQUIRED] See Instruction Section III.D

1 Company Name or Billed Entity

2 Name Entity or Company Is Doing Business As (DBA) or Formerly Known As (FKA)

3 ☐ Check this Box if the Company is part of or maintains affiliate companies and complete page 2.

4 Street Address

5 Address Line 2

6 City 7 State 8 Zip Code + 4

Block 2: General Contact Information [All Fields REQUIRED] See Instruction Section III.E

9 First: Middle Initial: Last: 10 Title

11 General Contact (Company Preparer Name)

12 Phone Number Ext.

13 Street Address

14 Address Line 2

15 City 16 State 17 Zip Code + 4

18 E-mail Address

Block 3: Federal EIN, DUNS and FCC Registration Number [All Fields REQUIRED] See Instruction Section III.F

19 ☐ Corporation ☐ Partnership ☐ Other
(Check applicable corporate structure.)

20 Enter Federal Employer Identification Number
(Federal EIN or Tax ID Number)

21 Enter Dunn and Bradstreet Number (DUNS)

FCC Registration Number (CORES ID)

The Form 498 is a total of 11 pages

The purpose of this form is to collect information from service providers and billed entities that receive support from the High Cost, Lifeline, Rural Health Care, and Schools and Libraries Programs.

Page 1 Information Collected

- Company Identification
- General Contact Info
- Federal EIN (tax number)
- Dunn and Bradstreet Number (DUNS)
- FCC Registration Number (CORES ID)

Paper Form 498 – Program Selection

This page is for Schools and Libraries Program participants only.

For more information about the Schools and Libraries Program, please refer to: <http://www.usac.org/sli/>

Block 12: Schools and Libraries Support Financial Institution and Remittance Information [ALL Fields REQUIRED]

☐ Check this box to discontinue use of this FCC Form 498 ID for Schools and Libraries Support.

Financial institution information is required. Electronic payment of universal service support payments is mandated by the Debt Collection Improvement Act of 1996, Pub. Law 104-134, 110 Stat. 1321-358.

See Instruction Section III.O

☐ Check this box if this information is the same as the General Contact Information (Block 2) and complete lines 105-107.

72

Remittance Company Name, if different from Company or Billed Entity Name

73

First: _____ Middle Initial: _____ Last: _____ 74 _____
Remittance Contact Name - Statements will be sent to Remittance Contact's attention Title

75

() _____ 76 _____
Phone Number Ext E-mail Address for receipt of remittance advice

77

Remittance Financial Institution for ACH or locked box transfer of funds (required)

78

Financial Institution Account Number for ACH (required)

79

ACH Financial Institution Transit Number - must be nine digits (required)

Block 13: Company Contact for Schools and Libraries Support

See Instruction Section III.P

☐ Check this box if this information is the same as the General Contact Information (Block 2) and continue on to Block 14.

80

First: _____ Middle Initial: _____ Last: _____ 81 _____
Contact Name for Schools and Libraries Program Title
(Must be a company, or entity employee or designated representative)

82

Contact Address for Schools and Libraries Program

83

Address Line 2

84

City _____ 85 _____ 86 _____
State Zip Code + 4

87

() _____ 88 _____
Phone Number Ext E-mail Address of Schools and Libraries Program Contact

USAC Program page

Banking Info

Program Contact

Some programs require more information in addition to these standard requirements.

ALL programs require you to upload banking validation documentation!

Paper Form 498 – Distribution Offsets

Disbursement Offsets and Healthcare Connect Certification	
Block 15: Offsetting Disbursement Payments Against Federal Universal Service Contribution Obligations For High Cost Participants <i>See Instruction Section III.R</i> The following information pertains only to telecommunications companies participating in the High Cost Program. A telecommunications company may choose to offset its payment against its Federal universal service contribution. A telecommunications company must have an FCC Form 499 Filer ID number in order to offset its High Cost Program payments against its Federal universal service contribution. In order to obtain an FCC Form 499 Filer ID number, visit http://www.usac.org/cont/tools/forms/default.aspx and select FCC Form 499. You do not need an FCC Form 499 Filer ID in order to be issued a FCC Form 498 ID.	
89 <input type="checkbox"/> Yes, I want my High Cost Program disbursement payments to be offset against my Federal universal service contribution obligations. This box must be checked in order to receive offsets. The Default is "No."	
Block 16: Offsetting Disbursement Payments Against Federal Universal Service Contribution Obligations For Lifeline/Lifeline Participants <i>See Instruction Section III.S</i> The following information pertains only to telecommunications companies participating in the Lifeline Program. A telecommunications company may choose to offset its payment against its Federal universal service contribution. A telecommunications company must have an FCC Form 499 Filer ID number in order to offset its Lifeline Program payments against its Federal universal service contribution. In order to obtain an FCC Form 499 Filer ID number, visit http://www.usac.org/cont/tools/forms/default.aspx and select FCC Form 499. You do not need an FCC Form 499 Filer ID in order to be issued a FCC Form 498 ID.	
90 <input type="checkbox"/> Yes, I want my High Cost Program disbursement payments to be offset against my Federal universal service contribution obligations. This box must be checked in order to receive offsets. The Default is "No."	
Block 17: Offsetting Disbursement Payments Against Federal Universal Service Contribution Obligations For Rural Healthcare Participants <i>See Instruction Section III.O</i> The following information pertains only to telecommunications companies participating in the Rural Health Care Program. In accordance with FCC rule section 54.679 regarding Rural Health Care payments, a telecommunications company may choose to offset its payment against its Federal universal service contribution. A telecommunications company must have an FCC Form 499 Filer ID number in order to offset its Rural Health Care Program payments against its Federal universal service contribution. In order to obtain an FCC Form 499 Filer ID number, visit http://www.usac.org/cont/tools/forms/default.aspx and select FCC Form 499. You do not need an FCC Form 499 Filer ID in order to be issued a FCC Form 498 ID.	
91 <input type="checkbox"/> Yes, I want my Rural Health Care Program disbursement payments to be offset against my Federal universal service contribution obligations. This box must be checked in order to receive offsets. The Default is "No."	
Block 18: Certification to Assist Health Care Providers <i>See Instruction Section III.T</i> In accordance with FCC rule section 54.640(b), service providers participating in the Healthcare Connect Fund Program must certify, as a condition of receiving support, that they will provide to health care providers, on a timely basis, all information and documents regarding supported equipment, facilities, or services that are necessary for the health care provider to submit required forms or respond to FCC or USAC inquiries. USAC may withhold disbursements to the service provider if the service provider, after written notice from USAC, fails to comply with this requirement.	
92 <input type="checkbox"/> I certify, as a condition of receiving support under the Healthcare Connect Fund Program, that the above-named service provider will provide to health care providers, on a timely basis, all information and documents regarding the supported equipment, facility(ies), or service(s) that are necessary for the health care provider to submit required forms or respond to FCC or USAC inquiries.	
Block 19: Offsetting Disbursement Payments Against Federal Universal Service Contribution Obligations For Schools and Libraries Participants <i>See Instruction Section III.U</i> The following information pertains only to telecommunications companies participating in the Schools and Libraries Program. In accordance with FCC rule section 54.515 regarding Schools and Libraries Program payments, a telecommunications company may choose to offset its Schools and Libraries Program payment against	
93 <input type="checkbox"/> Yes, I want my Schools and Libraries Program disbursement payments to be offset against my Federal universal service contribution obligations. This box must be checked in order to receive offsets. The Default is "No."	

On this page, service providers have the option to tell USAC that they want any disbursement payments made to them by USAC to OFFSET their contributor payment requirements.



Information Needed Prior to Registration

Information you need prior to registering!

- Federal Employer Identification Number (FEIN) aka Tax ID Number
- FCC Registration Number (FRN) aka CORES ID
- Dunn and Bradstreet Number (DUNS)
- Banking verification documentation (cancelled check or letter from bank)

Registration Process – Service Providers

- Submit an FCC Form 498 with USAC through **E-File**

Registration Process – Applicants (e.g. libraries or school districts)

- Request access to EPC by calling the Client Service Bureau at 888-203-8100.
- Submit an FCC Form 498 with USAC through **EPC**

498 ID Registration

Applicants



EPC Form 498 – Registration

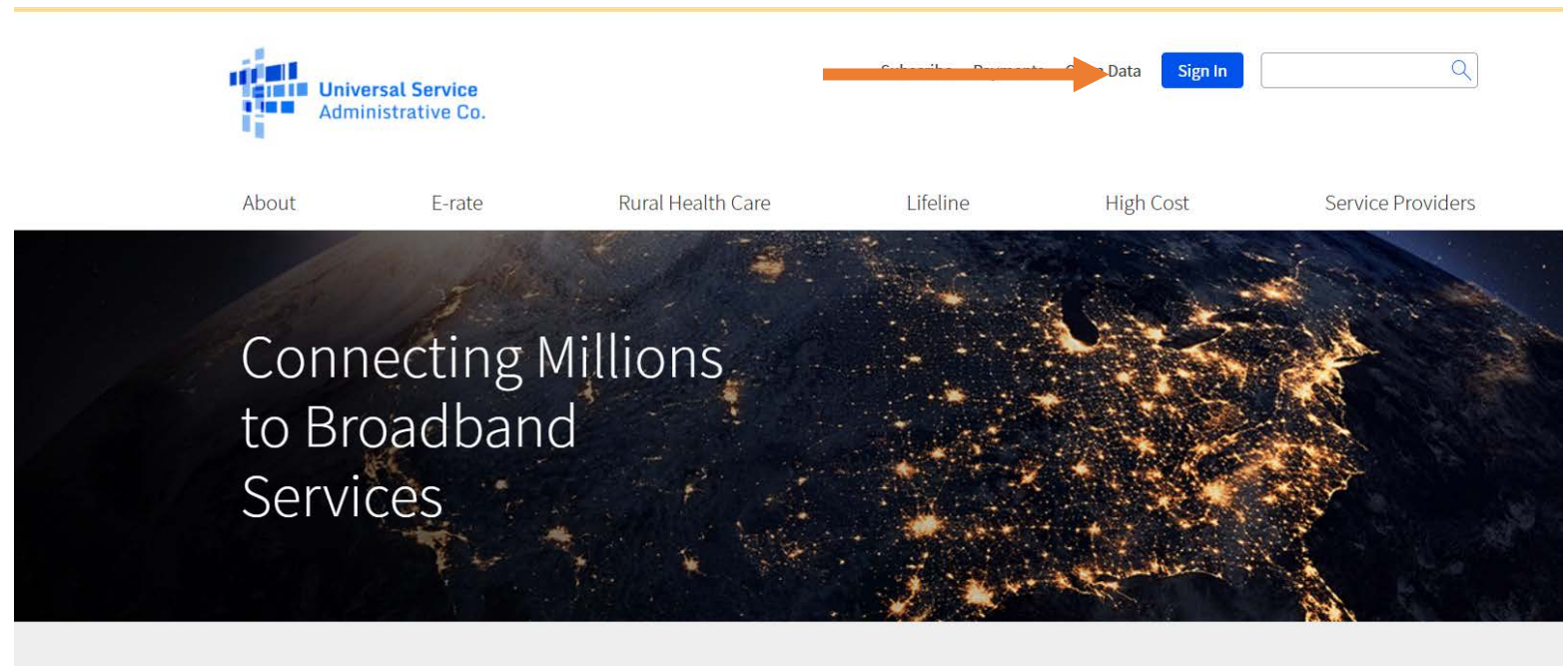
Start by going to the USAC home page

www.usac.org

Find the blue “Sign In” button at the top of the page.

Registration is completed on-line. No paper copies accepted.

NOTE! New users to EPC will need to get a username and password first by calling the SLD’s Client Service Bureau at 888-203-8100.



EPC Form 498 – Registration

Once the user is logged in to EPC, from the “Landing Page”, you’ll select from the top row, the tab titled “Records”.

News Tasks (6) Records Reports Actions

Jasper Smith - Applan

My Landing Page

Apply Now | Contact Us | Help

USAC O&M TEST

Welcome to the new EPC system, more functionality will be rolling out soon!

Organizations

Organization	City	State	Zip Code	Type
Einstein Library 2	Chantilly	VA	20151	Applicant
Einstein Library NIF	Chantilly	VA	20151	Applicant

My Tasks

Name	Received	Status	Deadline
Create FCC Form 470	9/11/2015 9:58 AM EDT	Accepted	
Create FCC Form 470	9/11/2015 10:03 AM EDT	Accepted	
Create FCC Form 470	9/18/2015 10:17 AM EDT	Accepted	

EPC Form 498 – Registration

The resulting screen in EPC will list the records related to this applicant.

From this list, you will select the one titled “[Applicant Entries](#)”.



EPC Form 498 – Registration

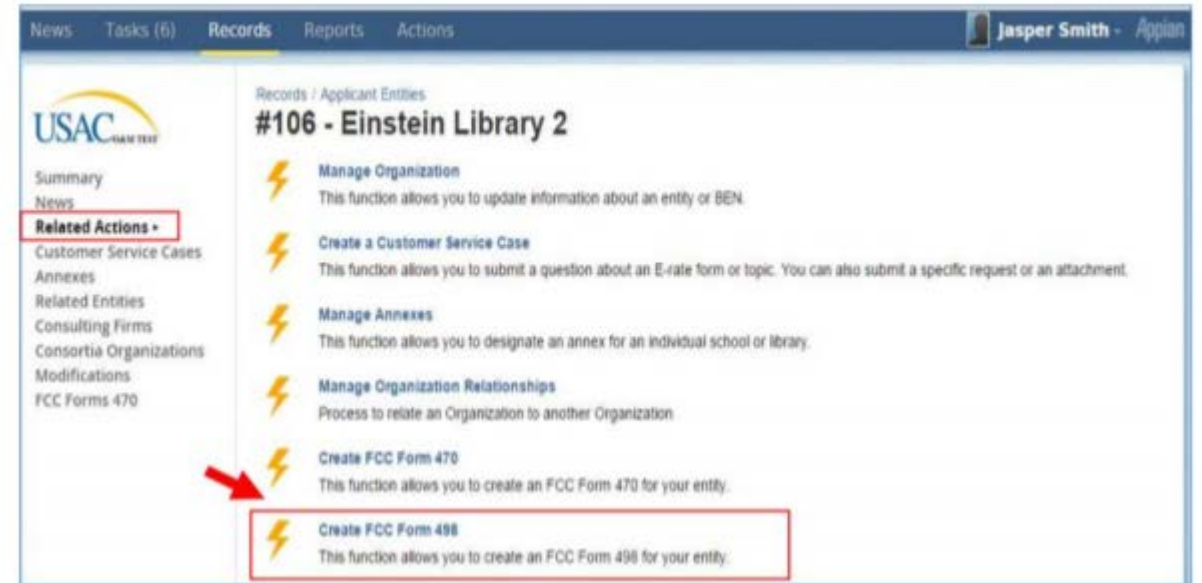
Select '[Related Actions](#)' from the left hand navigation.

Click on '[Create FCC Form 498](#)'.

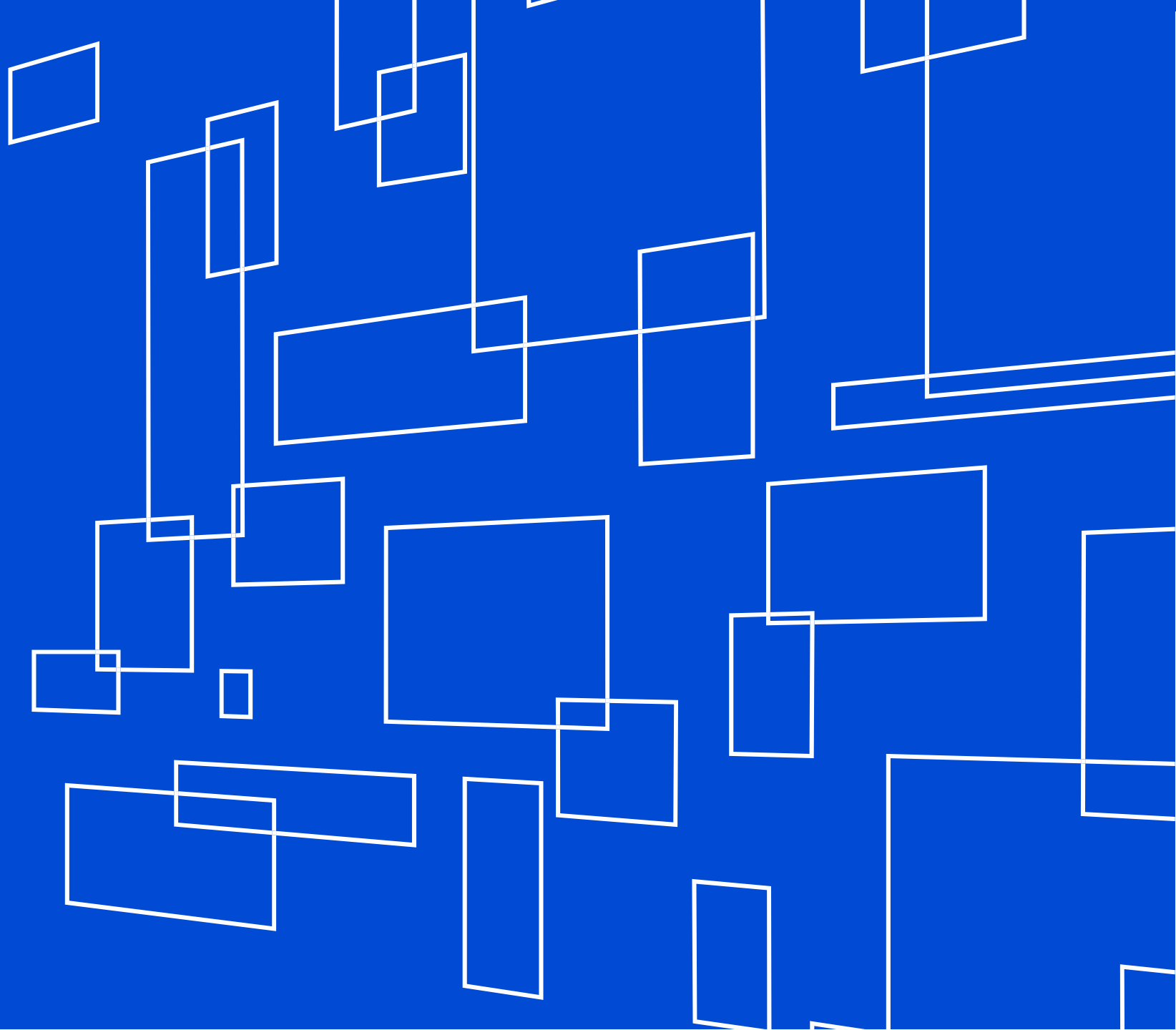
Follow the online directions and start entering the data.

It's not going to look like the paper form, but the online data entry program will ask you for the same information that is required on the paper form.

At the end, you'll be prompted to upload your banking validation documentation. It's important to do this – USAC won't review the form without one.



Questions ?



498 ID Registration

Service Providers



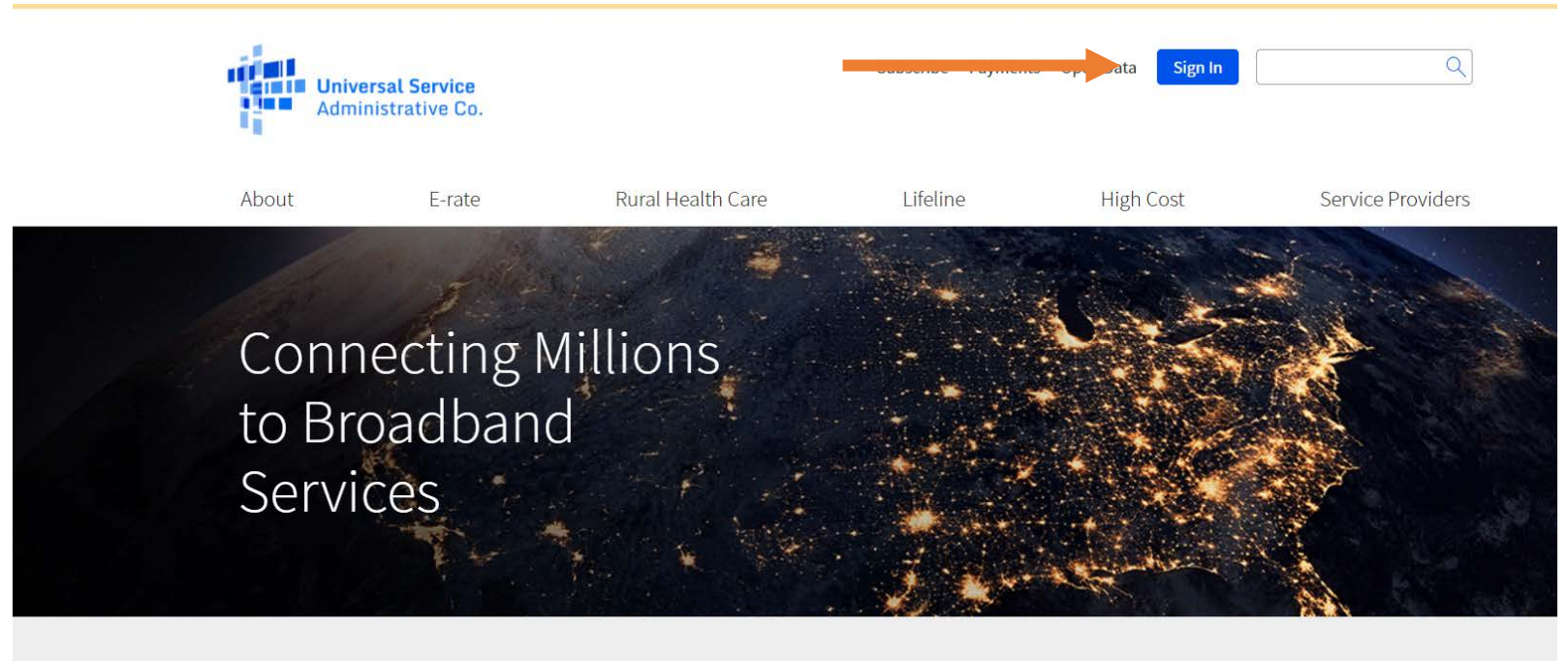
E-File Form 498 – Registration

Start by going to the USAC home page

www.usac.org

Find the blue “Sign In” button at the top of the page.

Registration is completed on-line. No paper copies accepted.





Universal Service
Administrative Co.

Username

Password

[Forgot password?](#)

You are accessing a portal to Universal Service Administrative Company (USAC) systems used to administer participation in the federal Universal Service programs in compliance with 47 C.F.R. Part 54. Access to the systems is provided solely to USAC-authorized users for USAC-authorized business purposes. By logging in, you represent that you are an authorized user. Use of this system indicates acceptance of the terms and conditions governing the USAC systems. USAC monitors user access and content for compliance with applicable laws and policies. Use of the system may be recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized use or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action.

☐ Click the box to accept

By signing in, I accept the terms and conditions of the USAC system.

Sign In

Don't have an account? [Create an account](#)

E-File Form 498 – Online Registration

USAC refers to this screen as the 'E-File login page'.

SCROLL to the bottom of the page and select the option '[Create an account](#)'.

E-File Form 498 – Online Registration



Who am I?

I am a..

Service Provider - 498 ID

Service Provider - 499 ID

Rural Health Care Applicant

E-rate Participant

498 Company Officer

499 Company Officer

Help?

Send us a message
[Click here](#)

Call us
(888) 641-8722

[Back](#)

On this page, select the option
‘Service Provider – 498 ID’.

It’s the first option in the list.

E-File 498 Online Registration



E-FILE

NEW SERVICE PROVIDER REGISTRATION

1 Provide information about your company to start new Form 498 ID application.

Company Name

2

Company Name

Federal EIN or TAX ID Number

2

Tax ID number

USF Programs

2

☐ High Cost

☐ Life Line

☐ Rural Health Care

☐ Schools and Libraries

USF Program(s) company will participate in

FilerID

2

1 From the List of Activities box below, select the Principal Communication activity or activities that describe the company's business. When selecting more than one activity, rank the activities in order of importance to the company's business. Select no more than five.

List of Activities

Audio Bridging Provider
CAP/CLEC
Cellular/PCS/SMR
Coaxial Cable
Incumbent LEC
Interconnected VoIP

Selected Activities - Rank in order of Importance



Services provided

Continue

Instructions for Service Providers

E-File Form 498 Registration Training Video

Select *'Videos'* from the drop down mega menu

Select *'FCC Form 498'* from the left hand navigation menu to a list of helpful videos pertaining to the Form 498.

The screenshot displays the Universal Service Administrative Co. website. At the top, the logo is on the left, and navigation links for 'Subscribe', 'Payments', and 'Sign In' are on the right. A search bar is also present. Below the header, a horizontal menu contains links for 'About', 'E-rate', 'Rural Health Care', 'Lifeline', 'High Cost', and 'Service Providers'. The 'Service Providers' link is highlighted with an orange box. Below this menu, a breadcrumb trail reads 'USAC | Service Providers | Learn | Videos | FCC Form 498'. On the left side, a vertical navigation menu lists 'Learn', 'Webinars', 'Videos' (with a dropdown arrow), and a sub-menu for 'Videos' containing 'FCC Form 498' (highlighted with an orange box), 'FCC Form 499-A', 'FCC Form 499-Q', 'Helpful Tips', and 'Payment Instructions'. The main content area is titled 'FCC Form 498' and includes a descriptive paragraph: 'These quick videos will guide the user how on topics pertaining to the FCC Form 498, which is used by service providers to provide USAC with contact and banking information.' Below this text is a grid of six video thumbnails, each with a play button icon, title, and duration:

Video Title	Duration
498 ID Overview	5:53 minutes
Register for a New 498 ID	3:28 minutes
General Contacts: Making Revisions	2:52 minutes
Company Officer: Updating Banking Info	1:45 minutes
Company Officer: Making Revisions	2:45 minutes
Company Officer: Request Deactivation	2:44 minutes

498 ID Registration RECAP



Form 498 – Registration Recap

Two Categories. Two Registration Systems!

Applicants e.g. libraries, schools, school districts → Use EPC to register

Service Providers e.g. CLECS, VoIP providers → Use E-File to register

Both systems can be accessed from www.usac.org

Top of page, blue **Sign In** button

498 ID Registration Complete

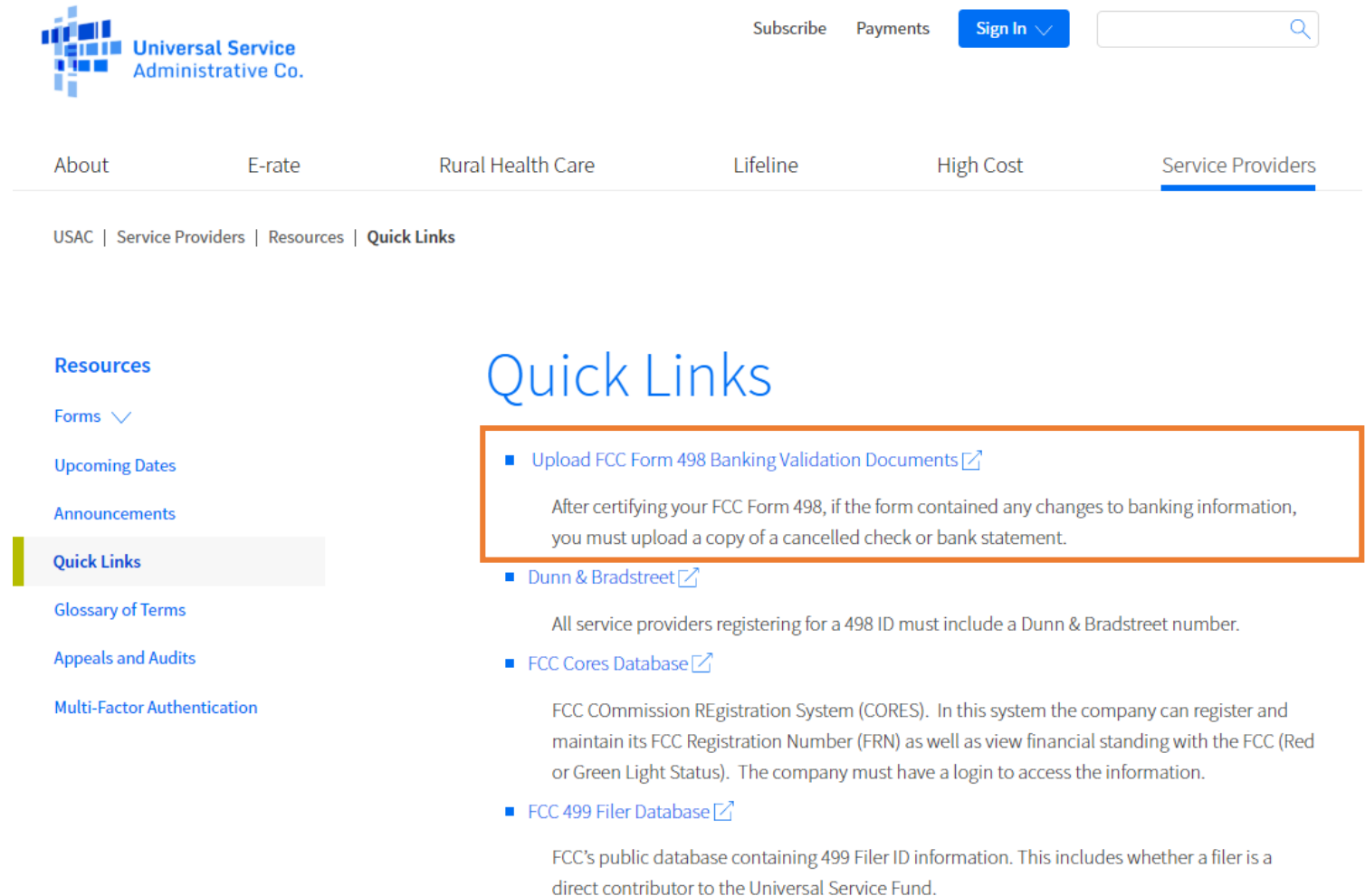
1. USAC will review and approve the Form within 72 business hours
2. Email confirmation will be sent to Company Officer certifying the form, identifying the new 498 ID.
3. FCC Form 498 can be updated at any time
4. If revising banking information, new banking documents need to be submitted
5. The Company Officer has **FOURTEEN** days to “Certify” the Form

Upload Banking Documentation

If you do not upload your banking validation documents during registration, USAC has a quick link to use.

From the main USAC webpage, hover over ‘Service Providers’

Select ‘Quick Links’ from the mega menu



The screenshot shows the USAC website interface. At the top, the USAC logo is on the left, and navigation links for 'Subscribe', 'Payments', and 'Sign In' are on the right. Below the logo, a horizontal menu contains links for 'About', 'E-rate', 'Rural Health Care', 'Lifeline', 'High Cost', and 'Service Providers'. The 'Service Providers' link is highlighted with a blue underline. Below this menu, a breadcrumb trail reads 'USAC | Service Providers | Resources | Quick Links'. On the left side, a vertical sidebar lists 'Resources' with sub-links for 'Forms', 'Upcoming Dates', 'Announcements', 'Quick Links' (which is highlighted with a grey background), 'Glossary of Terms', 'Appeals and Audits', and 'Multi-Factor Authentication'. The main content area is titled 'Quick Links' and contains four items, each with a blue square icon and a link: 1. 'Upload FCC Form 498 Banking Validation Documents' with a description: 'After certifying your FCC Form 498, if the form contained any changes to banking information, you must upload a copy of a cancelled check or bank statement.' 2. 'Dunn & Bradstreet' with a description: 'All service providers registering for a 498 ID must include a Dunn & Bradstreet number.' 3. 'FCC Cores Database' with a description: 'FCC COMmission REGistration System (CORES). In this system the company can register and maintain its FCC Registration Number (FRN) as well as view financial standing with the FCC (Red or Green Light Status). The company must have a login to access the information.' 4. 'FCC 499 Filer Database' with a description: 'FCC's public database containing 499 Filer ID information. This includes whether a filer is a direct contributor to the Universal Service Fund.'

Universal Service Administrative Co.

Subscribe Payments Sign In

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

USAC | Service Providers | Resources | Quick Links

Resources

Forms

Upcoming Dates

Announcements

Quick Links

Glossary of Terms

Appeals and Audits

Multi-Factor Authentication

Quick Links

- [Upload FCC Form 498 Banking Validation Documents](#)
After certifying your FCC Form 498, if the form contained any changes to banking information, you must upload a copy of a cancelled check or bank statement.
- [Dunn & Bradstreet](#)
All service providers registering for a 498 ID must include a Dunn & Bradstreet number.
- [FCC Cores Database](#)
FCC COMmission REGistration System (CORES). In this system the company can register and maintain its FCC Registration Number (FRN) as well as view financial standing with the FCC (Red or Green Light Status). The company must have a login to access the information.
- [FCC 499 Filer Database](#)
FCC's public database containing 499 Filer ID information. This includes whether a filer is a direct contributor to the Universal Service Fund.

Check 498 ID Status

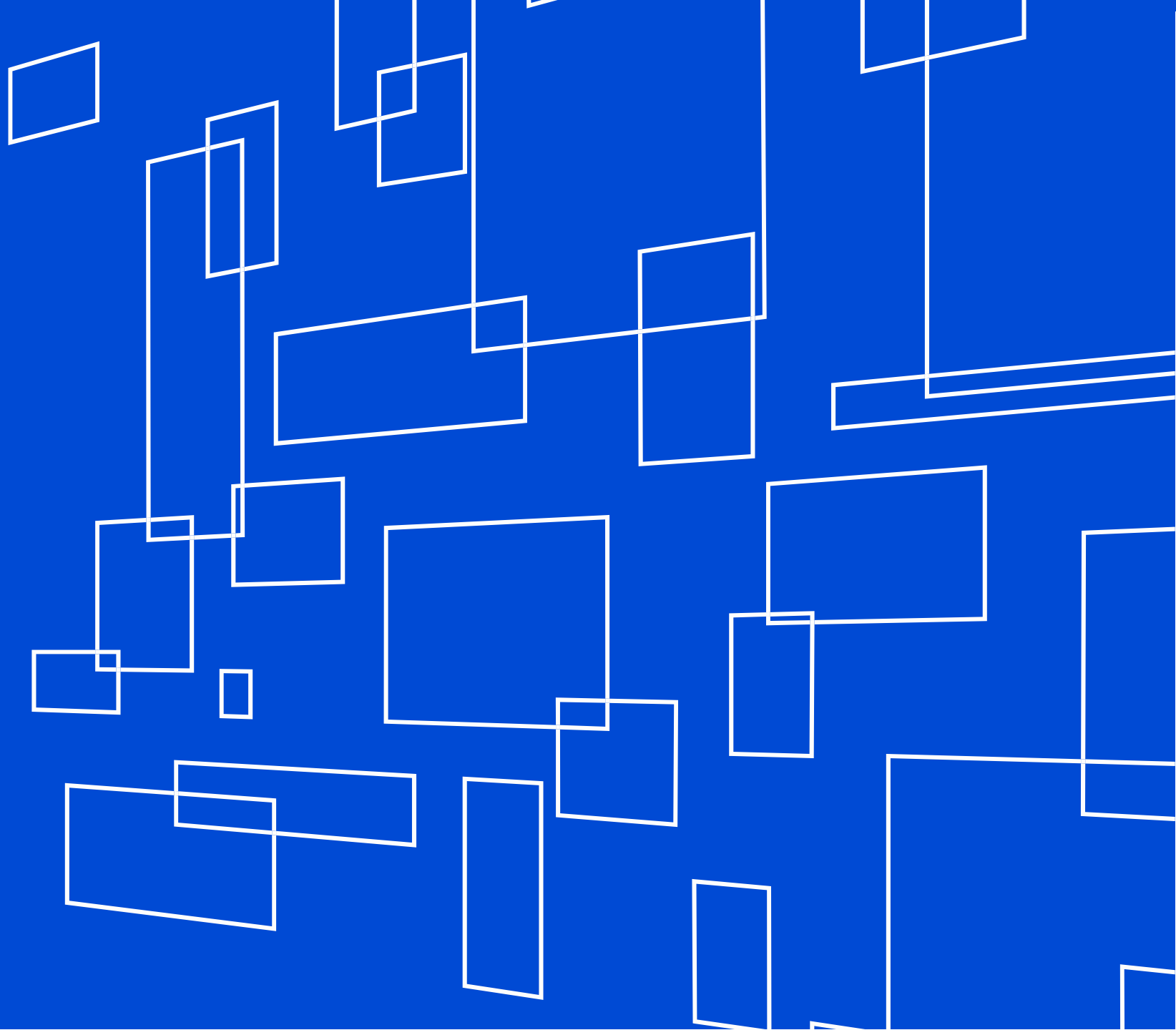
1. Applicants -

- E-rate → Tools → Search for 498 ID Status

2. Service Providers

- Sign in to E-File → Information Center for Service Providers

Questions ?



EPC Assistance Information



[Subscribe](#)

[Payments](#)

[Sign In](#) 



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[E-rate](#)

[Rural Health Care](#)

[Lifeline](#)

[High Cost](#)

[Service Providers](#)

[Get Started](#)

[Applicant Process](#)

[Before You Begin](#)

[Competitive Bidding](#)

[Selecting Service Providers](#)

[Applying for Discounts](#)

[Application Review](#)

[Starting Services](#)

[Invoicing](#)

[Before You're Done](#)

[Service Provider Process](#)

[Before You Begin](#)

[Obtain a SPIN \(498 ID\)](#)

[Responding to Bids](#)

[Winning the Bid](#)

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[Contact Us](#)

✓ Call Client Service Bureau

Phone: (888) 203-8100

499 Filer ID Registration

How to Register

Find the Form 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.



Subscribe

Payments

Sign In ▾



About

E-rate

Rural Health Care

Lifeline

High Cost

Service Providers

A large, dark image of the United States at night, with city lights glowing in yellow and orange. The text "Connecting Millions to Broadband Services" is overlaid in white.

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.



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



Universal Service
Administrative Co.

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Form 499 & Instructions

Official Name for FCC Form 499-A is official named: “**Annual** Telecommunications Reporting WORKSHEET”, but everyone calls it the “**Form 499-A**” .

The paper copy of the instructions as well as the form itself are listed in the section ‘FCC Forms’.

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

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Forms & Instructions

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

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

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

2020 FCC Form 499-A Telecommunications Reporting Worksheet (Reporting 2019 Revenues)

APPROVED BY OMB
3060-0855

>>> Please read instructions before completing <<<

Annual Filing -- due April 1, 2020

Block 1: Contributor Identification Information

During the year, filers must refile Blocks 1, 2 and 6 if there are any changes in Lines 104 or 112. See Instructions.

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 -- see instructions.]	
	<input type="checkbox"/> Audio Bridging (teleconferencing) Provider <input type="checkbox"/> CAP/CLEC <input type="checkbox"/> Cellular/PCS/SMR (wireless telephony inc. by resale)	
	<input type="checkbox"/> Coaxial Cable <input type="checkbox"/> Incumbent LEC <input type="checkbox"/> Interconnected VoIP <input type="checkbox"/> Interexchange Carrier (IXC) <input type="checkbox"/> Local Reseller	
	<input type="checkbox"/> Non-Interconnected VoIP <input type="checkbox"/> Operator Service Provider <input type="checkbox"/> Paging <input type="checkbox"/> Payphone Service Provider <input type="checkbox"/> Prepaid Card	
	<input type="checkbox"/> Private Service Provider <input type="checkbox"/> Satellite Service Provider <input type="checkbox"/> Shared-Tenant Service Provider / Building LEC <input type="checkbox"/> SMR (dispatch)	
	<input type="checkbox"/> Toll Reseller <input type="checkbox"/> Wireless Data <input type="checkbox"/> Other Local <input type="checkbox"/> Other Mobile <input type="checkbox"/> Other Toll	
	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 <input type="checkbox"/>	
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) Country	
110	Complete business address for customer inquiries and complaints	
	Street1 Street2 Street3 City State Zip (postal code) Country	
	check if same address as Line 109 <input type="checkbox"/>	
111	Telephone number for customer complaints and inquiries [Toll-free number if available]	
	() - ext -	
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 UNITED STATES CODE, 18 U.S.C. § 1001

Paper Form 499

Page 1 Information Collected

- Company Identification
- Telecommunications services provided
- Company address
- Federal EIN (tax ID)
- Affiliates
- FCC Registration Number (CORES ID)
- All company or trade names the filer does business as

Paper Form 499

2020 FCC Form 499-A Telecommunications Reporting Worksheet (Reporting 2019 Revenues)					Page 2
Block 2-A: Regulatory Contact Information					
201	Filer 499 ID [from Line 101]				
202	Legal name of filer [from Line 102]				
203	Person who completed this Worksheet	First	MI	Last	
204	Telephone number of this person	()	-	ext -	
205	Fax number of this person	()	-		
206	Email of this person [not for public release]				
207	Contact person name, office name, and mailing address of a corporate office to which correspondence regarding this Telecommunications Reporting Worksheet should be sent.	Office	Attn: First name	MI	Last
		Email [not for public release]	Phone () -	ext-	Fax () -
	check if same name as Line 203 <input type="checkbox"/>				
	check if same address as Line 109 <input type="checkbox"/>				
		Street1			
		Street2			
		Street3			
		City	State	Zip (postal code)	Country
208	Billing address and billing contact person (Plan administrators will send bills for contributions to this address. Please attach a written request for alternative billing arrangements.)	Company	Attn: First name	MI	Last
		Email [not for public release]	Phone () -	ext-	Fax () -
	check if name and address same as Line 207 <input type="checkbox"/>				
		Street1			
		Street2			
		Street3			
		City	State	Zip (postal code)	Country
208.1	Email address pertaining to ITSP regulatory fee issues	[not for public release]			
Block 2-B: Agent for Service of Process		All carriers and providers of interconnected and non-interconnected VoIP must complete Lines 209 through 213. During the year, these filers must refile Blocks 1, 2, and 6 if there are any changes in this section. See Instructions			
209	D.C. Agent for Service of Process	Company	Attn: First name	MI	Last
210	Telephone number of D.C. agent	()	-	ext -	
211	Fax number of D.C. agent	()	-		
212	Email of D.C. agent				
213	Complete business address of D.C. agent for hand service of documents	Street1			
		Street2			
		Street3			
		City	State	DC	Zip
214	Local/alternate Agent for Service of Process (optional)	Company	Attn: First name	MI	Last
215	Telephone number of local/alternate agent	()	-	ext -	
216	Fax number of local/alternate agent	()	-		
217	Email of local/alternate agent				
218	Complete business address of local/alternate agent for hand service of documents	Street1			
		Street2			
		City	State	Zip (postal code)	Country
PERSONS MAKING WILLFUL 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					

Page 2 Information Collected

- Form Preparer Contact
- Company Contact
- Billing Contact
- DC Agent
 - ✓ Required for carriers and VoIP providers
 - ✓ Must be a DC address

Paper Form 499

Page 3 Information Collected

- Company Officer
- Jurisdictions
- The date the company started providing telecom or VoIP services

2020 FCC Form 499-A Telecommunications Reporting Worksheet (Reporting 2019 Revenues)					Page 3
Block 2-C: FCC Registration and Contact Information		Filers must refile Blocks 1, 2 and 6 if there are any changes in this section. See Instructions.			
219	Filer 499 ID [from Line 101]				
220	Legal name of filer [from Line 102]				
221	Chief Executive Officer (or, highest ranking company officer if the filer does not have a chief executive officer)	First	MI	Last	
222	Business address of individual named on Line 221	Street1 Street2 Street3 City	State	Zip (postal code)	Country
	check if same as Line 109 <input type="checkbox"/>				
223	Second ranking company officer, such as Chairman (Must be someone other than the individual listed on Line 221)	First	MI	Last	
224	Business address of individual named on Line 223	Street1 Street2 Street3 City	State	Zip (postal code)	Country
	check if same as Line 109 <input type="checkbox"/>				
225	Third ranking company officer, such as President or Secretary (Must be someone other than individuals listed on Lines 221 and 223)	First	MI	Last	
226	Business address of individual named on Line 225	Street1 Street2 Street3 City	State	Zip (postal code)	Country
	check if same as Line 109 <input type="checkbox"/>				
227	Indicate jurisdictions in which the filer provides service. Include jurisdictions in which service was provided in the past 15 months and jurisdictions in which service is likely to be provided in the next 12 months.				
	<input type="checkbox"/> Alabama	<input type="checkbox"/> Guam	<input type="checkbox"/> Massachusetts	<input type="checkbox"/> New York	<input type="checkbox"/> Tennessee
	<input type="checkbox"/> Alaska	<input type="checkbox"/> Hawaii	<input type="checkbox"/> Michigan	<input type="checkbox"/> North Carolina	<input type="checkbox"/> Texas
	<input type="checkbox"/> American Samoa	<input type="checkbox"/> Idaho	<input type="checkbox"/> Midway Atoll	<input type="checkbox"/> North Dakota	<input type="checkbox"/> Utah
	<input type="checkbox"/> Arizona	<input type="checkbox"/> Illinois	<input type="checkbox"/> Minnesota	<input type="checkbox"/> Northern Mariana Islands	<input type="checkbox"/> U.S. Virgin Islands
	<input type="checkbox"/> Arkansas	<input type="checkbox"/> Indiana	<input type="checkbox"/> Mississippi	<input type="checkbox"/> Ohio	<input type="checkbox"/> Vermont
	<input type="checkbox"/> California	<input type="checkbox"/> Iowa	<input type="checkbox"/> Missouri	<input type="checkbox"/> Oklahoma	<input type="checkbox"/> Virginia
	<input type="checkbox"/> Colorado	<input type="checkbox"/> Johnston Atoll	<input type="checkbox"/> Montana	<input type="checkbox"/> Oregon	<input type="checkbox"/> Wake Island
	<input type="checkbox"/> Connecticut	<input type="checkbox"/> Kansas	<input type="checkbox"/> Nebraska	<input type="checkbox"/> Pennsylvania	<input type="checkbox"/> Washington
	<input type="checkbox"/> Delaware	<input type="checkbox"/> Kentucky	<input type="checkbox"/> Nevada	<input type="checkbox"/> Puerto Rico	<input type="checkbox"/> West Virginia
	<input type="checkbox"/> District of Columbia	<input type="checkbox"/> Louisiana	<input type="checkbox"/> New Hampshire	<input type="checkbox"/> Rhode Island	<input type="checkbox"/> Wisconsin
	<input type="checkbox"/> Florida	<input type="checkbox"/> Maine	<input type="checkbox"/> New Jersey	<input type="checkbox"/> South Carolina	<input type="checkbox"/> Wyoming
	<input type="checkbox"/> Georgia	<input type="checkbox"/> Maryland	<input type="checkbox"/> New Mexico	<input type="checkbox"/> South Dakota	
228	Year and month filer first provided (or expects to provide) telecommunications in the U.S.		<input type="checkbox"/> Check if prior to 1/1/1999, otherwise:	Year	Month

PERSONS MAKING WILLFUL 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

Year the filer started providing telecommunications.

This date can be in the past.



499 ID Registration Information

Information to have prior to starting your 499 ID Registration

- FCC Registration Number (FRN)
 - You can register with the FCC here:
<https://www.fcc.gov/licensing-databases/fcc-registration-commission-registration-system>
 - The information you enter on your 499 registration Form MUST MATCH the information associated with your FRN in the FCC's CORES system
- All carriers and VoIP providers registering for a 499 Filer ID must identify a “**DC Agent for Service of Process**”. The physical location address of the DC Agent must be in “Washington, DC” as well as having a DC-based area code.
- Registration consists of completing a Form 499-A, with only the administrative information. No revenue information required for initial registration.
- You can save partially completed 499-A forms for up to 30 days, prior to “officially” submitting it to USAC.

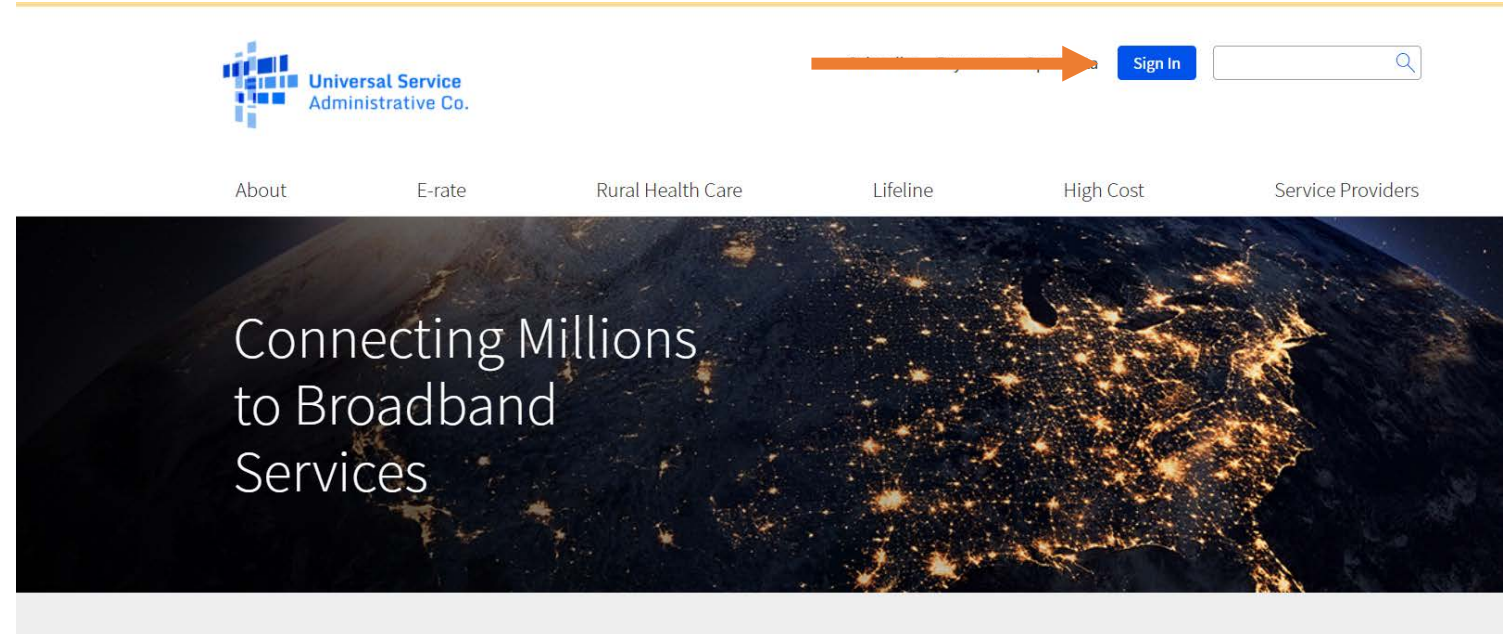
Form 499 – Registration

Start by going to the USAC home page

www.usac.org

Find the blue “Sign In” button at the top of the page.

Registration is completed on-line.
No paper copies accepted.





Universal Service
Administrative Co.

Username

Password

[Forgot password?](#)

You are accessing a portal to Universal Service Administrative Company (USAC) systems used to administer participation in the federal Universal Service programs in compliance with 47 C.F.R. Part 54. Access to the systems is provided solely to USAC-authorized users for USAC-authorized business purposes. By logging in, you represent that you are an authorized user. Use of this system indicates acceptance of the terms and conditions governing the USAC systems. USAC monitors user access and content for compliance with applicable laws and policies. Use of the system may be recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized use or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action.

☐ Click the box to accept

By signing in, I accept the terms and conditions of the USAC system.

Sign In

Don't have an account? [Create an account](#)

E-File Form 499 – Online Registration

USAC refers to this screen as the 'E-File login page'.

SCROLL to the bottom of the page and select the option '[Create an account](#)'.

E-File Form 499 – Online Registration



Who am I?

I am a..

Service Provider - 498 ID



Service Provider - 499 ID



Rural Health Care Applicant



E-rate Participant



498 Company Officer



499 Company Officer



[Back](#)

Help?

Send us a message
[Click here](#)

Call us
(888) 641-8722

On this page, select the option
‘Service Provider – 499 ID’.

It’s the second option in the list.

499 ID Registration Process

1. Submit an FCC Form 499-A with USAC through E-File
 - For registration purposes, you will not be required to enter revenue information.
2. Register with a valid company officer email address – NOT a generic one.
 - Email addresses that go to a generic box will not be accepted.
3. Filer will have the opportunity to save their data entry before submitting
4. New registration must be completed within 30 days
5. USAC will review form within 72 business hours
6. If the reviewer has any questions, they will be sent via email from 'Form499@usac.org'.

Form 499 – Online Registration



E-FILE

[USAC Home](#) |

DOCUMENTS

[Form 499-A Instructions](#)

GETTING STARTED

[Returning Users – Log in using EIN](#)

Welcome, new filers!

Before You Register with USAC

You must first select some services that your company will be offering.

List of Services

Access points used in a local area network (LAN)
Antennas, cabling, connectors, and related comp
Asynchronous Transfer Mode (ATM)
Broadband over Power Lines
Cable Modem
Caching
Cellular, personal communications service (PCS)
Centrex
Coaxial cable provider
Competitive access provider (CAP)

Selected Services



[Continue](#)

Select the telecommunications services your company provides by moving them from the box on the left over to the box on the right.

Form 499 – Online Registration



E-FILE

[USAC Home](#)

DOCUMENTS

[Form 499-A Instructions](#)

FILER REGISTRATION LOG IN—ENTER EIN













Please enter your company's IRS Employee Identification Number (EIN) to get started.

Enter the EIN or tax ID number

Continue

CONTRIBUTOR IDENTIFICATION INFORMATION

 In this section, please provide the following identification information.

Legal Name		<input type="text" value="Test Company"/>
IRS Employer Identification Number		<input type="text" value="99-0000000"/>
Name Filer is Doing Business as (DBA)		<input type="text" value="The Best Test"/>
Management Company		<input type="text" value="Test Management"/>
FCC Registration Numbers		<input type="text" value="002577067"/> <input type="text" value=""/>  
Trade Names		<input type="text" value=""/> 
Corporate Headquarters Mailing Address		
Do you want to enter foreign address?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<input type="text" value="700 12th Street NW"/>		<input type="text" value="Washington"/>
<input type="text" value="Suite 900"/>	<input data-bbox="672 1058 698 1072" type="text" value="DC"/> 	<input type="text" value="20005"/> 
<input type="text" value="Street Address Line 3"/>		<input type="text" value="United States"/>

Form 499 – Online Registration

Page requiring main company identification details.

Please include all trade names used.

Save & Return to Summary

Save & Continue

Save & Close

Form 499 – Online Registration

CONTACT INFORMATION FOR CUSTOMER INQUIRIES

Please enter Company Information for customer inquiries and complaints.

Error! The following information must be corrected before saving:

- The phone number is either missing or invalid. Please provide a valid 10-digit phone number. For toll-free numbers, exclude the '1' and include dashes in the following format: xxx-xxx-xxxx.
- The first line of the street address is missing or invalid.
- The city is missing. Please provide the name of the city.
- The state or territory is missing or invalid. Please provide a valid state or territory. For foreign addresses you may enter state information in the third street address field.
- The postal code is missing or invalid. Please provide a 5-digit, numeric postal code.

Telephone Number for Customer Inquiries and Complaints



xxx-xxx-xxxx

ext

Business Address for Customer Inquiries and Complaints



☐ Same as corporate headquarters address

Do you want to enter foreign address?

☐ Yes

☒ No

Street, P.O. Box, Company name, c/o

City

Apartment, Suite, Unit, Building, floor etc.



Postal code

Street Address Line 3

United States

Online form will prompt the user if any information is missing or entered in an incorrect format; highlighting fields with errors and displaying error messages in a red box.

Several more entry screens of different contact information is required; form preparer, company officers, billing contact, DC Agent for Process.

Form 499 – Online Registration



E-FILE

NEW FILER REGISTRATION COMPLETE



Thank you for completing New Filer Registration. USAC will review your information to make sure everything is correct.

Within two business days, USAC will issue your Filer ID via email to the FCC Form 499 Preparer and Company Officer. The Company Officer will also receive information about using E-File, including how to log in, establish users, and manage FCC Forms 499-A/Q.

If you have any questions, please call USAC Customer Operations at (888) 641-8722.

[Return to Home Page](#)

Upon completion of all required contact information, the system will prompt you to review the form.

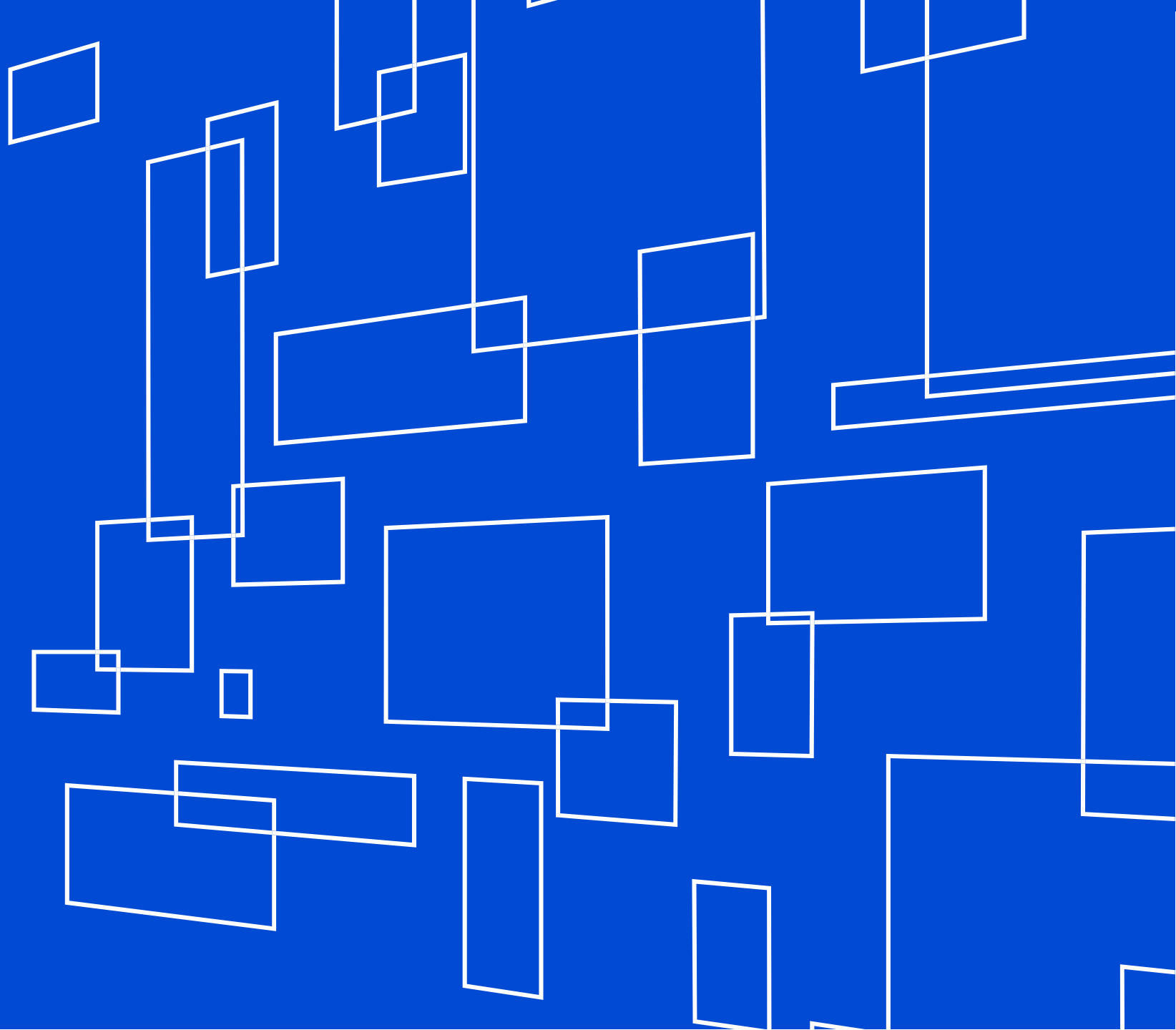
A pop up window will display a .pdf version of the form with the data input.

Certify to submit the form to USAC and this screen will appear upon successful submission.

499 ID Registration – Next Steps

1. Upon USAC approval – 2 emails will be sent to Company Officer
 - Assignment of 499 ID & Required 499 filings (both Quarterly and Annual)
 - Company Officer User ID setup
2. The Company Officer should set up authorized users in E-File (Form Preparers or persons responsible for paying contributor invoices)
3. [Make a note of the filing deadlines!](#)
 - 1st day of February, May, August and November (Form 499-Q)
 - April 1st (Form 499-A)

Questions ?



Webinar Training Announcements

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Quarterly Trainings

- 499Q Basics
- 498/499 ID Basics

Previous webinar recordings also stored here.

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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 CustomerSupport@usac.org

✓ Visit our [online learning library](#)



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