



New 499 ID Basics

Overview for Service Providers

February 1, 2023



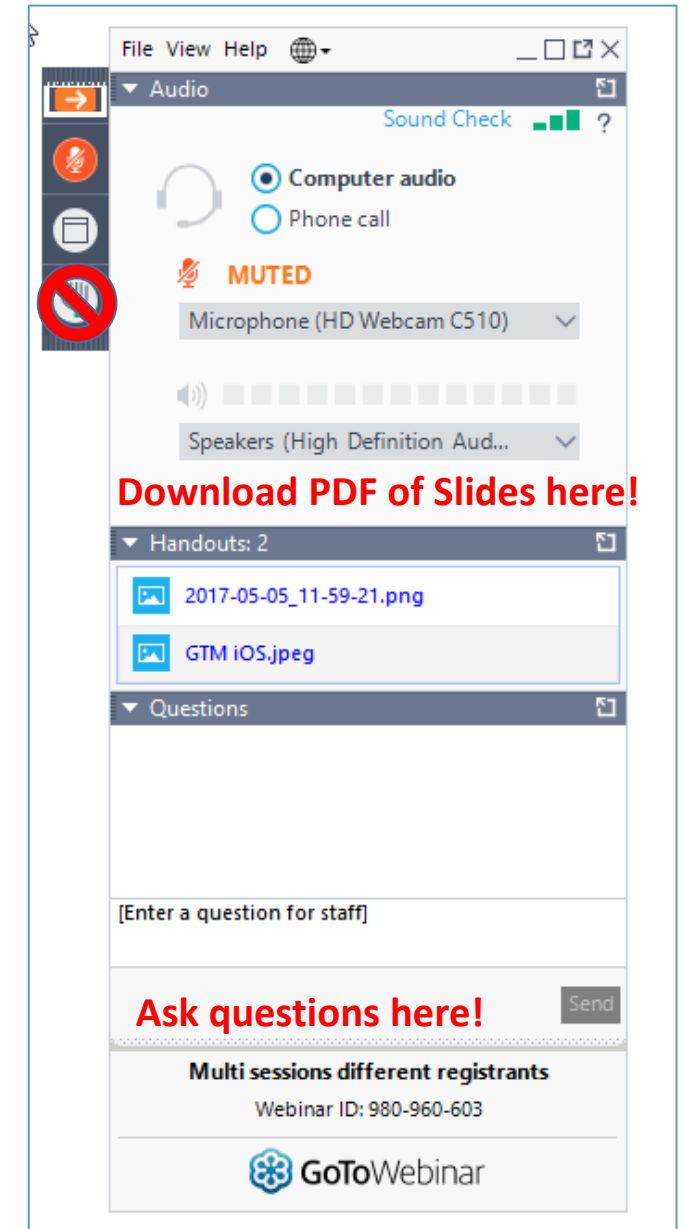
Universal Service
Administrative Co.

DISCLAIMER

To accommodate all attendees, real-time closed captions will be present during this presentation. 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 a copy of the presentation will be on our website under Service Providers and “**Webinars**”.



Meet the Presenter

Amy Kavelman

Senior Telecom Industry Analyst | Contributor Operations

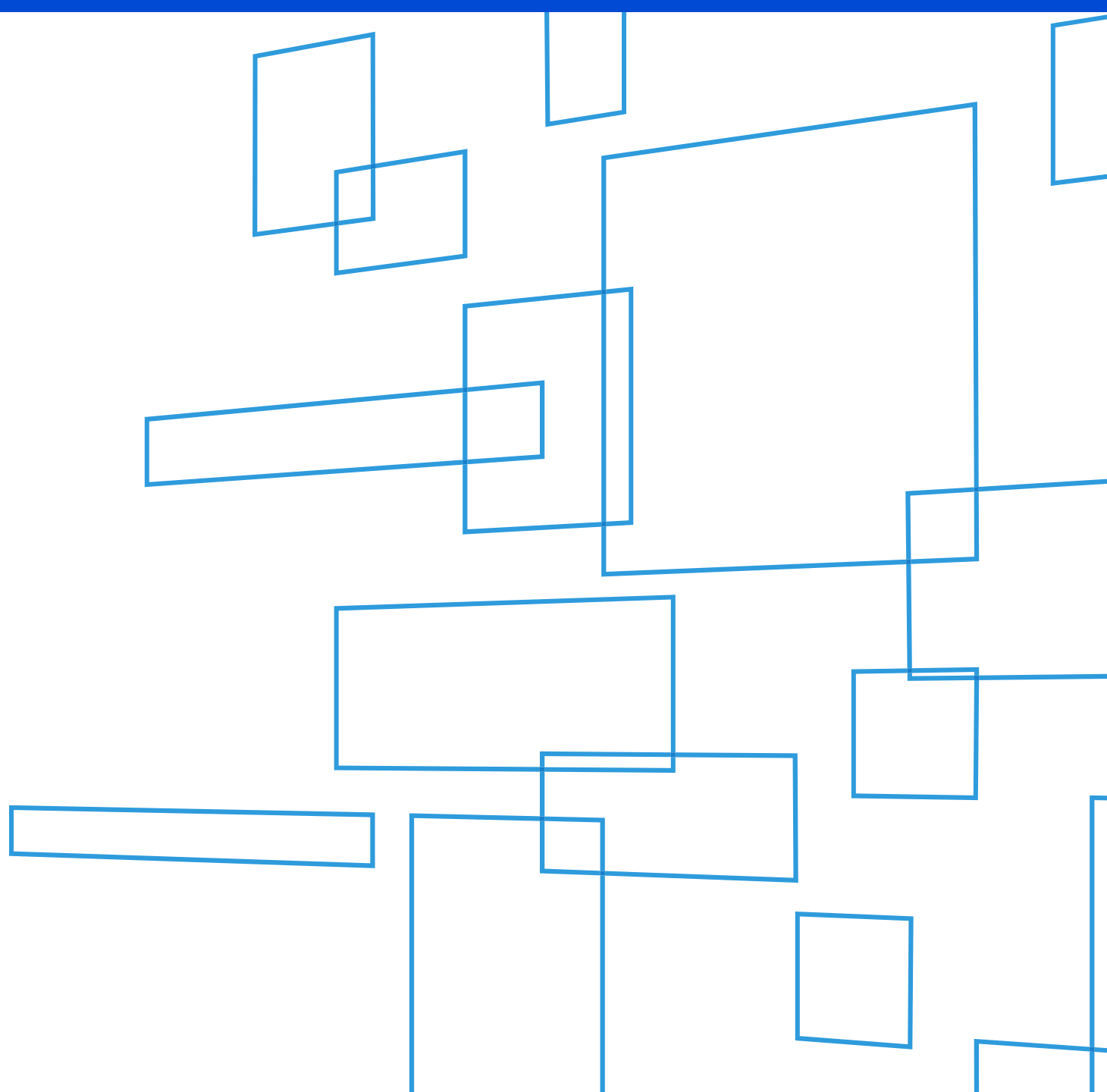
Ms Kavelman is a member of the 499 team that analyzes revenue reported on the FCC Form 499-A.

Amy also develops and delivers most of the 499 training. She has worked at USAC for 12 years.

Raised in central Illinois, she moved to the Washington DC area in 1997.

Webinar Overview

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



Agenda

- 498 ID & 499 ID Purpose
- USAC's Website
- 499 ID Assignment
- Filing Calendar
- Quarterly Form 499-Q
- Annual Form 499-A

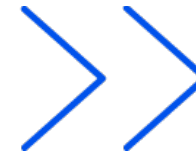
498 ID & 499 ID

Understanding the Difference

Purpose of These IDs

499 ID

- Takes its name from the registration form – FCC Form 499-A
- Identification used to contribute to the Universal Service Fund



498 ID

- Takes its name from the registration form – FCC Form 498
- Identification used to receive Universal Service funding

Universal Service Fund

ID Differences

498 ID

Nine-digit number beginning with “143” or “443”
(i.e. 143999999, or 443999999)

Who –

Telecommunications Providers

- Nine-digit number beginning with “143”
School or Library
- Nine-digit number beginning with “443”

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

499 ID

Six-digit number beginning with an “8” (i.e. 889993)

Who - All telecommunications Providers,
including VoIP service providers and resellers

Why - to contribute to the Universal Service Fund

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

499 ID Assignment

Next Steps

Email Notification of Assignment

Next Steps

Two emails were sent to the Company Officer listed on the registration form.

1. Company Officer username and log in instructions for E-File
2. Assignment of the 499 Filer ID and a list of forms you are required to file.

The Company Officer should now add any employees as users to USAC's E-File system. Functions performed in E-File are form preparers, additional company officers and employees responsible for paying USAC invoices.

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

Required Form Filings

Included in Assignment Email

The FCC Forms listed are based on the date you entered as the date you started selling telecom.

If you've entered the date the company started, you'll need to correct it!

Required Previous FCC Form 499 Filings

The information reported on line 228 states that [REDACTED] first provided telecommunications in U.S. on September 2019 and because of this [REDACTED] must complete and submit the following previous FCC Form 499 filings:

499A Filings

- 2021 FCC Form 499-A - Reporting Calendar Year 2020 Revenues
- 2020 FCC Form 499-A - Reporting Calendar Year 2019 Revenues

499Q Filings

- August 2021 FCC Form 499-Q
- May 2021 FCC Form 499-Q
- February 2021 FCC Form 499-Q
- November 2020 FCC Form 499-Q

Send an email to 'Form499@usac.org' to get instructions on how to correct this

Online Resources

USAC Website

www.usac.org

🚨 COVID-19 Update: USAC remains open for business. [Learn more about USF program responses.](#)



[Subscribe](#) [Payments](#) [Open Data](#)

[Sign In](#)



Tools – Sign in to USAC's online systems

[About](#) ▾

[E-Rate](#) ▾

[Rural Health Care](#) ▾

[Lifeline](#) ▾

[High Cost](#) ▾

[Service Providers](#) ▾

Program Specific webpages

A large, dark satellite 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 on the left side.

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).

Scroll down the page for links to program pages, as well as statistics on the universal service fund.

Newsletter Subscription

ⓘ **COVID-19 Update:** USAC remains open for business—Washington, DC office closed. [Learn more about USF program responses.](#)



Subscribe

Payments

Open Data

Sign In



Found on main webpage
at www.usac.org

About ▾

E-rate ▾

Rural Health Care ▾

Lifeline

Choose Program

Affordable Connectivity Program (ACP)

- ☐ Claims Updates
- ☐ Consumer Group Updates
- ☐ Program Updates
- ☐ Service Provider Training Invitations
- ☐ System and Technical Updates

E-Rate

- ☐ News Brief
- ☐ Tribal Newsletter

☐ Tribal Stakeholders

High Cost

- ☐ Detailed HUBB Updates
- ☐ Program Updates

Lifeline

- ☐ Program Newsletter
- ☐ NLAD Bulletin
- ☐ Consumer Advocates

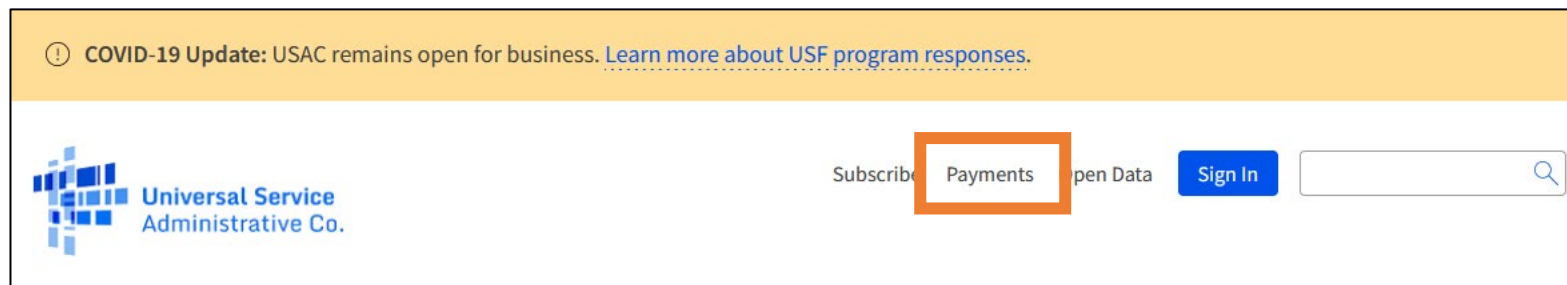
Rural Health Care (RHC) Program

- ☐ Healthcare Connect Fund (HCF) Program (Consortia)
- ☐ Healthcare Connect Fund (HCF) Program (Individual HCPs)
- ☐ Telecom Program

Service Providers

- ☒ FCC Form 499 (Contributors)

Payments

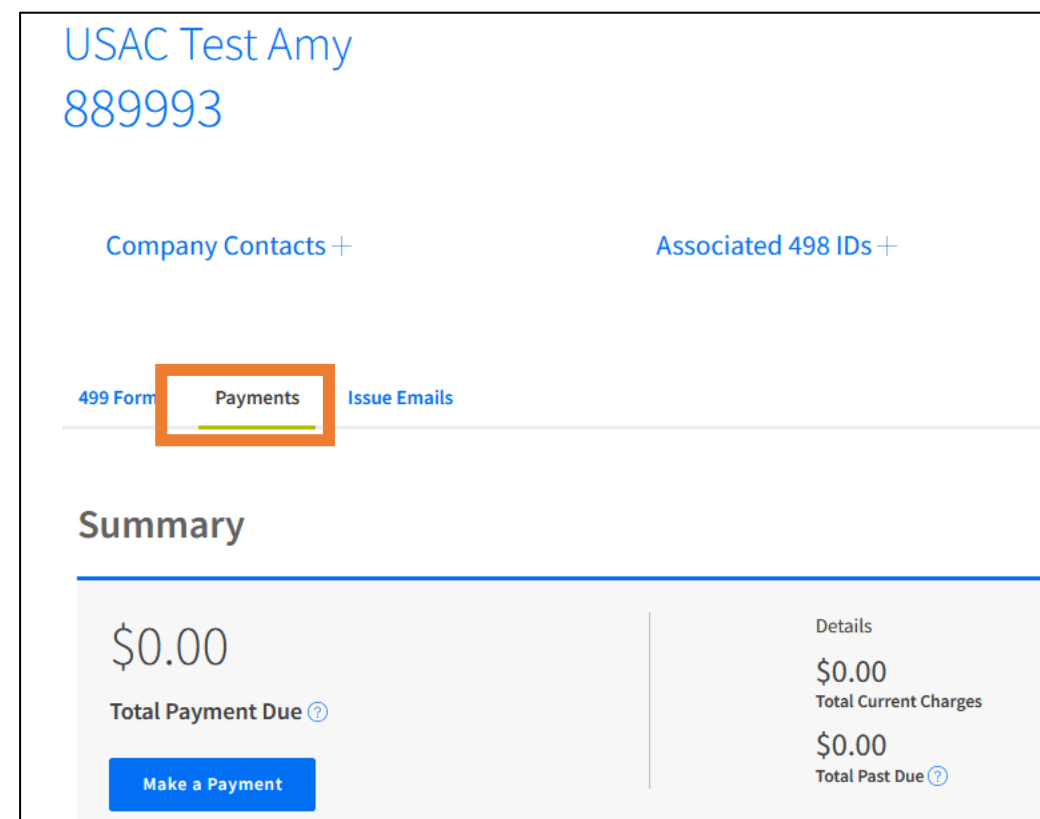


1. Main page of USAC website

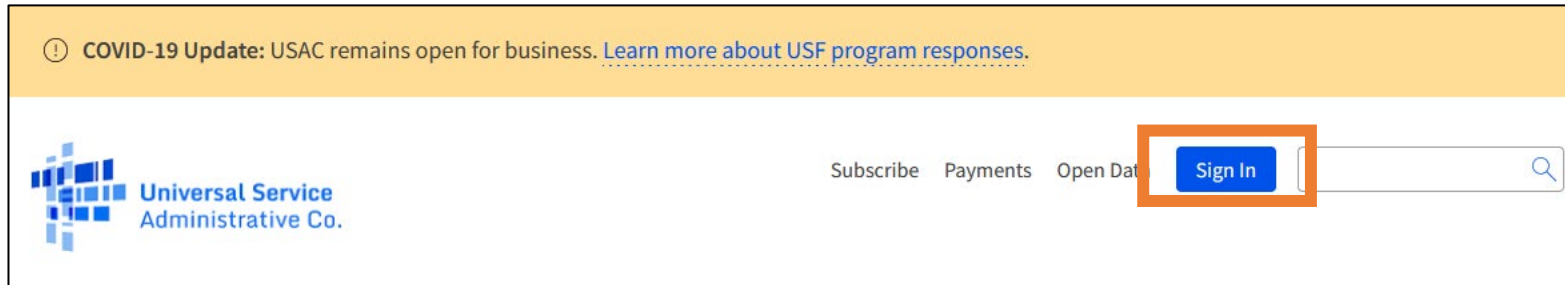
Two ways to access the payments screens – but both will take you to Dept of Treasury Site.

2. E-File Access – must be an authorized user of E-File to access online payments.

This screen is an example of one filer ID. Select 'Payments' and the screen will be the most current filer balance information. Once you click 'Make a Payment', you get routed to Treasury.



USAC's Online Filing System – E-File



‘**Sign In**’ page will prompt you for a username and password to log in to the E-File system.

USAC maintains security using a multi-factor authentication system, sending the user id (email address) a 6-digit code to enter, prior to logging in to the system.

It’s important not to share usernames.
That’s a violation of our terms and conditions.

The image shows the USAC login page. It features the USAC logo at the top. Below it is a form with fields for 'Username' and 'Password'. The 'Username' field contains 'AmyOfficer@test.com'. The 'Password' field is masked with dots. There is a 'Forgot password?' link below the password field. A large block of text provides a disclaimer about the system's security and terms of use. Below this text is a checkbox labeled 'Click the box to accept' which is checked. At the bottom of the form is a blue 'Sign In' button. Below the button is a link for 'Don't have an account? Create an account'.

Service Provider Specific Menu

Click on the words ‘**Service Providers**’ and you’ll see a drop-down menu with topics specific to Service Providers, the Forms 499 and 498 as well as a monthly invoice explanation.

The screenshot displays the Universal Service Administrative Co. website. At the top left is the logo, and at the top right are links for 'Subscribe', 'Payments', 'Open Data', and a 'Sign In' button next to a search bar. A navigation bar contains links for 'About', 'E-rate', 'Rural Health Care', 'Lifeline', and 'Hi'. A blue arrow points from the 'Hi' link to a 'Service Providers' dropdown menu. This dropdown menu is open, revealing a grid of links organized into four columns. The first column lists general service provider topics, the second column covers payment and billing issues, the third column details program participation and resources, and the fourth column includes learning materials and contact information.

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

Webinar Training Announcements

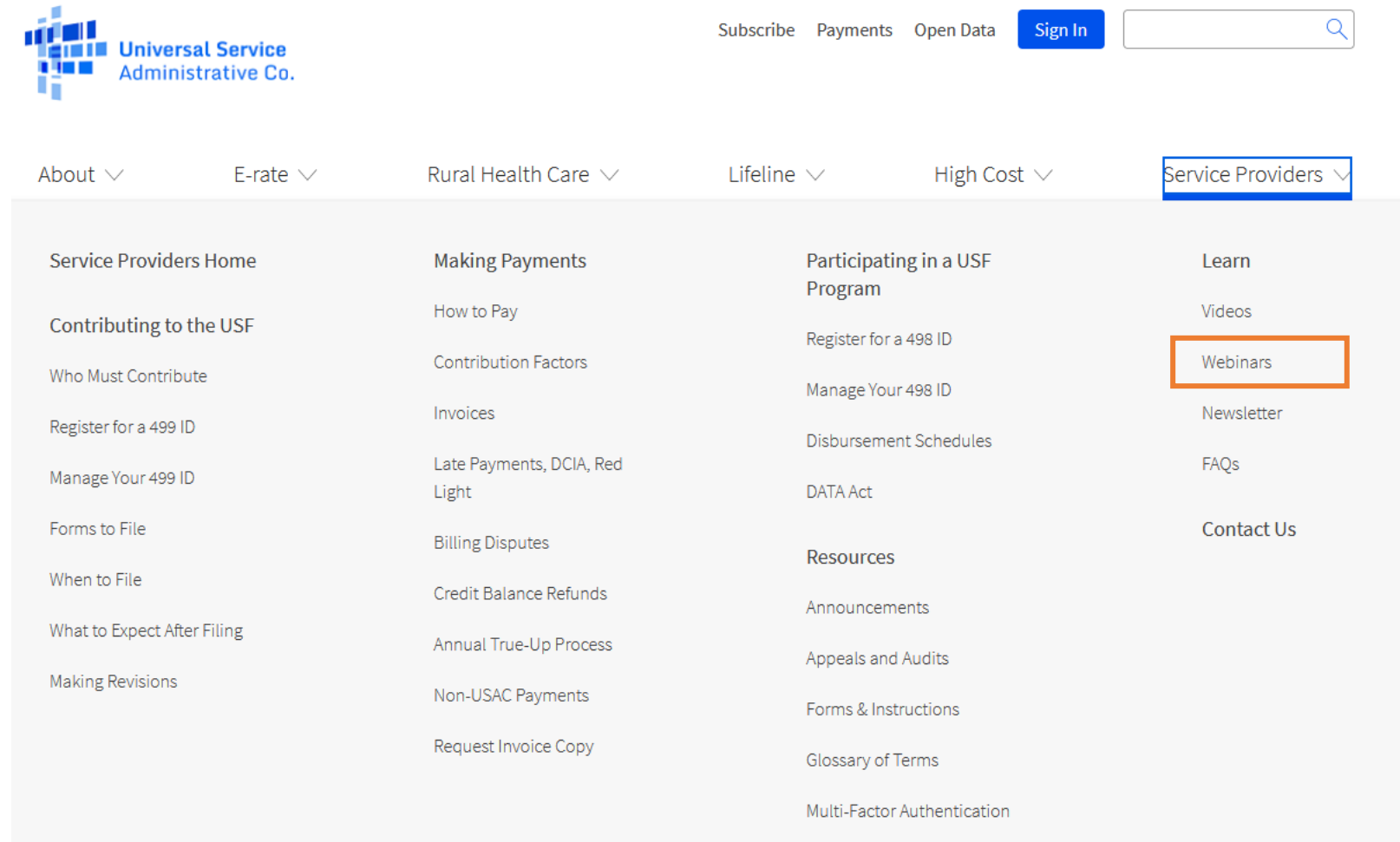
Annual Form Training

- February

Monthly Trainings

- New 499 ID
- Office Hours – open topic and discussion

Previous webinar recordings also stored here.



The screenshot shows the Universal Service Administrative Co. website. The top navigation bar includes links for 'Subscribe', 'Payments', 'Open Data', and a 'Sign In' button. A search bar is located to the right of the 'Sign In' button. Below the navigation bar, there is a horizontal menu with dropdown arrows for 'About', 'E-rate', 'Rural Health Care', 'Lifeline', 'High Cost', and 'Service Providers'. The 'Service Providers' dropdown menu is open, displaying a list of links. The 'Webinars' link is highlighted with an orange border. Other links in the dropdown include 'Service Providers Home', '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', 'Announcements', 'Appeals and Audits', 'Forms & Instructions', 'Glossary of Terms', 'Multi-Factor Authentication', 'Learn', 'Videos', 'Newsletter', 'FAQs', and 'Contact Us'.

Universal Service Administrative Co.

Subscribe Payments Open Data Sign In

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

Service Providers Home

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

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Invoices

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Appeals and Audits

Forms & Instructions

Glossary of Terms

Multi-Factor Authentication

Learn

Videos

Webinars

Newsletter

FAQs

Contact Us

2023 Annual Training Announcements

Thursday, February 2 – **What's New on the 2023 FCC Form 499-A**

- Review of the changes to this year's form

Tuesday, February 7 – **2023 FCC Form 499-A: Getting Started**

- General session reviewing the revenue collected and how to complete the form

Wednesday, February 8 – **2023 FCC Form 499-A: Wireline and Wireless Carriers**

- Review of line number reporting for services offered by these types of service providers

Thursday, February 9 - **2023 FCC Form 499-A: VoIP Providers and Resellers**

- Review of specific line number reporting for VoIP service providers

All webinars are 2 p.m. – 3 p.m ET. [Register here](#).

Webinars will be recorded and posted on the same website where you register.


Additional Learning Resources


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

Click on the words '[Service Providers](#)' on the main webpage.

Videos

These videos are designed to help you understand and manage the form filing process, FCC requirements, and other elements to offer service provider support.

 [Overview](#)
[Accessing E-File](#)
[499 Filer ID Basics](#)
[E-File Navigation](#)

[FCC Form 498](#)
[FCC Form 499-A](#)
 [FCC Form 499-Q](#)

Adding E-File Users

Add Authorized Users in E-File

Only Company Officers can grant E-File access to additional users.

Click the down arrow next to your user ID in the top right-hand corner of the screen, then select the option, '[Add/Remove 499 Users](#)'.

At the next screen, click the blue button '[+Add User Accounts](#)'.

The image shows a two-step process for adding authorized users. On the left, a user profile dropdown menu is open for 'AmyOfficer@test.com'. The menu options are 'Edit My Profile', 'Add/Remove 499 Users' (highlighted with an orange box), '499Q Bulk Submission', 'Payment Instruction', and 'Log Out'. A large orange arrow points from this menu to the right-hand screenshot. The right-hand screenshot is the 'ADD OR REMOVE USER ACCOUNTS' screen. At the top right is a 'Cancel' link. Below the title bar, there are instructions for 'Add User' and 'Remove User'. The 'Add User' section contains a blue button labeled '+ Add User Accounts' (highlighted with an orange box). Below this is a table with two columns: 'Officer(s)' and 'Preparer(s)', each with a 'Remove' link. The table contains one row for 'Amy Officer' with email 'AmyOfficer@test.com' and two empty checkboxes. At the bottom of the screen are two large blue buttons: 'Save' and 'Cancel'.

ADD OR REMOVE USER ACCOUNTS [Cancel](#)

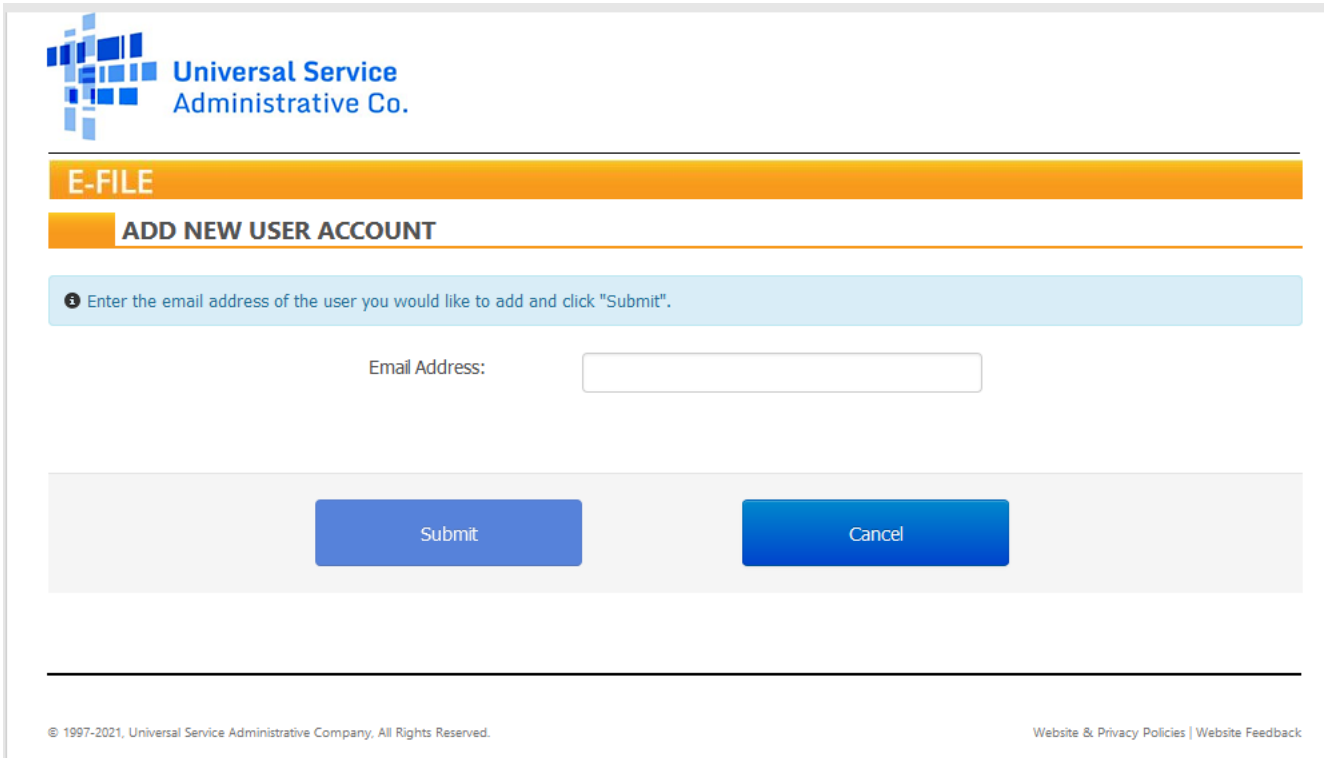
Add User: To create/add a user to an account, click "Add User Account". [+ Add User Accounts](#)

Remove User: To remove a user's access to an account, check the "Remove" check box next to the person's name and click "Save".

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

[Save](#) [Cancel](#)

Add Authorized Users in E-File



The screenshot shows the 'ADD NEW USER ACCOUNT' form within the E-File system of the Universal Service Administrative Co. The form includes a header with the company logo and name, a section title 'E-FILE', and a sub-header 'ADD NEW USER ACCOUNT'. A light blue instruction bar states: 'Enter the email address of the user you would like to add and click "Submit".' Below this is a label 'Email Address:' followed by a text input field. At the bottom of the form are two buttons: 'Submit' and 'Cancel'. The footer contains copyright information and links to 'Website & Privacy Policies' and 'Website Feedback'.

Universal Service Administrative Co.

E-FILE

ADD NEW USER ACCOUNT

Enter the email address of the user you would like to add and click "Submit".

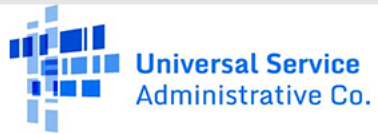
Email Address:

Submit Cancel

© 1997-2021, Universal Service Administrative Company. All Rights Reserved. Website & Privacy Policies | Website Feedback

- The email address entered also acts as your E-File user ID
- The email address entered is specific to the person and not an email address shared with another person(s) or a generic email address (e.g. Billing @gmail.com)
- The email address listed above is the address to which business communications, including confidential business communications, may be sent.

Add Authorized Users in E-File



E-FILE

"ADD USER ACCOUNT" NON-EXISTING ACCOUNT

Email Address:

AnnOfficer@test.com

i This email address is not associated with an existing E-File user account. To continue granting entitlements to this person, complete the requested information below. Select whether the person's E-File account should have the capabilities of a company officer or preparer; select the Filer ID(s) the person should have access to, and click "Submit."

Name

First

MI

Last

Position Title

Job Title

Phone Number

XXX-XXX-XXXX

Ext.

☐ Click this box to confirm that

- The email address listed above is specific to the person and not an email address shared with another person(s); and
- The email address listed above is the address to which business communications, including confidential business communications, may be sent. The email address will be used to create an E-File user account and/or give the existing E-File user account additional entitlements.
- If granting company officer entitlements to the person listed above, clicking the box also confirms that the person listed above is a company officer of the selected company(ies) and Filer ID(s) identified below. [Click here for more information](#)

- Enter in the contact information of the user you are adding.
- Place a check mark in the box confirming that the user id you are adding meets the USAC terms and conditions.
- Scroll down to assign a role to the new user.

Add Authorized Users in E-File

The screenshot shows a user selection interface. At the top, there are two radio buttons: 'Company Officer' (unselected) and 'Preparer' (selected). This section is highlighted with an orange rectangle. Below this, there are two columns of Filer IDs. The left column, titled 'All FilerIDs', contains the number '889993'. The right column, titled 'Selected FilerIDs', is currently empty. Between the two columns are two arrows: a right-pointing arrow on top and a left-pointing arrow on the bottom. At the bottom of the interface are two buttons: 'Submit' and 'Cancel'.

- Determine the level of access you will grant to the new user.
 - Company officers are the only persons who can certify an FCC Form.
 - Company officers can also add/remove users who have authority to access the account.
- Select which Filer IDs the new user will have access to by highlighting the filer ID and clicking the right arrow button to move it to the 'Selected Filer IDs' column.
- Complete the set up by clicking the 'Submit' button

2023 Filing Calendar

When to File the FCC Forms 499

Types of FCC Form 499

FCC Form 499-A

1. Required for EVERYONE
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.

2023 Filing Deadlines

Due Date	Revenue Reported	Revision Deadline	Contributor Invoice
FCC Form 499-Q February 1, 2023	2Q projected 2023 4Q revenue 2022	March 20, 2023	April – June 2023
FCC Form 499-A April 1, 2023	Prior year: 2022 January – December	March 31, 2024	July 2023
FCC Form 499-Q May 1, 2023	3Q projected 2023 1Q revenue 2023	June 15, 2023	July – September 2023
FCC Form 499-Q August 1, 2023	4Q projected 2023 2Q revenue 2023	September 15, 2023	October – December 2023
FCC Form 499-Q November 1, 2023	1Q projected 2024 3Q revenue 2023	December 18, 2023	January – March 2024

Quarterly Filing Periods

Filing Dates – from the FCC Form 499-Q

One form is used to file all four of the quarterly filings. The relevant time periods are included on the form showing the filer exactly what time periods the form is reporting.

Below is a screen shot from E-File's data entry for the FCC Form 499-Q. You can find a copy of this form on our [website](#).

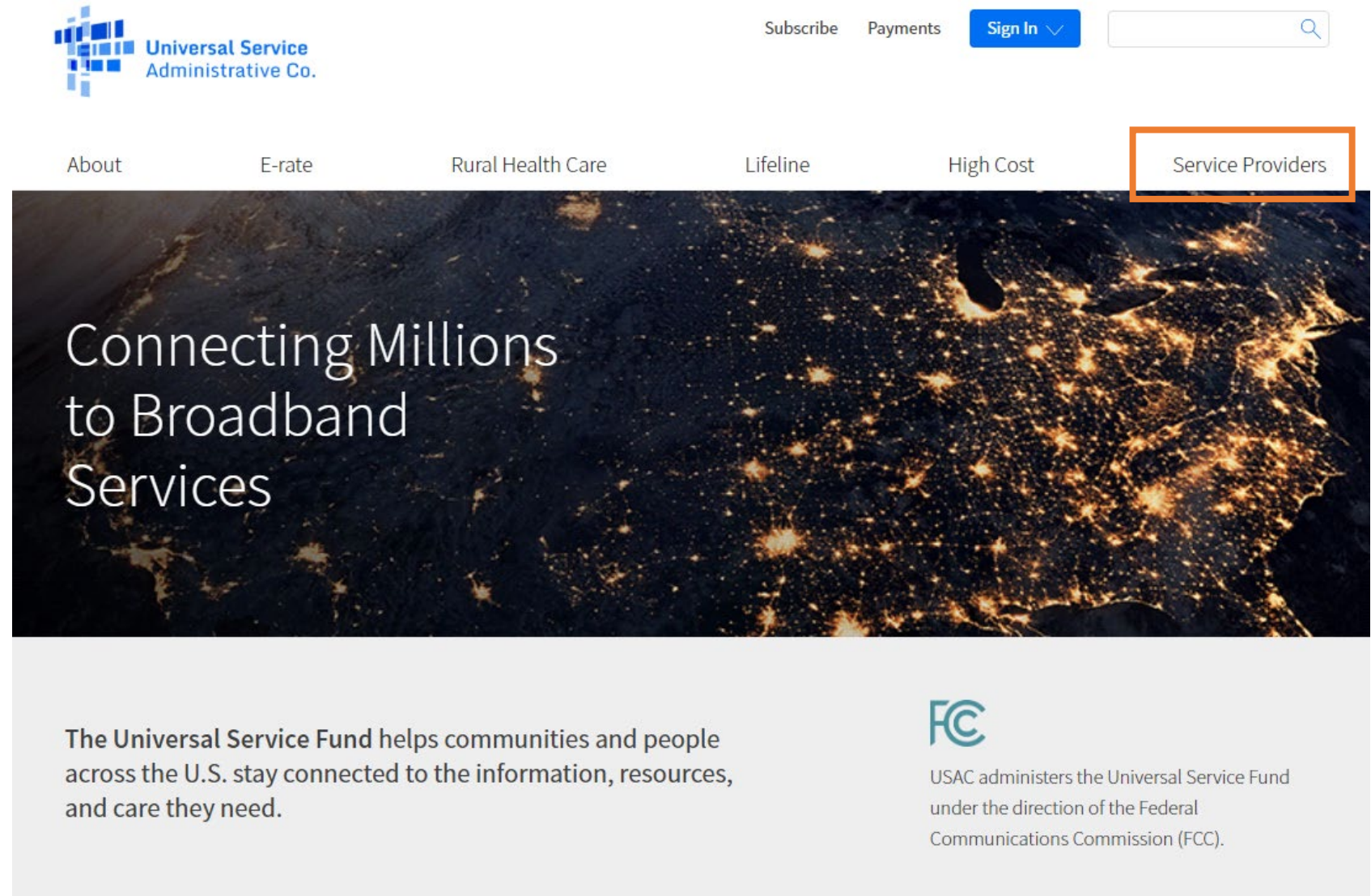
Block 3: Contributor Historical and Projected Revenue Information		
113. Indicate which Quarterly filing this represents		
<u>Filing due</u>	<u>Historical revenues (lines 115-118) for</u>	<u>Projected revenues (lines 119-120) for</u>
<input checked="" type="radio"/> November 1, 2022	July 1 - September 30, 2022	January 1 - March 31, 2023
<input type="radio"/> February 1, 2023	October 1 - December 31, 2022	April 1 - June 30, 2023
<input type="radio"/> May 1, 2023	January 1 - March 31, 2023	July 1 - September 30, 2023
<input type="radio"/> August 1, 2023	April 1 - June 30, 2023	October 1 - December 31, 2023

Find the FCC Forms 499

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

Click on the words “[Service Providers](#)” from the top right hand of page.

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



Find the FCC Forms

Select “Forms & Instructions”
from the drop down mega
menu.

The screenshot shows the Universal Service Administrative Co. website. The top navigation bar includes links for 'Subscribe', 'Payments', 'Open Data', and a 'Sign In' button. A search bar is located to the right of the 'Sign In' button. Below the navigation bar, there is a mega menu with four main categories: 'About', 'E-rate', 'Rural Health Care', and 'Lifeline'. The 'Lifeline' category is expanded, showing a list of links. The 'Service Providers' link is highlighted with an orange box and an orange arrow pointing to it. The 'Forms & Instructions' link is also highlighted with an orange box and an orange arrow pointing to it. The 'Forms & Instructions' link is located under the 'Lifeline' category.

Universal Service Administrative Co.

Subscribe Payments Open Data Sign In

About E-rate Rural Health Care Lifeline

Service Providers

Service Providers Home

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

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Contact Us

Form 499 & Instructions

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

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

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

[FCC Form 499-Q](#)

- filed 4 times a year.

[FCC Form 499-A](#)

- filed once a year

The screenshot shows the Universal Service Administrative Co. website. The top navigation bar includes links for About, E-rate, Rural Health Care, Lifeline, High Cost, and Service Providers (which is highlighted). Below the navigation bar is a breadcrumb trail: USAC | Service Providers | Resources | Forms & Instructions. The left sidebar contains a 'Resources' section with a 'Forms' dropdown menu. The 'Forms & Instructions' menu item is selected, showing a list of links: Prior Year Forms, USAC-Designed Forms and Templates, Upcoming Dates, Announcements, Quick Links, Glossary of Terms, Appeals and Audits, and Multi-Factor Authentication. The main content area is titled 'Forms & Instructions' and contains a list of forms. A blue arrow points to the 'FCC Form 499-A' entry. The list includes the following information for each form:

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

Questions?

Quarterly Filing

Who is Required to File the 499-Q

FCC Form 499-Q Purpose

What is it?

- The FCC Form 499-Q (quarterly) is used to determine the amount of money a company must contribute to the universal service fund for a quarter.
- *It is similar in concept to the IRS quarterly estimated tax forms a business must file.*
- The same form or “template” is used for each quarter’s filing.
- While the filer reports both historical and projected revenues on the form, **only the projected revenues are used to determine the contribution amount** billed in the upcoming quarter.

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.

Please sent your email prior to the quarterly form due date!

- ◇ Send the email to 'Form499@usac.org'
- ◇ Include your 499 Filer ID, Company name and the specific FCC Form 499-Q (i.e. November 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 2023, filers that bill less than **\$39,062** of combined **end user** interstate and international telecommunication revenues will be considered *de minimis* for 2023.

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 2023, if the revenue reported on Line 120(b) + (c) is **\$9,765** or less, then the service provider will be *de minimis*.

Filing Online

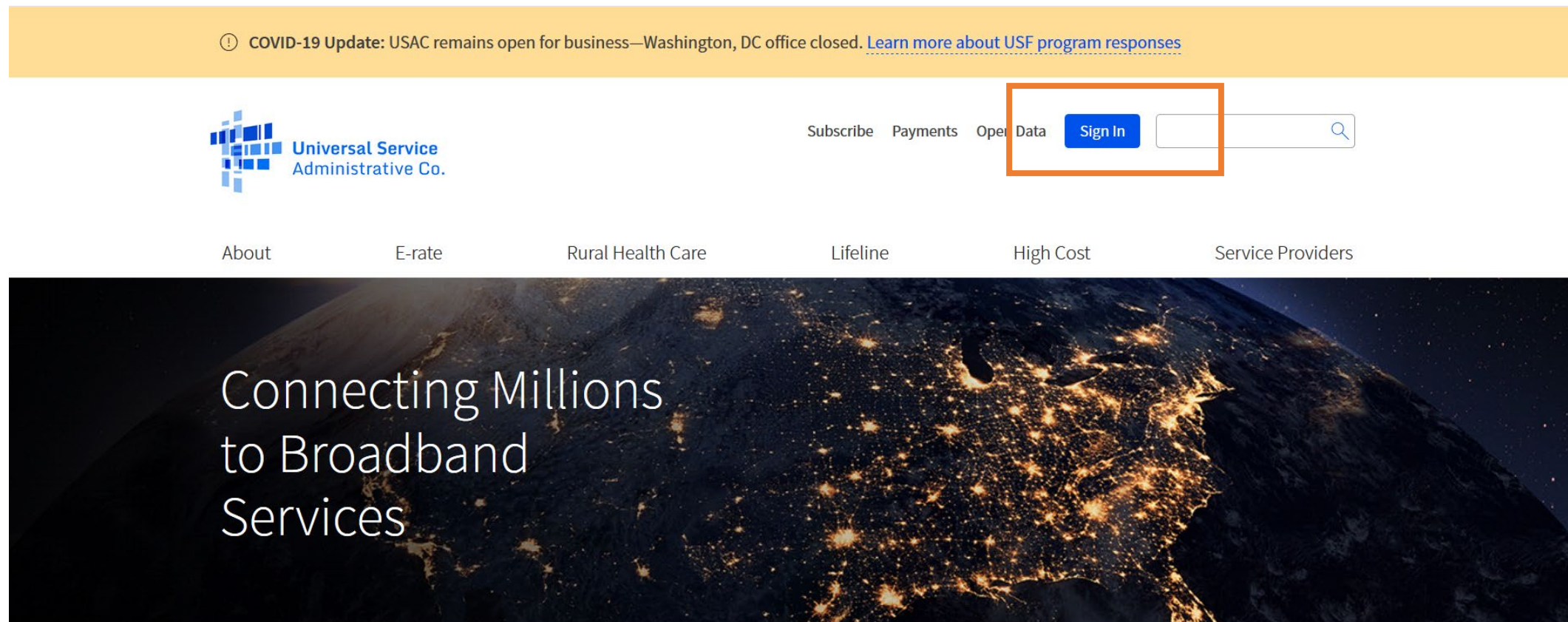
Accessing the Forms Through E-File

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.


Log in to E-File

All data entry and submission of 499 forms is done while logged in to USAC's online system called E-File. You can log in from the main USAC webpage, www.usac.org, by clicking the blue 'Sign In' button at the top of the page.



Online Filing the FCC Form 499-Q

Once logged in to E-File, the 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 the paragraph '[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 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 February 499-Q, select the ‘[Start Form](#)’ action from the right hand side at the end of the row.

Sort By

Summary View 

Displaying 1 to 10 of 13 records

499 Forms	Receipt Date	Status	View	Action	DCA Approval Date
499-Q - February 2023 Filing		Not Started		Start Form	
499-Q - November 2022 Filing		USAC Estimate		Revise Certify	
499-Q - August 2022 Filing	08/25/2022	Approved		Revise Certify	08/26/2022

Online Filing the FCC Form 499-Q

Block 3:

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

Block 3: Contributor Historical and Projected Revenue Information				
<div>113. Indicate which Quarterly filing this represents</div> <div><div><div>Filing due</div><div><input checked="" type="radio"/> November 1, 2022 <input type="radio"/> February 1, 2023 <input type="radio"/> May 1, 2023 <input type="radio"/> August 1, 2023</div></div><div><div>Historical revenues (lines 115-118) for</div><div>July 1 - September 30, 2022 October 1 - December 31, 2022 January 1 - March 31, 2023 April 1 - June 30, 2023</div></div><div><div>Projected revenues (lines 119-120) for</div><div>January 1 - March 31, 2023 April 1 - June 30, 2023 July 1 - September 30, 2023 October 1 - December 31, 2023</div></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			\$0.00	\$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			\$0.00	\$0.00

Revenue Reporting Sections

NOTE!!

While the company reports historical revenues, it's the **PROJECTED** revenues (Lines 120) that USAC uses to determine your monthly contribution

		Interstate Revenues (b)	International Revenues (c)
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		

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



FCC FORM 499 ALERT - INCREASED PROJECTED REVENUES

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

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

Need Help? Contact Us!

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

Email Notification

IF USAC notices any large differences, USAC will notify the preparer with an 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 a due date of when you need to submit revisions.

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	DCA Approval Date
499-Q - February 2022 Filing	01/05/2022	Approved		<div>Revise Certify</div>	01/06/2022

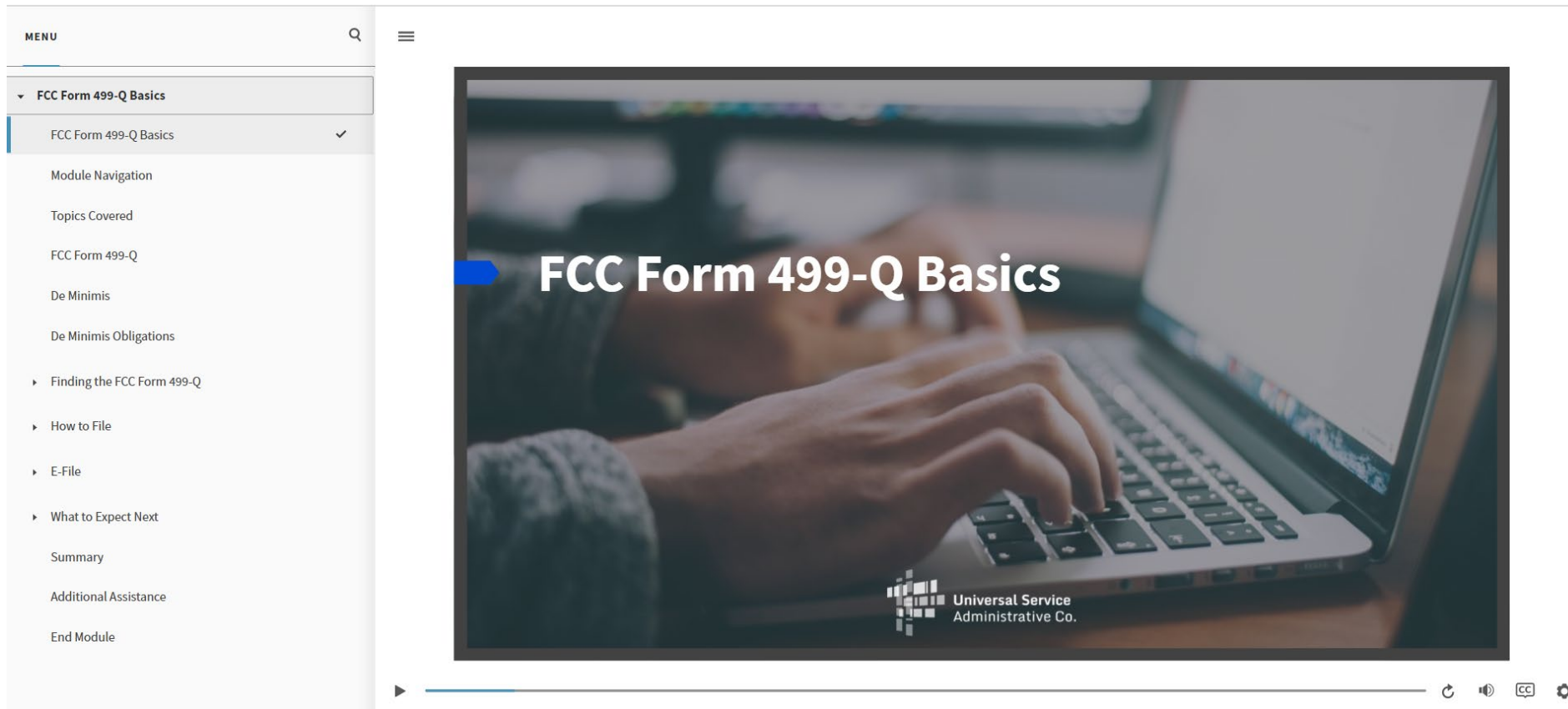
Click the ‘[Revise](#)’ button to open up the 499-Q form again and submit changes.

Revisions submitted after the revision date will not be used.

Training Video for Filing the FCC Form 499-Q

You can find an FCC Form 499-Q training module that explains the form and walks a user through filing the FCC Form 499-Q. It is self-paced and includes a menu so you can skip to specific sections.

This video is found on our 'Videos' page or directly by clicking this [link](#).



The screenshot displays a video player interface for the 'FCC Form 499-Q Basics' training module. On the left, a 'MENU' sidebar lists the following sections: 'FCC Form 499-Q Basics' (selected with a checkmark), 'Module Navigation', 'Topics Covered', 'FCC Form 499-Q', 'De Minimis', 'De Minimis Obligations', 'Finding the FCC Form 499-Q', 'How to File', 'E-File', 'What to Expect Next', 'Summary', 'Additional Assistance', and 'End Module'. The main video area shows a person's hands typing on a laptop keyboard. Overlaid on the video is the title 'FCC Form 499-Q Basics' in large white text, preceded by a blue arrow icon. In the bottom right corner of the video frame, the logo for 'Universal Service Administrative Co.' is visible. Below the video frame is a standard video player control bar with a play button, a progress bar, and icons for share, volume, closed captions, and settings.

Monthly Invoice

How USAC Uses the Revenues on the 499-Q

USAC Online Invoice

On or around the 15th of the month, an online invoice is available to authorized users in E-File.

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



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

Filer ID:
Billing Contact:

STATEMENT OF ACCOUNT

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

"Support Mechanism Charge" is your monthly contribution.

TOTAL OUTSTANDING USAC BALANCE AS OF 08/14/2020

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

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

Payment Information

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

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

Summary

\$0.00

Total Payment Due ?

Make a Payment

Details

\$0.00

Total Current Charges

\$0.00

Total Past Due ?

Select Payment View

Payment History

Payments

No payment data within the last 24 months.

[Return to Account Summary](#)

Select Payment View

See the payment history, invoices, balance

Payment History

Payment History

Invoices

Balance Details

True-Up Statements

USAC Paper Invoice

DETAILED SUMMARY OF CHARGES AND CREDITS

Page 1, Lower left hand side

FORM 499Q DATA

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

November 2019 499Q

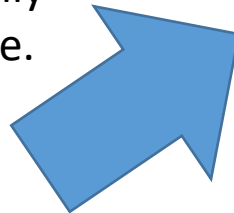
120b	\$108,378.00
120c	\$0.00

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

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



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



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:

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

De Minimis Eligibility

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

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

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

499A:

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

499Q:

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

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

Support Mechanism Charges

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

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

USAC Paper Invoice

February 2023 FCC Form 499-Q

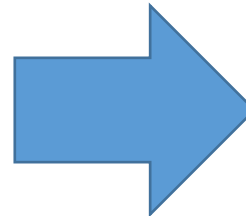
April, May and June 2023 USAC invoices

will be sent to this address.]

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

114 Check if using safe harbor to allocate interstate/intrastate revenues for each of the following (as applicable):
Cellular & broadband PCS: ☐ Paging: ☐ Analog SMR: ☐ Interconnected VoIP: ☐

Historical billed revenues with no allowance or deductions for uncollectibles. See Instructions.	Total Revenues (a)	Interstate Revenues (b)	International Revenues (c)
115 Telecommunications provided to other universal service contributors for resale as telecommunications or as interconnected VoIP			
116 End-user telecommunications revenues including any pass-through charges for universal service contributions, but excluding international-to-international revenues			
117 All other goods and services		Column (b) and (c) not requested for Lines 117 and 118	
118 Gross-billed revenues from all sources [sum of above]			
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			



Universal Service Administrative Co.

Filer 499 ID: 838000
Invoice Number: UBD10009056607
Statement Date: 07/22/2019
New Balance: \$ 26,326.80
Payment Due Date: 08/15/2019

ABC Communication, Inc.
Attention: Edward Smith
316 Universal Avenue, Suite 100
Washington, DC, 20005

ACCOUNT STATUS

• Account is in good standing.

STATEMENT OF ACCOUNT

Date	Description	Charges	Credits
06/19/2019	Previous Balance	\$10,498.84	
06/27/2019	Payment		(\$5,249.42)
07/15/2019	Support Mechanism Charges	\$6,352.26	
07/15/2019	Support Mechanism Adjustment - 2019 499A	\$19,974.54	
TOTAL OUTSTANDING USAC BALANCE AS OF 7/15/2019		\$26,326.80	

pay a DEBT owed to the United States result in sanctions, including interest, and to your BALANCE DUE. Read the

owed to the United States result in sanctions, including interest, and to your BALANCE DUE. Read the

Balance Due USAC

FORMATION

will be applied to

to make a payment.

payment.

Transactions occurring after 07/15/2019 are not reflected on this statement.

Under the Debt Collection Improvement Act of 1996 (Pub. L. 104-134) (DCIA), your BALANCE DUE is a demand that you pay a DEBT owed to the United States on or before the DUE DATE. Any portion of the DEBT unpaid after the DUE DATE is a DELINQUENT DEBT, which may result in sanctions, including interest, penalties, and administrative charges. Failure to file a Telecommunications Worksheet may result in a late filing fee DEBT added to your BALANCE DUE. Read the reverse of this invoice for important information about these sanctions and your legal rights and obligations.

Statement Date	Invoice Number	Filer 499 ID	Balance Due USAC
07/22/2019	UBD10009056607	838000	\$ 26,326.80

FORM 499-Q DATA

This month's support mechanism charges were calculated using as FCC contribution factor of 0.244000 and the following revenue data:

	May 2019 499Q
120b	\$97,208.00
120c	\$0.00

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

PAYMENT INFORMATION

All payments received (regardless of specific instructions) will be applied to your outstanding USAC balance in historical order as outlined in FCC order 07-150.

Go to www.usac.org/pay to make a payment.

Page 1 of 4

The revenue projections entered on Line 120 will be used for determining your contribution amounts billed on the 2nd quarter of 2023 invoices.

Questions?

Annual Filing FCC Form 499-A

FCC Form 499-A Purpose

What is it?

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

The 2023 FCC Form 499-A reports actual revenues from calendar year 2022.

USAC takes the revenue on the 2023 FCC Form 499-A and compares to the projected revenue from the quarterly FCC Forms 499-Q that were filed in 2022.

Actual Revenues

- 2023 FCC Form 499-A
January – December 2022

Estimated Revenues

- November 2021 Filing (1Q 2022)
- February 2022 Filing (2Q 2022)
- May 2022 Filing (3Q 2022)
- August 2022 Filing (4Q 2022)

Compare 499-Q revenue to the 499-A revenue

If the company's projected revenues for calendar year 2022, reported on the FCC Form 499-Qs, are **too high**, USAC will calculate your credit.

The company 'contributed' too much over the year.

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

The company didn't contribute enough over the year.

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

Filing the Annual Form

Start a New Form Online

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

- Paper copies are NOT accepted.

USAC's online system, E-File, will display a data entry screen, guiding the user through reporting the revenue on the FCC Form 499-A





- Unlike the FCC Form 499-Q, the data entry screens do NOT look like the paper copy of the form.

In depth training for the annual form has been scheduled for early February.
Check the [Webinars](#) page to sign up for the training.

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

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

The 2023 FCC Form 499-A is currently not in E-File for users to complete. Look for it on March 1, 2024.

Displaying 1 to 10 of 17 records			Bulk Certify <input type="text"/>	
499 Forms	Receipt Date	Status	View	Action
499-Q - May 2022 Filing		Not Started		Start Form
499-A - 2022 Filing		Not Started		Start Form
499-Q - February 2022 Filing	02/01/2022	Approved		Revise Certify
499-Q - November 2021 Filing	11/01/2021	Approved		Revise Certify

FCC Form 499-A E-File Main Page

Main page for data entry of the FCC Form 499-A in E-File.

Registration Info

Revenue Reporting

E-FILE

Company Name: USAC Test Amy
Filer ID: 889993

2022 FCC Form 499-A
(Reporting calendar 2021 revenues)

MAIN PAGE: 2022 FCC FORM 499-A (REPORTING ACTUAL REVENUES FROM CALENDAR YEAR 2021)

Thank you for choosing to electronically file your FCC Form 499-A. Use this E-File system to update your registration information and to report your actual revenues from calendar year 2021. As you enter your data, be sure that you understand the requirements as indicated in the 2022 [FCC Form 499-A Instructions](#).

Update Registration Information
(Pages 1-3 of FCC Form 499-A)

Review and update your registration information, including your company contact names and addresses, carrier type and activities, and jurisdiction. The E-File system has pre-populated this information from your prior FCC Form 499 submissions.

Enter/Update Revenue Information
(Pages 4-8 of FCC Form 499-A)

Enter or update your revenue information for calendar year 2021. If you are submitting a revision, the E-File system has pre-populated revenue information from your last filing.

Submitting the Form

Throughout the data entry process, the E-File system will conduct validations of your data and will advise you of any issues it detects. The "Review and Certify My Filing to USAC" button will be enabled only when any identified issues have been resolved.

Save & Close Form

Review & Certify My Filing to USAC

Certify and Submit

Complete the FCC Form 499





Certify & Submit

Review, Certify & Submit

Once the data entry is complete on the FCC Form 499-A, **USAC does not consider it submitted until a Company Officer electronically signs (certify) and submits the form.**

E-File preparers cannot submit the FCC Form 499-A, only a Company Officer can.

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

Account #	Company Name	Form	Status	View	Action
889993	USAC Test Amy	499-Q - November 2020 Filing - Rev 3	Pending Officer Approval		Revise Certify
80	Communications, LLC	499-A - 2022 Filing - Rev 1	Pending Officer Approval		Revise Certify
889994	USAC Test	499-A - 2022 Filing	Pending Officer Approval		Revise Certify
889993	USAC Test Amy	499-A - 2020 Filing - Rev 2	Pending Officer Approval		Revise Certify

MAIN PAGE: 2022 FCC FORM 499-A (REPORTING ACTUAL REVENUES FROM CALENDAR YEAR 2021)

Thank you for choosing to electronically file your FCC Form 499-A. Use this E-File system to update your registration information and to report your actual revenues from calendar year 2021. As you enter your data, be sure that you understand the requirements as indicated in the [2022 FCC Form 499-A Instructions](#).

Update Registration
Information

(Pages 1-3 of FCC Form 499-A)

Review and update your registration information, including your company contact names and addresses, carrier type and activities, and jurisdiction. The E-File system has pre-populated this information from your prior FCC Form 499 submissions.

Enter/Update Revenue
Information

(Pages 4-8 of FCC Form 499-A)

Enter or update your revenue information for calendar year 2021. If you are submitting a revision, the E-File system has pre-populated revenue information from your last filing.

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Throughout the data entry process, the E-File system will conduct validations of your data and will advise you of any issues it detects. The "Review and Certify My Filing to USAC" button will be enabled only when any identified issues have been resolved.

Save & Close Form

Review & Certify
My Filing to USAC

Questions?

For More Assistance



Call Customer Service Center at:

[\(888\) 641-8722 Option 3](tel:(888)641-8722)

Monday – Friday, 9 a.m. – 5 p.m. ET



Form 499 questions: email Form499@usac.org



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



Universal Service
Administrative Co.