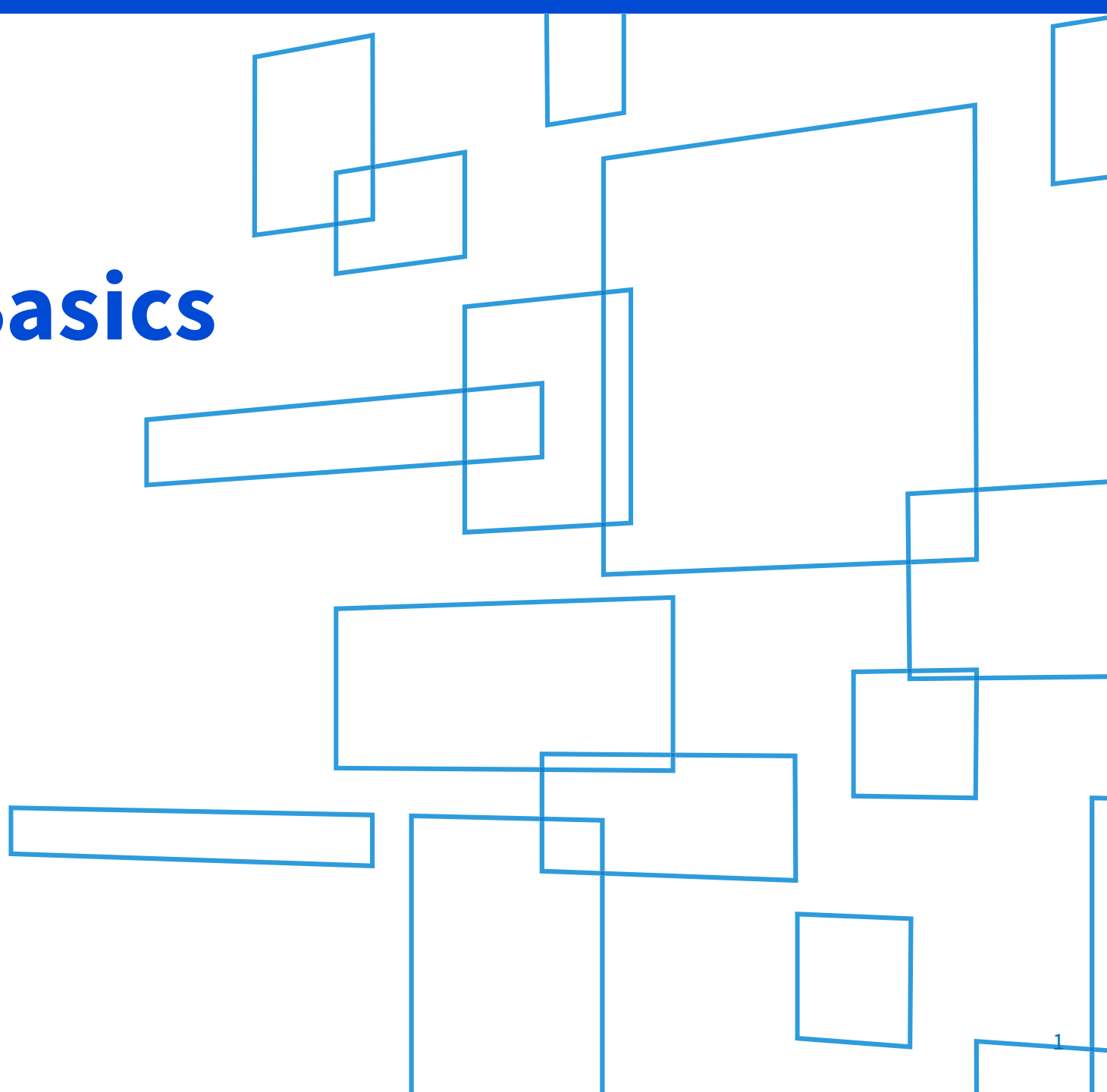


# **FCC Form 499-Q Basics**

## Webinar

April 6, 2021



## Housekeeping

- Audio is available through your computer's speakers
- The audience will remain on mute
- Enter questions at any time using the “Questions” box
- If your audio or slides freeze, restart the webinar
- A copy of the slide deck available in the “handouts” section of the webinar panel
- This webinar is being recorded and will be available on the Service Providers webinar page.

# Today's Presenter

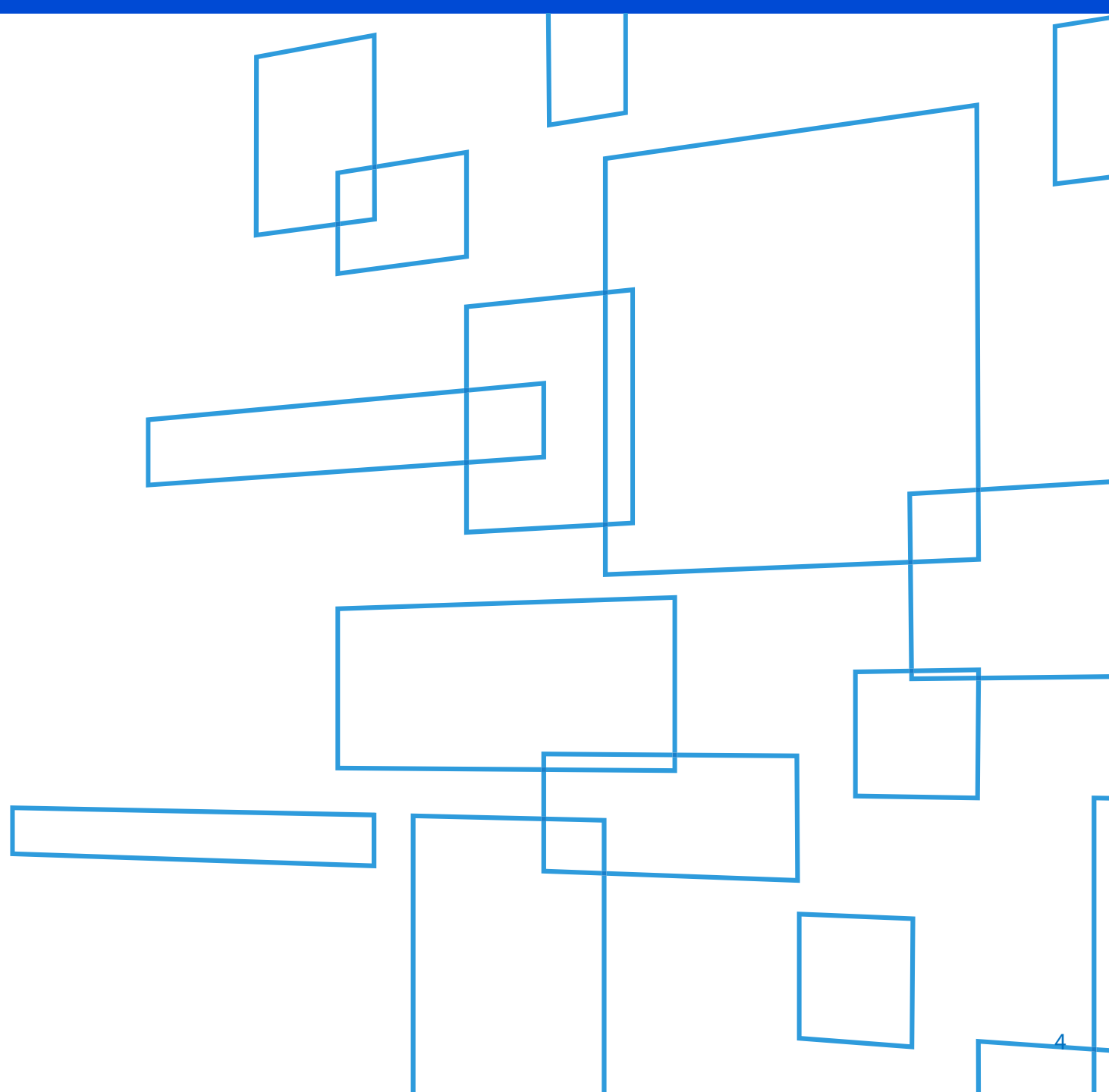
**Michelle Gagnon**

Senior Telecom Industry Analyst

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

## Webinar Overview

In this webinar, designed for new 499 filers, we'll cover the basics of the 499-Q form and how to submit one.



# Topics

Notes for the May Q

Who Files

Form 499-Q Sections

When to File

How to File the Form 499-Q

Questions



# May 499-Q Notes

---

1. The May FCC Form 499-Q must be filed by Monday, May 3, 2021
  - Revisions must be completed by Thursday, June 17, 2021
2. De minimis threshold for all quarterly filings in 2021 is **\$11,061.95**. If the revenue reported on Line 120(b) + (c) is less than this amount, then you are considered de minimis.
3. For calendar year 2021, filers that bill less than **\$44,248** of combined interstate and international revenues will be considered *de minimis* for 2021. This is not an estimate, this is the final number.
4. REMINDER! Filers are no longer required to email USAC their quarterly traffic studies.....  
\*however\* you need to save them and submit as documentation to support your jurisdictional breakout on the 2022 FCC Form 499-A (next year's form).

# Quarterly Filers

Who is Required to File the 499-Q



# Types of FCC Form 499

---

## FCC Form 499-A

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

## FCC Form 499-Q

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

**ALL FCC Forms must be submitted online through E-File. Paper copies are not accepted.**





# Who Must File

---

1. Every non *de minimis* telecommunications company must file the FCC Form 499-Q.
2. *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., May 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.

## Annual Revenue Threshold

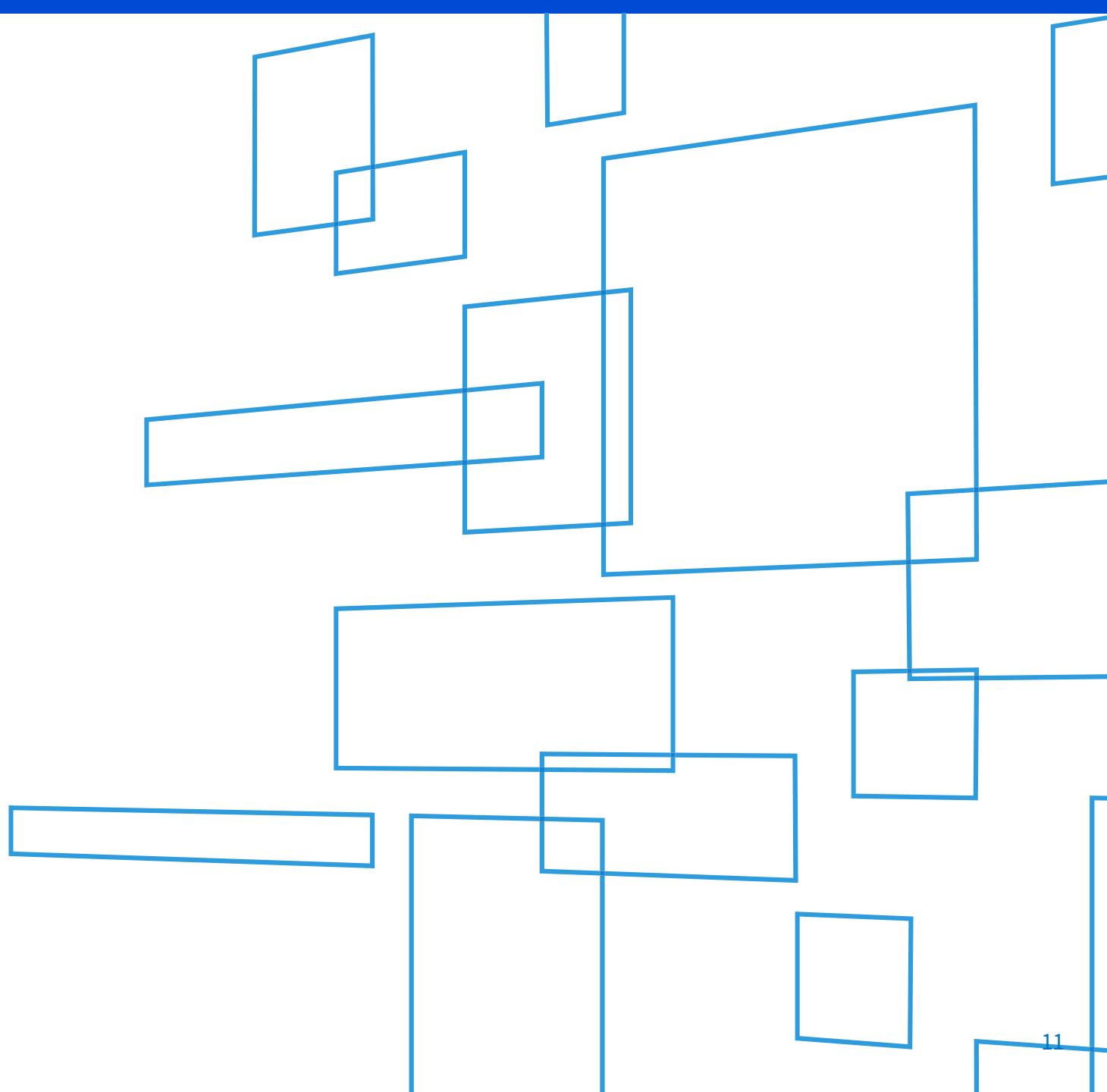
For calendar year 2021, filers that bill less than **\$44,248** of combined **end user** interstate and international telecommunication revenues will be considered *de minimis* for 2021.

Which leads to the question, “How do I know if I’m below the threshold for a quarter?”

## Quarterly Revenue Threshold

For every quarter in 2021, if the revenue reported on Line 120(b) + (c) is **\$11,016.95** or less, then that service provider will be *de minimis*.

# Questions



# Form 499-Q

## Understanding the Sections

# Find the Form 499-Q

Navigate to USAC's website:  
[www.usac.org](http://www.usac.org)

Click on *Service Providers*  
From the top right hand of page

Select *Forms & Instructions*  
from under the *Resources*  
section



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[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](#)

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# Find the Form 499-Q

The paper copy of the instructions as well as the form itself are the 3<sup>rd</sup> form listed in the section ‘FCC Forms’.

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



Universal Service  
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[Prior Year Forms](#)

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[Upcoming Dates](#)

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[Glossary of Terms](#)

[Appeals and Audits](#)

[Multi-Factor Authentication](#)

## Forms

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

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

# Paper Form 499-Q

FCC Form 499-Q Telecommunications Reporting Worksheet				Approval by OMB 3060-0855
<b>Quarterly Filing for Universal Service Contributors</b> > Please read instructions before completing <				
<b>Block 1: Contributor Identification Information</b>		101 Filer 499 ID		
102 Legal name of reporting entity				
103 Filer's IRS employer identification number				
104 Name telecommunications provider is doing business as				
105 Affiliated Filers Name [All affiliated companies should show same name here. In most cases, the Affiliated Filers Name will be the holding company name]		Check if filer has no affiliates: <input type="checkbox"/>		
105.1 Affiliate Filers Name IRS employer identification number		[Enter 9 digit number]		
106 Filer's FCC Registration Number (FRN)		[Enter 10 digit number]		
107 Complete mailing address of reporting entity's corporate headquarters				
<b>Block 2: Contact Information</b>				
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.]				
<b>Block 3: Contributor Information and Projected Revenue Information</b>				
113 Indicate which quarterly filing this represents	<b>Filing due</b>	<b>Historical revenues (lines 115-118) for</b>	<b>Projected revenues (lines 119-120) for</b>	
	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 of 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				
<b>Block 4: CERTIFICATION: to be signed by an officer of the reporting entity</b>				
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. <b>File this form online</b> <a href="https://forms.universalservice.org/portal/login">https://forms.universalservice.org/portal/login</a> For additional information regarding this worksheet contact: Telecommunications Reporting Worksheet Info: (888)641-8722 or via email: <a href="mailto:Form499@usac.org">Form499@usac.org</a>				
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 <a href="http://forms.universalservice.org">http://forms.universalservice.org</a> FCC Form 499-Q / October 2020				

Company Identification and Contact Info

Reporting Period

Safe Harbor designation (Line 114)

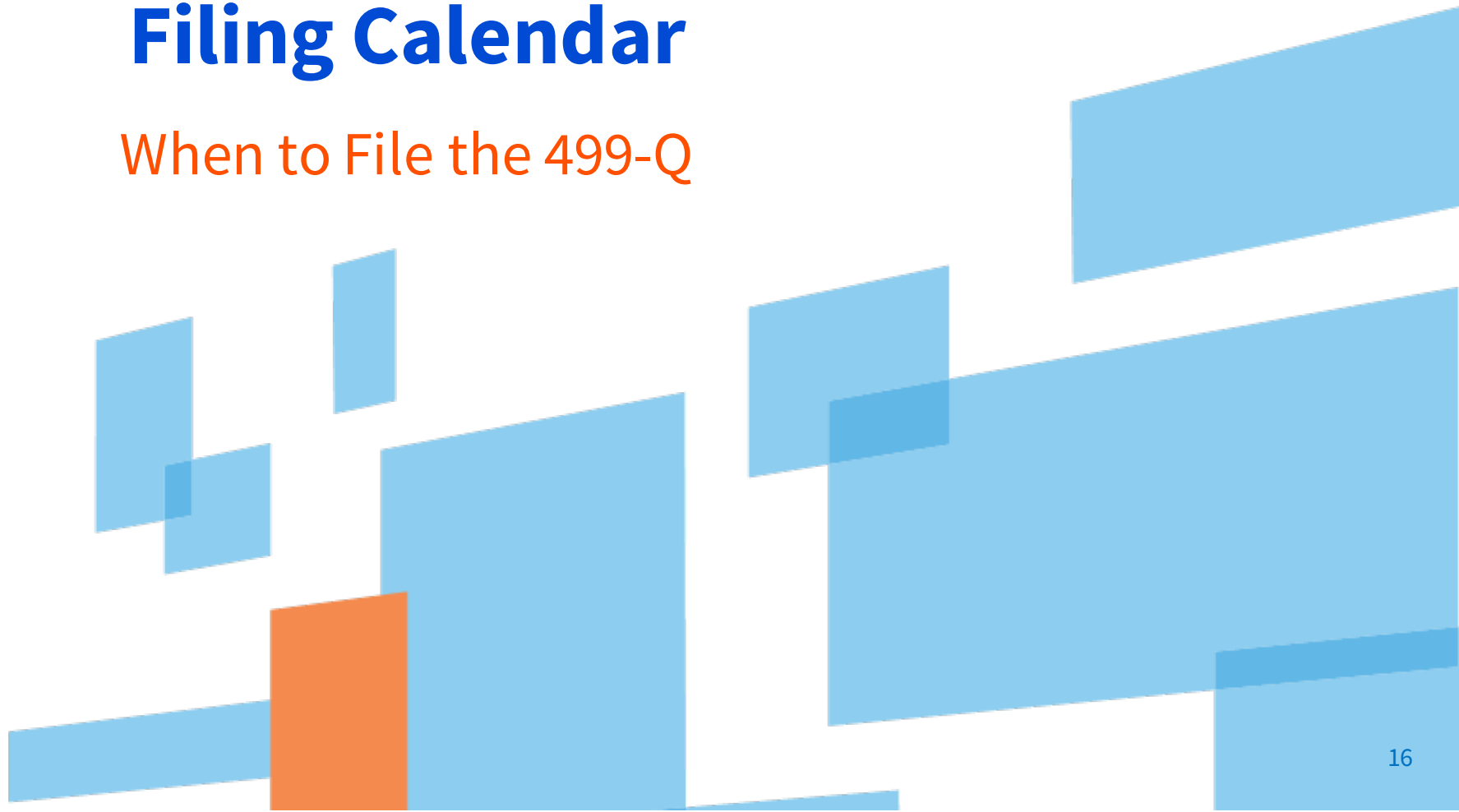
Historical revenue reporting (Lines 115-117)

Projected revenue reporting (Lines 119 & 120)

Signature and Certification

# Filing Calendar

When to File the 499-Q





# 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
<b>FCC Form 499-A April 1, 2021</b>	<b>Prior year: 2020 January - December</b>	<b>March 31, 2022</b>	<b>July 2021</b>
FCC Form 499-Q May 3, 2021*	3Q projected 2021 1Q revenue 2021	June 17, 2021	July – September 2021
FCC Form 499-Q August 2, 2021*	4Q projected 2021 2Q revenue 2021	September 16, 2021	October – December 2021
FCC Form 499-Q November 1, 2021	1Q projected 2022 3Q revenue 2021	December 16, 2021	January – March 2022

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

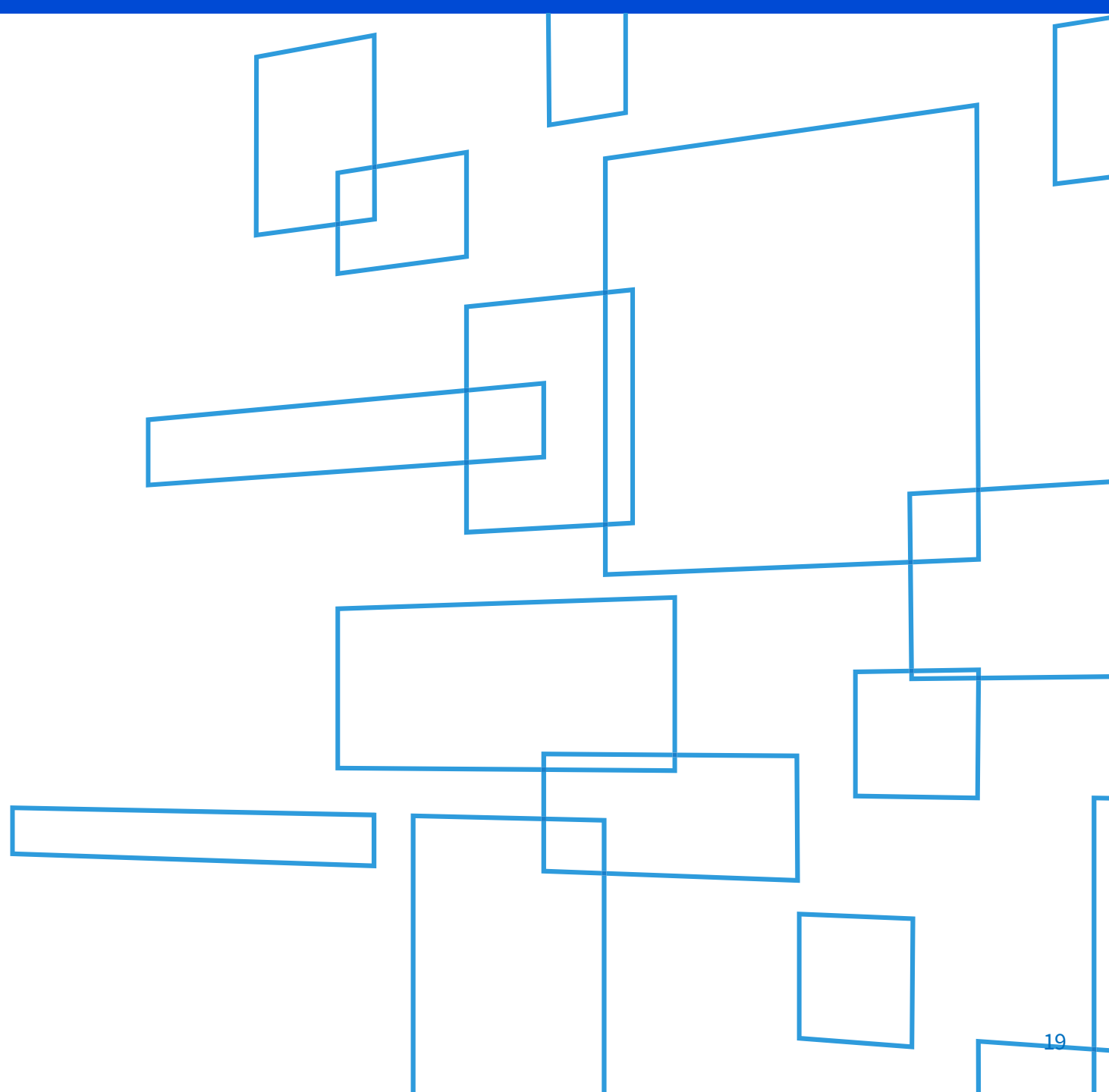
# Quarterly Filing Periods

## 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.

# Questions



# 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 'Start 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 May 499-Q, select on 'Start Form' action from right hand side at end of the row.

## 499 Forms




Sort By

Summary View 

Displaying 1 to 10 of 17 records


[Bulk Certify](#)



499 Forms	Receipt Date	Status	View	Action
499-Q - February 2021 Filing		Not Started		<a href="#">Start Form</a>
499-Q - November 2020 Filing - Rev 3		Pending Officer Approval		<a href="#">Revise</a>   <a href="#">Certify</a>
499-Q - November 2020 Filing - Rev 2	11/09/2020	Approved		<a href="#">Revise</a>   <a href="#">Certify</a>

# Online Filing the FCC Form 499-Q

**Block 1:** Contributor Identification Information will be prepopulated.  
If the data does not have a field box, you cannot change it.



[Preview Form](#)  
Form 499 Q [Nov 2019]

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

>>> [Please read instructions before completing](#) <<<

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

Block 1: Contributor Identification Information	
101. Filer 499 ID	889993
102. Legal name of reporting entity	USAC Test Amy
103. Filer's IRS employer identification number	12-3456789
104. Name telecommunications provider is doing business as	USAC Test Amy
105. Affiliated Filers Name/Holding Company 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 affiliations <input type="checkbox"/> USAC Test Amy
105.1 Affiliated Filers Name/Holding Company Name IRS employer identification number	21-1234567
106. Filer's FCC Registration Number (FRN)	0006-7777-75
107. Complete mailing address of reporting entity's corporate headquarters Do you want to enter foreign address? <input type="radio"/> Yes <input checked="" type="radio"/> No Street 1: PO Box 135 City: city Street 2: Floor 2 State: PA Street 3: Space 5 Zip: 15664 2345	



# Online Filing the FCC Form 499-Q

**Block 2:** Contact Information will also be prepopulated.

- This section contains the name, phone number and email of the person preparing the form.
- It also contains the billing contact name and the billing address. USAC sends out paper copies of their invoice. If this address needs to be updated, you can do that here.

Block 2: Contact Information			
108. Person who completed this worksheet	First:	Amy	
	MI:		
	Last:	Smith	
109. Telephone number of this person	(202 )	772-5678	Ext <input type="text"/>
110. Fax number of this person	(999 )	999-9999	
111. Email of this person	AmyOfficer@test.com		
112. Billing address and billing contact person [Bills for Universal Service contributions will be sent to this address.]			
Do you want to enter foreign address? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Street 1 :	PO Box 135		
Street 2 :	room 5		
Street 3 :	1B2L		
City :	Mana		
State :	PA ▼		
Zip :	20036	1234	Country: United States
	First :	Manny	
	Last :	Notes	
	Phone :	(678 )	444-5555 Ext <input type="text"/>
	Fax :	(202 )	444-8888
	E-Mail :	amyuser@test.com	

# Online Filing the FCC Form 499-Q

## Block 3:

- This section contains the revenue, both past and projected
- Report total revenues in column (a)
- Report interstate revenues in column (b)
- Report international revenues in column (c)

**NOTE:** on Lines 119 and 120, filer is not required to report total revenue

Block 3: Contributor Historical and Projected Revenue Information			
113. Indicate which Quarterly filing this represents <div style="display: flex; justify-content: space-between;"> <div> <u>Filing due</u>  <input checked="" type="radio"/> November 1, 2020  <input type="radio"/> February 1, 2021  <input type="radio"/> May 1, 2021  <input type="radio"/> August 1, 2021               </div> <div> <u>Historical revenues (lines 115-118) for</u>                  July 1 - September 31, 2020                  October 1 - December 31, 2020                  January 1 - March 31, 2021                  April 1 - June 30, 2021               </div> <div> <u>Projected revenues (lines 119-120) for</u>                  January 1 - March 31, 2021                  April 1 - June 30, 2021                  July 1 - September 30, 2021                  October 1 - December 31, 2021               </div> </div>			
114. Check if using safe harbor to allocate interstate/intrastate revenues for each of the following (as applicable):	<input type="checkbox"/> Cellular and Broadband <input type="checkbox"/> Paging <input type="checkbox"/> Analog SMR <input type="checkbox"/> Interconnected VoIP		
Historical billed revenues with no allowance or deductions for uncollectables. See instructions.	Total Revenues in \$ (a)	Interstate Revenues in \$ (b)	International Revenues in \$ (c)
115. Telecommunications provided to other universal service contributors for resale as telecommunications or as interconnected VoIP	\$0.00	\$0.00	\$0.00
116. End-user telecommunications revenues including any pass-through charges for universal service contributions, but excluding international-to-international revenues	\$0.00	\$0.00	\$0.00
117. All other goods and services	\$0.00	Column (b) and (c) not requested for Lines 117 and 118	
118. Gross-billed revenues from all sources [sum of above]	\$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		\$100,000.00	\$15,000.00
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		\$90,000.00	\$14,000.00

# Translating the 499-A to the 499-Q

The revenue on the FCC Form 499-A is used to compare to the revenue on the four FCC Form 499-Qs.

- A line by line translation is outlined below

Block 3: Contributor Historical and Projected Revenue Information			
113. Indicate which Quarterly filling this represents <div style="display: flex; justify-content: space-between;"> <div> <u>Filling due</u>  <input checked="" type="radio"/> November 1, 2020  <input type="radio"/> February 1, 2021  <input type="radio"/> May 1, 2021  <input type="radio"/> August 1, 2021             </div> <div> <u>Historical revenues (lines 115-118) for</u>  <input type="radio"/> July 1 - September 31, 2020  <input type="radio"/> October 1 - December 31, 2020  <input type="radio"/> January 1 - March 31, 2021  <input type="radio"/> April 1 - June 30, 2021             </div> <div> <u>Projected revenues (lines 119-120) for</u>  <input type="radio"/> January 1 - March 31, 2021  <input type="radio"/> April 1 - June 30, 2021  <input type="radio"/> July 1 - September 30, 2021  <input type="radio"/> October 1 - December 31, 2021             </div> </div>			
114. Check if using safe harbor to allocate interstate/intrastate revenues for each of the following (as applicable):		<input type="checkbox"/> Cellular and Broadband <input type="checkbox"/> Paging <input type="checkbox"/> Analog SMR <input type="checkbox"/> Interconnected VoIP	
Historical billed revenues with no allowance or deductions for uncollectables. See instructions.		Total Revenues in \$ (a)	Interstate Revenues in \$ (b)
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			
118. Gross-billed revenues from all sources [sum of above]		\$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		\$100,000.00	\$15,000.00
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			

499-A Translation - Carrier's carrier revenue, Lines 303-314

499-A Translation – End User only – Lines 403-417

499-A Translation – NON telecommunications Line 418

499-A Translation – End User only – Lines 403-417

# Revenue Reporting Sections

*USAC compares the historical revenue to the projected revenue to ensure that the revenues are relatively close.*

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	\$0.00	\$0.00	\$0.00	
116. End-user telecommunications revenues including any pass-through charges for universal service contributions, but excluding international-to-international revenues	\$0.00	\$0.00	\$0.00	
117. All other goods and services	\$0.00	Column (b) and (c) not requested for Lines 117 and 118		
118. Gross-billed revenues from all sources [sum of above]	\$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		\$270,000.00	\$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		\$270,000.00	\$0.00	

Projected

# Submitting the FCC Form 499-Q

**Block 4:** Certification - can only be completed by a the Company Officer designated in the E-File system.

- Make certain that the information is the same. (in other words, don't change it here!)
- Enter today's date on Line 126.
- To proceed click on 'Click here to Preview and Certify the form'

Block 4: CERTIFICATION: to be signed by an officer of the reporting entity	
121. I certify that the revenue data contained herein are privileged and confidential and that public disclosure of such information would likely cause substantial harm to the competitive position of the company. I request nondisclosure of the revenue information contained herein pursuant to sections 0.459, 52.17, 54.711 and 64.604 of the Commission's Rules.	<input type="checkbox"/>
I certify that I am an officer of the above-named reporting entity, that I have examined the foregoing report and to the best of my knowledge, information and belief, all statements of fact contained in this Worksheet are true, that said Worksheet is an accurate statement of the affairs of the above-named company for the quarter and that the projections of gross-billed and collected revenues represent a good-faith estimate based on company procedures and policies.	
122. Signature	
*****Data Entry Purpose Only. Please Do Not Print this Form*****	
123. Printed name of officer	First: Amy MI: Last: Smith
124. Position with reporting entity	President
125. Email of officer (Required if available)	AmyOfficer@test.com
126. Date	3/12/2019
127. This filing is:	<input type="radio"/> Original Filing <input checked="" type="radio"/> Revised Filing [revisions due within 45 days of original filing deadline]
Do not mail checks with this form. Send this form to: <b>Form 499 Data Collection Agent c/o USAC 700 12th Street, N.W. Suite 900 Washington DC 20005</b> For additional information regarding this worksheet contact: Telecommunications Reporting Worksheet Info: (888)641-8722 or via e-mail: Form499@universalservice.org	
PERSONS WILLFULLY MAKING FALSE STATEMENTS IN THE WORKSHEET CAN BE PUNISHED BY FINE OR IMPRISONMENT UNDER TITLE 18 OF THE UNITED STATES CODE, 18 U.S.C. §1001	
<div>Save Form</div> <div>Click here to Preview and Certify the form</div>	

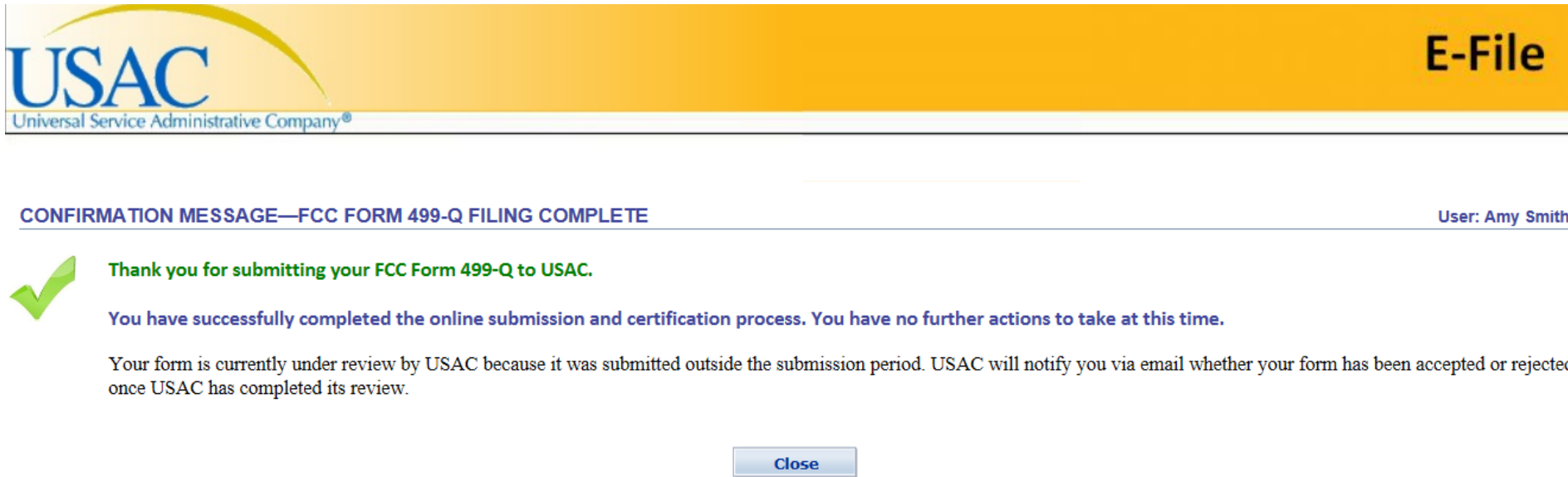
# Submitting the FCC Form 499-Q

A preview screen with the FCC Form 499-Q populated with the contact information along with the revenue will appear. Review the form and print a copy if needed. Use the scroll bar on the right hand side to view all of the form. At the bottom, you have the option to either '[Edit Form](#)' or '[Certify](#)'.

120	Projected collected end-user interstate and international telecommunications revenues including any pass-through charges for universal service contributions, but excluding international-to-international revenues	\$6,000.00	\$0.00
<b>Block 4: CERTIFICATION: to be signed by an officer of the reporting entity</b>			
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 Amy MI Last Smith	
124	Position with reporting entity	President	
125	Email of officer (Required if available)	AmyOfficer@test.com	
126	Date	3/12/2019	
127	This filing is: <input type="checkbox"/> Original filing <input checked="" type="checkbox"/> Revised filing [revisions due within 45 days of original filing deadline]		
Do not mail checks with this form. Send this form to: Form 499 Data Collection Agent c/o USAC 700 12th Street, N.W. Suite 900 Washington DC 20005 For additional information regarding this worksheet contact: Telecommunications Reporting Worksheet Info: (888)641-8722 or via e-mail: Form499@universalservice.org			
PERSONS WILLFULLY MAKING FALSE STATEMENTS IN THE WORKSHEET CAN BE PUNISHED BY FINE OR IMPRISONMENT UNDER TITLE 18 OF THE UNITED STATES CODE, 18 U.S.C. §1001			
Save time, avoid problems -- file electronically at <a href="http://forms.universalservice.org">http://forms.universalservice.org</a> FCC Form 499-Q/February 2019			
<div>Edit Form Certify</div>			

# Successful Submission

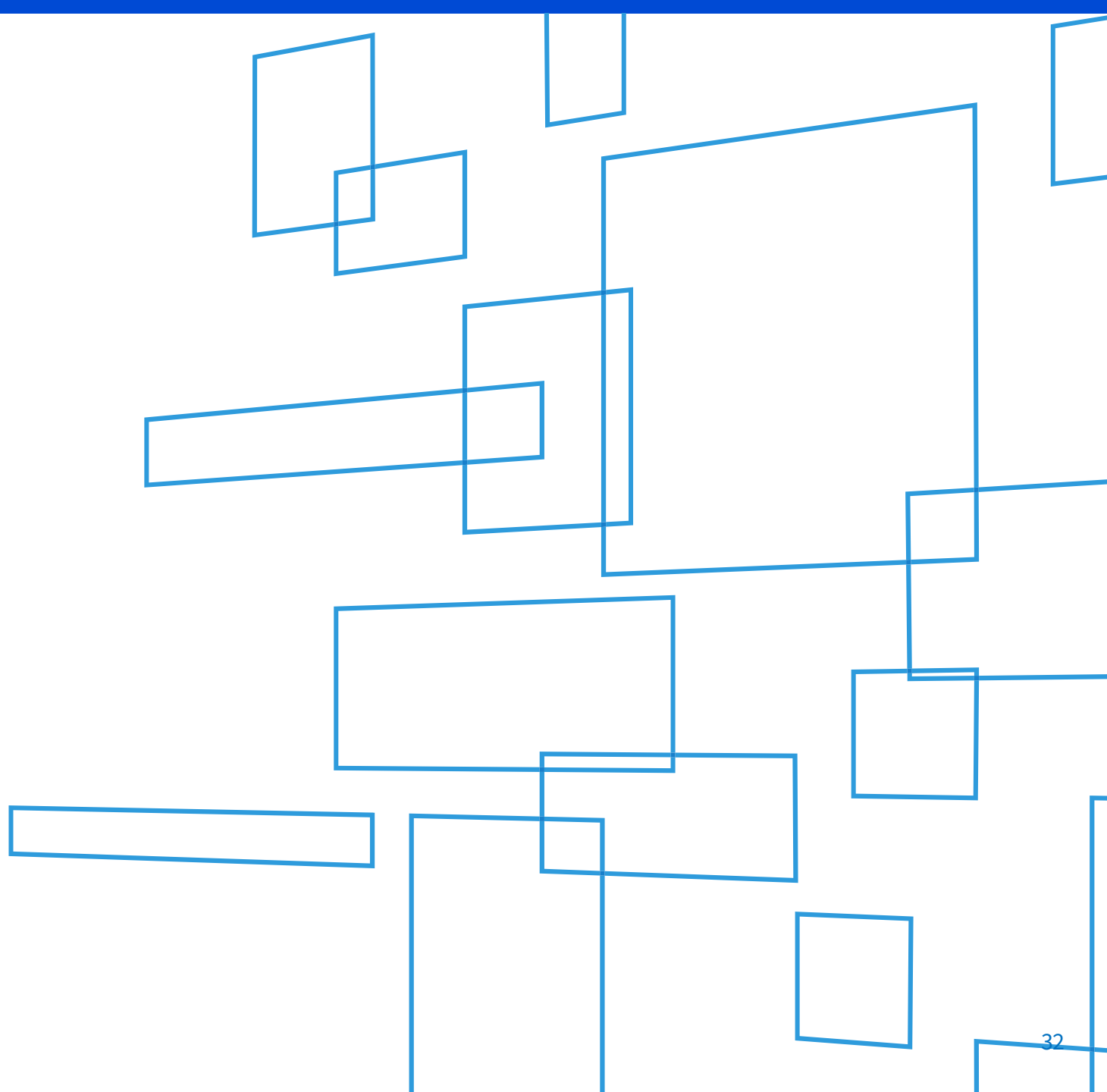
A confirmation message will appear on the screen.



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

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

# Questions





**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](mailto:CustomerSupport@usac.org). You may also visit us at [www.usac.org](http://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.

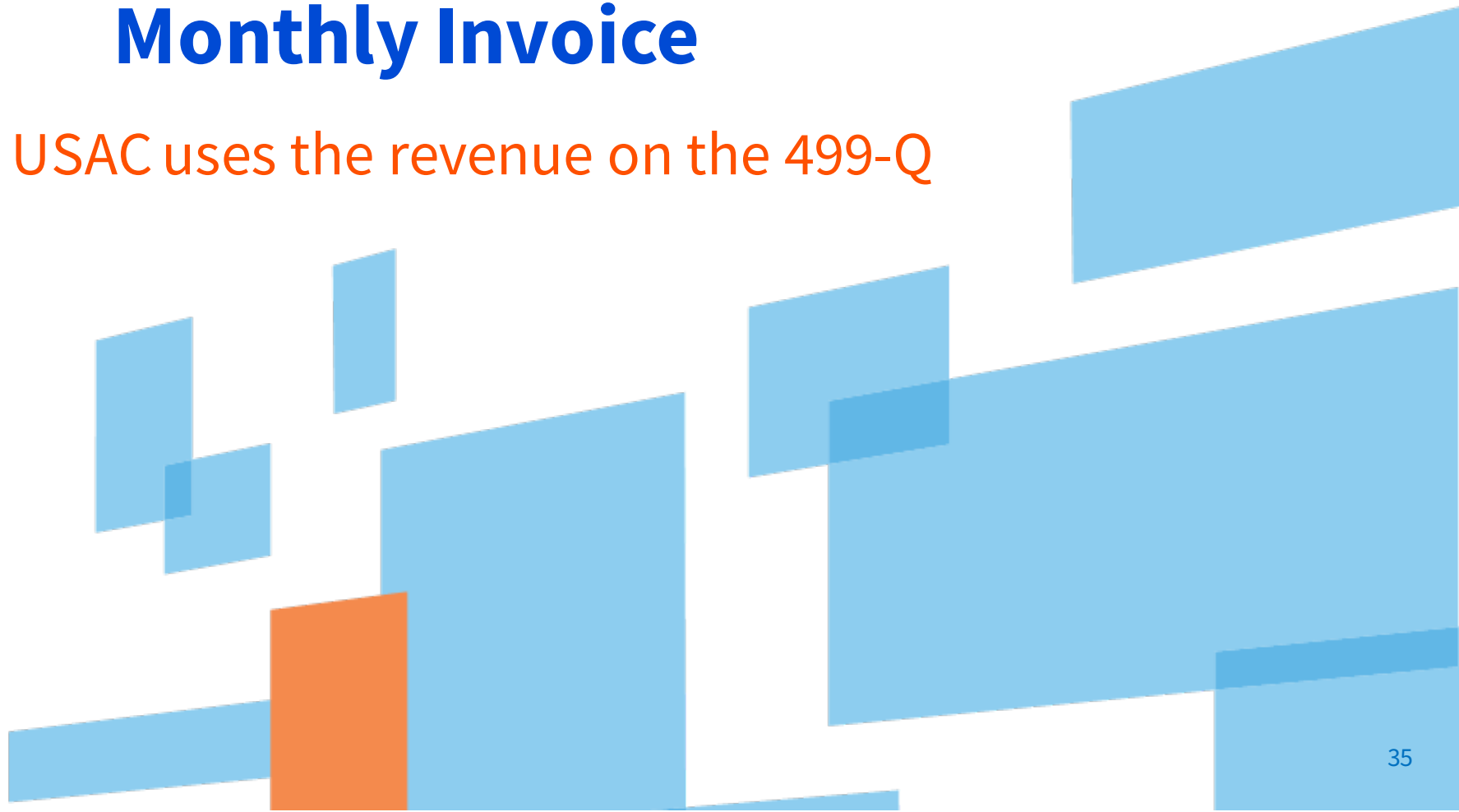
499 Forms	Receipt Date	Status	View	Action
499-Q - November 2020 Filing	09/28/2020	Approved		<div>Revise   Certify</div>

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 Invoice

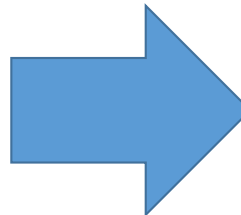
USAC takes the revenue input on Line 120b + 120c. This is displayed on your invoice in a box on page 1, lower left corner.

FORM 499Q DATA	
This month's support mechanism charges were calculated using an FCC contribution factor of 0.212000 and the following revenue data:	
<u>November 2019 499Q</u>	
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	

Page 1, Lower left hand side



Using those input revenue figures, USAC outlines the calculations for the monthly contribution amount on page 2 of the invoice.



## 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:

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

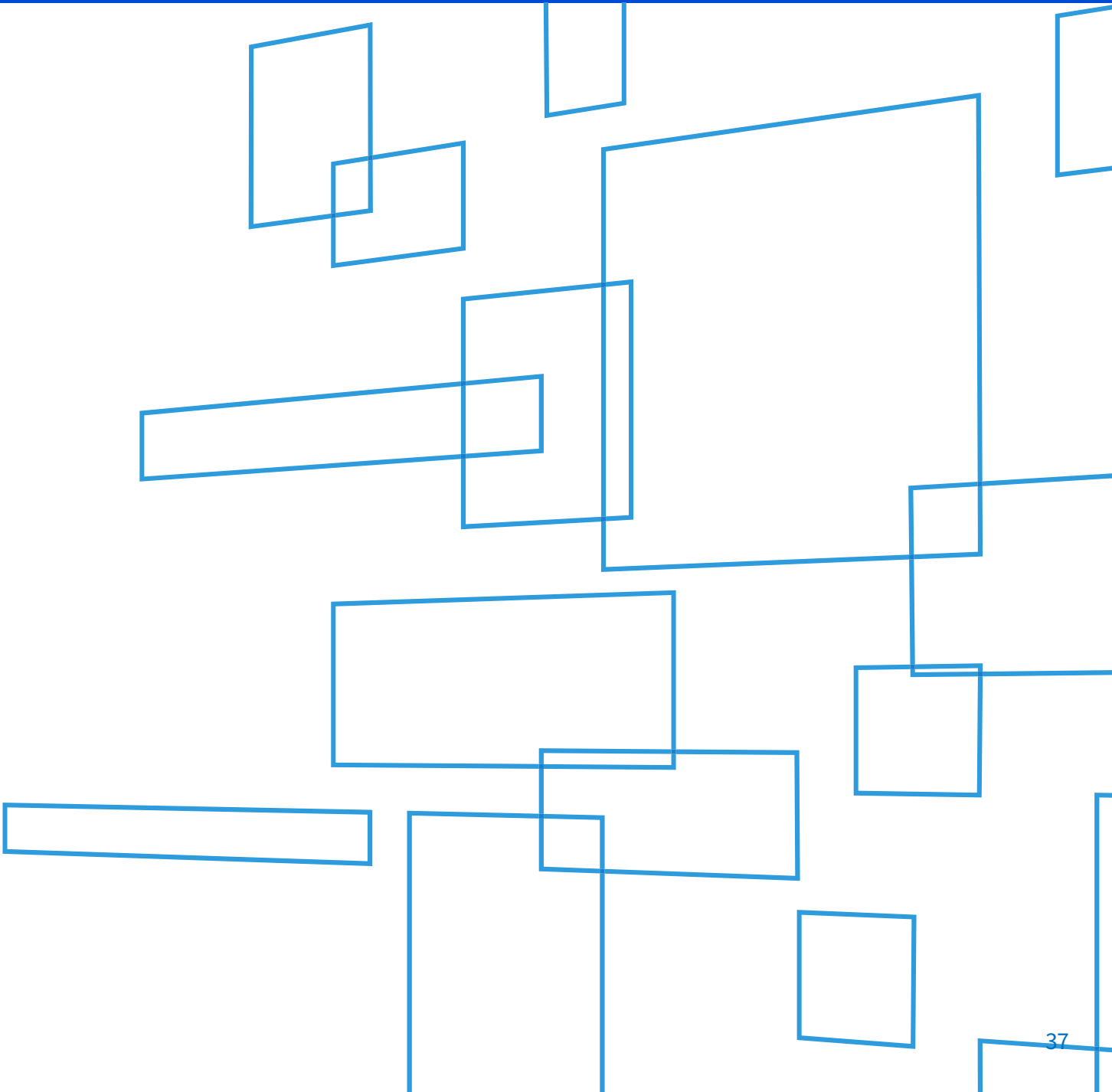
For more information on the FCC estimated annual factor, please see the Form 499A Instructions. For more information on the current FCC contribution factor, visit the FCC website at [www.fcc.gov](http://www.fcc.gov).

#### 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.


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

# Questions



# Online Learning Resources

- Webinars
- Quick videos
- FAQ



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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

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Manage Your 498 ID

Disbursement Schedules

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Multi-Factor Authentication

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Webinars

Videos

FAQs

Contact Us

# For More Assistance

✓ Call Customer Support    Phone: (888) 641-8722

Hours: Monday-Friday 9 AM to 5 PM ET

✓ Submit an email to [Form499@usac.org](mailto:Form499@usac.org)

✓ Visit our 'Learn' section



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