FCC Form 499-Q Basics
Webinar
July 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 Forms499, 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 August Q
Who Files
Form 499-Q Sections
When to File
How to File the Form 499-Q

Questions
1. The August FCC Form 499-Q must be filed by **Monday, August 2, 2021**
   - Revisions must be completed by **Thursday, September 16, 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
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.
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., August 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
Navigate to USAC’s website: www.usac.org

Click on Service Providers
From the top right hand of page

Select Forms & Instructions from under the Resources section
The paper copy of the instructions as well as the form itself are the 3rd form listed in the section ‘FCC Forms’.

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

When to File the 499-Q
<table>
<thead>
<tr>
<th>Due Date</th>
<th>Revenue Reported</th>
<th>Revision Deadline</th>
<th>Contributor Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCC Form 499-Q February 1, 2021</td>
<td>2Q projected 2021 4Q revenue 2020</td>
<td>March 17, 2021</td>
<td>April – June 2021</td>
</tr>
<tr>
<td>FCC Form 499-A April 1, 2021</td>
<td>Prior year: 2020 January - December</td>
<td>March 31, 2022</td>
<td>July 2021</td>
</tr>
<tr>
<td>FCC Form 499-Q May 3, 2021*</td>
<td>3Q projected 2021 1Q revenue 2021</td>
<td>June 17, 2021</td>
<td>July – September 2021</td>
</tr>
<tr>
<td>FCC Form 499-Q August 2, 2021*</td>
<td>4Q projected 2021 2Q revenue 2021</td>
<td>September 16, 2021</td>
<td>October – December 2021</td>
</tr>
<tr>
<td>FCC Form 499-Q November 1, 2021</td>
<td>1Q projected 2022 3Q revenue 2021</td>
<td>December 16, 2021</td>
<td>January – March 2022</td>
</tr>
</tbody>
</table>

* 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**

<table>
<thead>
<tr>
<th>Block 3: Contributor Historical and Projected Revenue Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>113</strong> Indicate which quarterly filing this represents</td>
</tr>
<tr>
<td><strong>Filing due</strong></td>
</tr>
<tr>
<td>November 1, 2020</td>
</tr>
<tr>
<td>February 1, 2021</td>
</tr>
<tr>
<td>May 1, 2021</td>
</tr>
<tr>
<td>August 1, 2021</td>
</tr>
</tbody>
</table>

*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
• 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.
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’.
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 August 499-Q, select on ‘Start Form’ action from right hand side at end of the row.

499 Forms

<table>
<thead>
<tr>
<th>499 Forms</th>
<th>Receipt Date</th>
<th>Status</th>
<th>View</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>499-Q - February 2021 Filing</td>
<td></td>
<td>Not Started</td>
<td>![Open](Start Form)</td>
<td>![Start Form]</td>
</tr>
<tr>
<td>499-Q - November 2020 Filing</td>
<td></td>
<td>Pending Officer Approval</td>
<td>![Revise</td>
<td>![Certify]</td>
</tr>
<tr>
<td>499-Q - November 2020 Filing</td>
<td>11/09/2020</td>
<td>Approved</td>
<td>![Revise</td>
<td>![Certify]</td>
</tr>
</tbody>
</table>
Block 1: Contributor Identification Information will be prepopulated.
If the data does not have a field box, you cannot change it.
**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

<table>
<thead>
<tr>
<th>106. Person who completed this worksheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>First: Amy</td>
</tr>
<tr>
<td>Last: Smith</td>
</tr>
<tr>
<td>109. Telephone number of this person</td>
</tr>
<tr>
<td>(202) 772-5678 Ext</td>
</tr>
<tr>
<td>110. Fax number of this person</td>
</tr>
<tr>
<td>(999) 999-9999</td>
</tr>
<tr>
<td>111. Email of this person</td>
</tr>
<tr>
<td><a href="mailto:AmyOfficer@test.com">AmyOfficer@test.com</a></td>
</tr>
</tbody>
</table>

**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? **Yes**  **No**
- Street 1: PO Box 135
- Street 2: Room 5
- Street 3: 1B2L
- City: Mana
- State: PA
- Zip: 1234
- Country: United States
- Phone: (878) 444-5555
- Fax: (202) 444-8888
- E-Mail: amyuser@test.com
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
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

<table>
<thead>
<tr>
<th>Translation</th>
<th>Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrier’s carrier revenue</td>
<td>303-314</td>
</tr>
<tr>
<td>End User only</td>
<td>403-417</td>
</tr>
<tr>
<td>NON telecommunications Line 418</td>
<td></td>
</tr>
<tr>
<td>End User only – Lines 403-417</td>
<td></td>
</tr>
</tbody>
</table>

![FCC form image]
USAC compares the historical revenue to the projected revenue to ensure that the revenues are relatively close.

<table>
<thead>
<tr>
<th></th>
<th>Total Revenues in $ (a)</th>
<th>Interstate Revenues in $ (b)</th>
<th>International Revenues in $ (c)</th>
</tr>
</thead>
<tbody>
<tr>
<td>115. Telecommunications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>116. End-user</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>117. All other goods</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>118. Gross-billed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>119. Projected gross</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>120. Projected collected</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**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’

---

<table>
<thead>
<tr>
<th>Block 4: CERTIFICATION: to be signed by an officer of the reporting entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 non-disclosure of the revenue information contained herein pursuant to sections 0.450, 52.17, 54.711 and 64.604 of the Commission’s rules.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>122. Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy Smith</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>123. Printed name of officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy <a href="mailto:Officer@test.com">Officer@test.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>124. Position with reporting entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>125. Email of officer (Required if available)</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:AmyOfficer@test.com">AmyOfficer@test.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>126. Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/12/2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>127. This filing is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Filing</td>
</tr>
<tr>
<td>Revised Filing [revisions due within 45 days of original filing deadline]</td>
</tr>
</tbody>
</table>

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**Note:** Do not mail checks with this form. Send this form to: Form 499 Data Collection Agent c/o USPS 700 12th Street, N.W., Suite 909 Washington, DC 20005

For additional information regarding the worksheet contact: Telecommunications Reporting Worksheet Info (202) 418-1200 or via e-mail: forms@universal-service.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.**
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’.
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
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.
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.

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

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

- Webinars
- Quick videos
- FAQ
For More Assistance

- Call Customer Support  Phone: (888) 641-8722
  Hours: Monday-Friday 9 AM to 5 PM ET

- Submit an email to Form499@usac.org

- Visit our ‘Learn’ section