

Contributor Office Hours

Revising Your FCC Forms 499

March 3, 2022



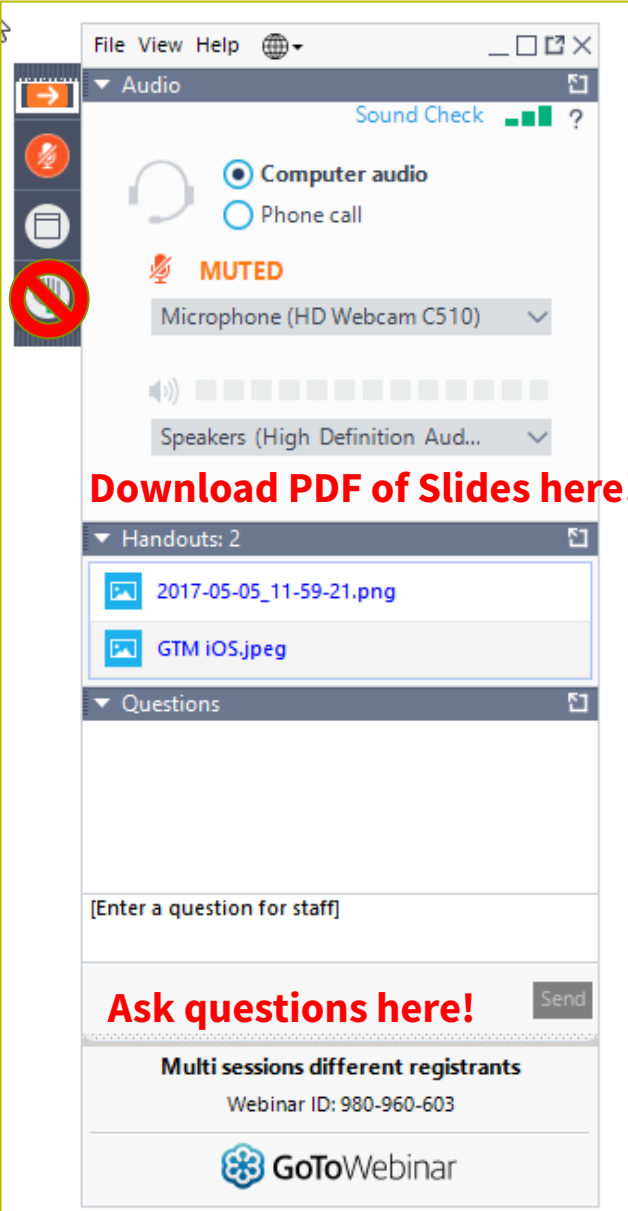
Universal Service
Administrative Co.

DISCLAIMER

To accommodate all attendees, real-time closed captions will be present during this presentation. This is a new feature we are testing out to improve webinar accessibility for all. We understand it is a significant change and appreciate your patience. We apologize in advance for any transcription errors or distractions. Thank you for your support.

Housekeeping

- 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 is in the “**Handouts**” section of webinar panel.
- This webinar is being recorded and can be found under ‘[Service Providers| Webinars](#)’.



The screenshot shows the GoToWebinar control panel. At the top, there is a menu with 'File', 'View', and 'Help'. Below this is the 'Audio' section, which includes a 'Sound Check' indicator and two options: 'Computer audio' (selected) and 'Phone call'. A red 'MUTED' icon is visible next to the microphone icon. The microphone is set to 'Microphone (HD Webcam C510)'. Below the audio settings is a volume slider and a speaker icon. The 'Handouts: 2' section shows two files: '2017-05-05_11-59-21.png' and 'GTM iOS.jpeg'. The 'Questions' section is currently empty. At the bottom, there is a text input field with the placeholder '[Enter a question for staff]' and a 'Send' button. Below the input field, it says 'Ask questions here!' in red. At the very bottom, it displays 'Multi sessions different registrants', 'Webinar ID: 980-960-603', and the GoToWebinar logo.

Download PDF of Slides here!

Meet Our Presenter

Amy Kavelman

Senior Telecom Industry Analyst | Contributor Operations

Ms Kavelman is a member of the 499 team that analyzes revenue reported on the FCC Form 499-A. She has worked at USAC for 11 years.

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Agenda

- Introduction
- Webinar Format
- FCC Forms 499 Revisions
- Questions
- Assistance Resources

“Office Hours” Webinar Format

- Office Hours are held monthly
- Brief presentation of a common topic at the beginning
- Open the floor to questions from attendees
 - Attendees type their question in the ‘Questions’ box in the GoToWebinar panel
 - USAC staff will repeat the question so everyone can hear
 - USAC staff will answer the question, keeping identify of the asker private
 - If question contains specific company information, USAC staff will follow-up with an email, keeping the question private.








Revising your FCC Forms 499 Quarterly and Annual

2022 Filing Deadlines

| Due Date | Revenue Reported | Revision Deadline | Contributor Invoice |
|-----------------------------------------|------------------------------------------------|-----------------------|-------------------------|
| FCC Form 499-Q February 1, 2022 | 2Q projected 2022 4Q revenue 2021 | March 18, 2022 | April – June 2022 |
| FCC Form 499-A April 1, 2022 | Prior year: 2021 January – December | March 31, 2023 | July 2022 |
| FCC Form 499-Q May 2, 2022* | 3Q projected 2022 1Q revenue 2022 | June 16, 2022 | July – September 2022 |
| FCC Form 499-Q August 1, 2022 | 4Q projected 2022 2Q revenue 2022 | September 15, 2022 | October – December 2022 |
| FCC Form 499-Q November 1, 2022 | 1Q projected 2023 3Q revenue 2022 | December 16, 2022 | January – March 2023 |

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

Start a Revision

| 499 Forms | Receipt Date | Status | View | Action | DCA Approval Date |
|------------------------------|--------------|-------------|---------------------------------------------------------------------------------------|--------------------------------------------------|-------------------|
| 499-A - 2022 Filing | | Not Started |  | Start Form | |
| 499-Q - February 2022 Filing | 01/20/2022 | Approved |  | Revise Certify | 01/21/2022 |
| 499-Q - November 2021 Filing | 10/07/2021 | Approved |  | Revise Certify | 10/08/2021 |
| 499-Q - August 2021 Filing | 07/23/2021 | Approved |  | Revise Certify | 07/26/2021 |
| 499-Q - May 2021 Filing | 04/27/2021 | Approved |  | Revise Certify | 04/28/2021 |
| 499-A - 2021 Filing - Rev 2 | 07/30/2021 | Approved |  | Revise Certify | 07/30/2021 |
| 499-Q - February 2021 Filing | 01/25/2021 | Approved |  | Revise Certify | 01/25/2021 |

Revising an FCC 499-Q After The Deadline

- The revenue submitted on a revision after the deadline will not be used for invoicing purposes.
- Revisions may be submitted after the deadline to stop the monthly late filing fees that occur for not filling out a required FCC Form 499-Q.
- If a filer requests USAC to accept a revision after the revision deadline, know that USAC does not have the authority to do so. The filer must request a waiver of the filing deadline directly with the FCC. Please contact 'Form499@usac.com' for further instructions.

Revising an FCC 499-A After The Deadline

- IF a revision to the annual form is submitted that results in the USF contribution base decreasing, the revision will not be accepted.
- If a revision to the annual form is submitted and the contribution base increases, USAC analysts will review the form and ask further questions if required.
- USAC analysts may require a filer to submit out of period revisions to correct revenue that we have determined has been incorrectly reported.
- Revisions may be submitted after the deadline to stop the monthly late filing fees that occur for not filling out a required FCC Form 499-A.

Questions?

Online Learning Resources

- Webinars
- Quick videos
- FAQ

The screenshot displays the website for the Universal Service Administrative Co. The top navigation bar includes links for 'Subscribe', 'Payments', and 'Sign In' (with a dropdown arrow), along with a search bar. The main content area is organized into columns under the 'Service Providers' tab, which is highlighted with a blue underline. The 'Learn' section is highlighted with an orange border and contains links for 'Webinars', 'Videos', and 'FAQs'. Other sections include 'About', 'E-rate', 'Rural Health Care', 'Lifeline', and 'High Cost', each with a list of related topics.

| About | E-rate | Rural Health Care | Lifeline | High Cost | Service Providers |
|---------------------------------------------|--------|------------------------------------------------|----------|------------------------------------------------|----------------------------|
| Contributing to the USF | | Making Payments | | Participating in a USF Program | Learn |
| Who Must Contribute | | How to Pay | | Register for a 498 ID | Webinars |
| Register for a 499 ID | | Contribution Factors | | Manage Your 498 ID | Videos |
| Manage Your 499 ID | | Invoices | | Disbursement Schedules | FAQs |
| Forms to File | | Late Payments, DCIA, Red Light | | DATA Act | Contact Us |
| When to File | | Billing Disputes | | Resources | |
| What to Expect After Filing | | Credit Balance Refunds | | Forms | |
| Making Revisions | | Annual True Up Process | | Upcoming Dates | |
| | | Non-USAC Payments | | Announcements | |
| | | Request Invoice Copy | | Quick Links | |
| | | | | Glossary of Terms | |
| | | | | Appeals and Audits | |
| | | | | Multi-Factor Authentication | |

For More Assistance



Call Customer Support at:

[\(888\) 641-8722 Option 4](tel:(888)641-8722)

Monday – Friday, 9 am – 5 pm ET



Form 499 questions: email Form499@usac.org

USF billing questions: email Billing@usac.org



Visit the Service Provider's [Learn](#) page



Universal Service
Administrative Co.