New 499 Filer ID Basics

Overview for Service Providers

July 16, 2024
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.
• A copy of the presentation 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”.

Download PDF of Slides here!
Meet the Presenter

Al Cipparone
Senior Telecom Industry Analyst | Contributor Operations

Mr Cipparone is a member of the 499 team that analyzes revenue reported on the FCC Form 499-A. Al joined USAC in 2022 after many years in the telecommunications industry. Raised in mid-Michigan before moving to the Washington, DC area.

Email: Albert.Cipparone@usac.org
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
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”

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

*ALWAYS include these numbers on any correspondence with USAC.*

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.
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 [Company Name] first provided telecommunications in U.S. on [Date]. Because of this, [Company Name] must complete and submit the following previous FCC Form 499 filings:

4990 Filings

- May 2023 FCC Form 499-Q
- February 2023 FCC Form 499-Q

Please note: FCC Form 499A 2014 and up filings must be submitted electronically through E-file while FCC Form 499A 2013 and prior must be sent via hardcopy mail to USAC.

NOTE: FCC Form 499A 2014 and up filings must be submitted electronically through E-file while FCC Form 499A 2013 and prior must be sent via hardcopy mail to USAC.

If you have any questions, please contact USAC at (888)641-8722 or CustomerSupport@usac.org.
Online Resources
Tools – Sign in to USAC’s online systems

Program Specific webpages

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

Found on main webpage at www.usac.org
'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.
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.

Use the search box in the upper right-hand corner if navigating the menu is confusing.
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 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
Contacting USAC
Message System within E-File
Customer Specific Contact

The best way to contact your assigned 499 analyst is via E-File Messages.

Located within the E-File portal, a secure message can be sent to ask specific questions about your filer ID, Forms 499, payments, invoice and any other inquiry.
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’.
Add Authorized Users in E-File

- 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

• 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

- Determine the level of access you will grant to the new user.
  - Company officers are the only persons who can certify an FCC Form 499.
  - 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
2024 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.

4. USAC will notify you of due date.

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

4. USAC will not notify you of due dates
<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</td>
<td>2Q projected 2024</td>
<td>March 18, 2024</td>
<td>April – June 2024</td>
</tr>
<tr>
<td>February 1, 2024</td>
<td>4Q revenue 2023</td>
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<tr>
<td></td>
<td>4Q revenue 2023</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FCC Form 499-A</td>
<td>Prior year: 2023</td>
<td>March 31, 2025</td>
<td>July 2024</td>
</tr>
<tr>
<td>April 1, 2024</td>
<td>January – December</td>
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<tr>
<td>FCC Form 499-Q</td>
<td>3Q projected 2024</td>
<td>June 17, 2024</td>
<td>July – September 2024</td>
</tr>
<tr>
<td>May 1, 2024</td>
<td>1Q revenue 2024</td>
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<tr>
<td>FCC Form 499-Q</td>
<td>4Q projected 2024</td>
<td>September 16, 2024</td>
<td>October – December 2024</td>
</tr>
<tr>
<td>August 1, 2024</td>
<td>2Q revenue 2024</td>
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<tr>
<td>FCC Form 499-Q</td>
<td>1Q projected 2025</td>
<td>December 16, 2024</td>
<td>January – March 2025</td>
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<tr>
<td>November 1, 2024</td>
<td>3Q revenue 2024</td>
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</table>

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

* When a form due date falls on a weekend or holiday, the form is due the following business day.
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.
Select “Forms & Instructions” from the drop-down mega menu.
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
Questions?
Quarterly Filing

Who is Required to File the 499-Q
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.*
- 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.
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 2024, filers that bill less than $41,841 of combined end user interstate and international telecommunication revenues will be considered *de minimis* for 2024.

If the company has determined that they will be required to be a direct contributor to the Federal Universal Service Fund, that company must file an FCC Form 499-Q, the quarterly filing.
1. Every *non de minimis* telecommunications company must file the FCC Form 499-Q. This means your company is a direct contributor to the FUSF and is billed monthly by USAC. If the company does not file, a late filing fee will be applied.

2. *De minimis* filers are not required to file the FCC Form 499-Q, but must notify USAC of their status by selecting the *de minimis* button on their main screen.

**USAC Test Amy**

889993

Filer Status: Active
Filing Online
Accessing the Forms Through E-File
Chrome and Firefox internet browsers are recommended.

Safari and mobile access is not recommended.

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.
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.
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’.
Using the E-File navigation system, navigate to the Filer ID that you wish to work on, if you have more than one 499 Filer ID.

Scroll to the bottom of the screen and summary view of the FCC Form 499s.

The forms are listed in chronological order. In the ‘Action’ column, your choices for form entry are in blue.
There are a number of different statuses that a form can be assigned. Not Started, Certified, DCA Approved are the most common.

A complete list of the different statuses can be found [here](#).
Monthly Invoice

How USAC Uses the Revenues on the 499-Q
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’.

“Support Mechanism Charge” is your monthly contribution.
**USAC Paper Invoice**

### DETAILED SUMMARY OF CHARGES AND CREDITS

#### SUPPORT MECHANISM CHARGES

Your monthly support mechanism charges were calculated according to the following formula:

**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 annual revenue plus international revenue. Your current quarterly contribution base equals:

\[
\text{Quarterly Contribution Base} = \frac{\text{Annual Revenue} + \text{International Revenue}}{4}
\]

#### 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:

\[
\text{Adjusted Contribution} = \left( \frac{\text{Quarterly Contribution Base} - \text{FCC Contribution Factor}}{\text{FCC Contribution Factor}} \right)
\]

#### 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.

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.

\[
\text{Total Monthly Contribution} = \frac{1}{3} \times \text{Adjusted Quarterly Contribution} \times \text{FCC Contribution Factor}
\]
The revenue projections entered on Line 120 will be used for determining your contribution amounts billed on the 4th quarter of 2024 invoices.
Questions?
Annual Filing
FCC Form 499-A
What is it?

A company reports their actual historical revenues on the FCC Form 499-A. The 2024 FCC Form 499-A reports actual revenues from calendar year 2023. USAC takes the revenue on the 2024 FCC Form 499-A and compares to the projected revenue from the quarterly FCC Forms 499-Q that were filed in 2023.

**Estimated Revenues – Total for Year**
- 499-Q November 2022 Filing (1Q 2023)
- 499-Q February 2023 Filing (2Q 2023)
- 499-Q May 2023 Filing (3Q 2023)
- 499-Q August 2023 Filing (4Q 2023)

**Compare to**
- 2024 FCC Form 499-A January – December 2023
Annual True-Up

Compare 499-Q revenue to the 499-A revenue

If the company’s projected revenues for calendar year 2023, 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.
Certify and Submit

Complete the FCC Form 499
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.
Third Party Funds

Administrators Receiving 499-A Information
Third Party Funds

Authorized Access to Annual Form Data

• The administrators of each of the funds below use the revenue reported on the FCC Form 499-A to calculate and assess any necessary contributions.

• These administrators will notify companies of their required contributions to each of these funds. You will be invoiced separately for each of these funds.

• On a monthly basis, USAC provides the administrators with data from the most recent FCC Form 499-A filed.

• This data includes contact information, receipt date information, and reported revenues.

• For more information, refer to the FCC Form 499-A instructions on who is required to contribute to these funds and what revenue line number is provided.
Third Party Funds

1. **Telecommunications Relay Services (TRS)** enables an individual who is deaf, hard of hearing, deaf-blind, or who has a speech disability to communicate by telephone or other device through the telephone system at no additional cost. Every common carrier interstate telecommunications services and every VoIP provider (including interconnected and non-interconnected) must contribute to the TRS Fund. See 47 C.F.R. Sections 64.601(b), 64.604.

2. **Local Number Portability (LNP)** enables end users to keep their telephone number when switching from one telecommunications service provider to another. The shared costs of long-term number portability attributable to a regional database shall be recovered from all telecommunications carriers and interconnected VoIP providers servicing a given region. See 47 C.F.R. Section 52.32.

3. **North American Numbering Plan Administration (NANP)** is a numbering scheme for the public switched telecommunications networks (PSTN) within the United States, Canada, and participating Caribbean countries. All telecommunications carriers and interconnected VoIP providers in the United States shall contribute to meet the costs of establishing numbering administration. See 47 C.F.R. Section 52.17.

4. In addition, the FCC utilizes the revenue data contained in the FCC Form 499-A to bill carriers **Interstate Telecommunications Service Provider (ITSP)** regulatory fees. The ITSP is collected to cover the regulatory costs associated with the FCC’s enforcement, policy and rulemaking, user information, and international activities. See 47 U.S.C. Section 159(a).
## Third Party Fund Administrators

### List of Companies and Contact Information

<table>
<thead>
<tr>
<th>Fund</th>
<th>Administrator</th>
<th>Customer Service Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRS</td>
<td>RolkaLoube – Public Utility and Telecommunications Consulting</td>
<td>(717) 585-6605</td>
</tr>
<tr>
<td>LNPA</td>
<td>Telcordia Technologies dba iconectiv</td>
<td>(844) 560-8050</td>
</tr>
<tr>
<td>NANPA</td>
<td>North American Numbering Plan (NANP)</td>
<td>(613) 760-4512</td>
</tr>
<tr>
<td>ITSP</td>
<td>Federal Communications Commission (FCC)</td>
<td>(877) 480-3201, Option 6</td>
</tr>
</tbody>
</table>
Form Specific Training

Resources On-Line
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.
In-depth training for the annual form happens every February. The webinars are recorded and found on the Webinars webpage.

The following are recommended for reviewing how to complete an FCC Form 499-A.
Questions?
How to Contact USAC
Send a message to the Service Provider team directly through the new Message Portal in E-File.
Contributors/Service Providers Customer Service Center (CSC)

Call us at (888) 641-8722
Monday – Friday 9 a.m. to 5 p.m. ET

Email: CustomerSupport@usac.org

- Include in your email
  - 498 ID/Service Provider ID Number (SPIN)
  - 499 Filer ID