

Contributor Office Hours

How to File an FCC Form 499-Q

April 10, 2024



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.
- The recorded webinar will be available on the Service Provider’s **‘Webinar’** webpage.



The screenshot displays the GoToWebinar interface. 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 identified as 'Microphone (HD Webcam C510)'. Below the microphone is a volume slider and a speaker icon. The speakers are identified as 'Speakers (High Definition Aud...'. A red circle with a slash is drawn over the microphone icon. Below the audio section is the 'Handouts: 2' section, which lists two files: '2017-05-05_11-59-21.png' and 'GTM iOS.jpeg'. Below the handouts is the 'Questions' section, which contains a text input field with the placeholder text '[Enter a question for staff]' and a 'Send' button. Below the question box is a red text prompt 'Ask questions here!' and a 'Send' button. At the bottom, there is a section for 'Multi sessions different registrants' with the 'Webinar ID: 980-960-603' and the GoToWebinar logo.

Download PDF of Slides here!

Ask questions here!

Multi sessions different registrants
Webinar ID: 980-960-603

GoToWebinar

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 13 years.

Agenda

- Introduction
- Webinar Format
- Filling out a 499-Q
- Questions
- Assistance Resources

“Office Hours” Webinar Format

- Office Hours will be 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.

Form 499-Q Facts

May FCC Form 499- Q

Quarterly Filing

- Due Wednesday, May 1, 2024
- Required for all non-*de minimis* filers
- This [FCC Form 499-Q](#) is used to *forecast* the company's revenue for the 3Q24.
- The numbers reported on this form will be used to invoice direct contributors in July, August and September 2024.
- ALL FCC Forms must be submitted online through E-File. Paper copies are not accepted.
- Revisions to this form accepted until June 17, 2024

Calculating USF Contributions

Quarterly Filing is used for this purpose

- USAC first determines a service provider's contribution base.
- The contribution base is the end-user, telecommunications revenue, and only the interstate and international allocations of that revenue.
- On the FCC Form 499-Q, this is reported on Line 120 and represents one quarter's worth of revenue.
- At a high level, the contribution base revenue is multiplied by the corresponding quarter's FCC contribution factor to determine a company's contribution amount.
 - For an in-depth look at the calculation, please refer to Page 2 of your USAC paper invoice.

Definition of *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.

de minimis Company Requirement

Notify USAC of your de minimis status in E-File. (**New* requirement, Nov 2023 499-Q*)

The screenshot displays the 'Admin Center' interface for a user named 'USAC Test Amy' with ID '889993'. The user's status is 'Active'. A red box highlights the 'Notify USAC of De Minimis Status' toggle switch, which is currently turned off. A green arrow points to the toggle. Below the toggle are buttons for 'Comments' and 'Company Details'. The interface also shows 'Company Contacts', 'Associated 498 IDs', and a navigation bar with '499 Forms', 'Payments', and 'Messages (0)'. The '499 Forms' link is highlighted.

Admin Center

889993 Search

USAC Test Amy
889993

Filer Status: Active

Company Contacts + Associated 498 IDs +

Notify USAC of De Minimis Status ?
Notify USAC if your company will be *de minimis* in the upcoming quarters.

Comments

Company Details

499 Forms Payments Messages (0)

499 Forms

de minimis Poll

Since implementing this functionality in E-File in November, did you click the button to notify USAC that the company intends on being *de minimis* for calendar year 2024?

✔ You have successfully notified USAC that this company will be *de minimis* for upcoming quarters. ✕

USAC Test Amy
889993

Filer Status: Active

Company Contacts +

Associated 498 IDs +

Comments

Notify USAC of De Minimis Status ?

You've notified USAC that your company will be *de minimis* for upcoming quarters.



de minimis Notification

- If you notified USAC in November of your *de minimis* status by clicking the button, you received an email, instructing the company that it is not required to file quarterly forms covering the calendar year 2024. (February, May, August).
- If the company has determined that their *de minimis* status has changed, you should ‘unclick’ the *de minimis* button and file the May FCC Form 499-Q.
- Regardless of a company’s *de minimis* status, there will always be an entry in E-File listing the FCC Form 499-Q.

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.

How to Fill Out an FCC Form 499-Q

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 access both the 498 ID and the 499 Filer ID. Select '[Manage FCC Forms 499](#)'.

The screenshot shows the dashboard of the Universal Service Administrative Co. (USAC). The header is blue with the USAC logo and name on the left, and a 'Sign Out' button on the right. Below the header, the user's email 'bcddca@usac.com' is displayed with a dropdown arrow. The main content area is titled 'Dashboard' and is divided into three columns: 'Upcoming Dates', 'Service Providers', and 'Help?'. The 'Upcoming Dates' column lists three dates: 03/19/2020 for the February FCC Form 499-Q Revision Deadline, 04/01/2020 for FCC Form 499-A Due, and 05/01/2020 for FCC Form 499-Q Due. A link to 'see full calendar' is at the bottom of this column. The 'Service Providers' column has an upward arrow and contains two cards. The first card is for 'Manage FCC Forms 498' and the second card, which is highlighted with an orange border, is for 'Manage FCC Forms 499'. The 'Help?' column contains links for 'Send us a message' (with a 'Click here' link), 'Call us' (with the number (888) 641-8722), and 'Send us a message' (with a 'Click here' link).

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

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 Forms 499.

To complete the May 499-Q, select '[Start Form](#)' from the Action column within that form's row.

499 Forms	Receipt Date	Status	View Action	DCA Approval Date
499-Q - May 2024 Filing		Not Started	 Start Form	
499-A - 2024 Filing		Incomplete	 Continue Certify	
499-Q - February 2024 Filing	01/25/2024	Approved	 Revise Certify	01/26/2024

Online Filing

Block 2: Contact Information will also be prepopulated.

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

Block 2: Contact Information	
108. Person who completed this worksheet	First: Amy MI: Last: Smith
109. Telephone number of this person	(202) 772-5678 Ext
110. Fax number of this person	(999) 999-9999
111. Email of this person	AmyOfficer@test.com
112. Billing address and billing contact person [Bills for Universal Service contributions will be sent to this address.] Do you want to enter foreign address? <input type="radio"/> Yes <input checked="" type="radio"/> No Street 1 : PO Box 135 Street 2 : room 5 Street 3 : 1B2L City : Mana State : PA Zip : 20036 1234 Country: United States First : Manny Last : Notes Phone : (678) 444-5555 Ext 0 Fax : (202) 444-8888 E-Mail : amyuser@test.com	

Make sure the billing address is correct!

Online Filing

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)

Block 3: Contributor Historical and Projected Revenue Information																		
113. Indicate which Quarterly filing this represents <table border="0"> <tr> <td style="text-align: right;"><u>Filing due</u></td> <td style="text-align: center;"><u>Historical revenues (lines 115-118) for</u></td> <td style="text-align: center;"><u>Projected revenues (lines 119-120) for</u></td> </tr> <tr> <td><input checked="" type="radio"/> November 1, 2023</td> <td style="text-align: center;">July 1 - September 30, 2023</td> <td style="text-align: center;">January 1 - March 31, 2024</td> </tr> <tr> <td><input type="radio"/> February 1, 2024</td> <td style="text-align: center;">October 1 - December 31, 2023</td> <td style="text-align: center;">April 1 - June 30, 2024</td> </tr> <tr> <td><input type="radio"/> May 1, 2024</td> <td style="text-align: center;">January 1 - March 31, 2024</td> <td style="text-align: center;">July 1 - September 30, 2024</td> </tr> <tr> <td><input type="radio"/> August 1, 2024</td> <td style="text-align: center;">April 1 - June 30, 2024</td> <td style="text-align: center;">October 1 - December 31, 2024</td> </tr> </table>				<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, 2023	July 1 - September 30, 2023	January 1 - March 31, 2024	<input type="radio"/> February 1, 2024	October 1 - December 31, 2023	April 1 - June 30, 2024	<input type="radio"/> May 1, 2024	January 1 - March 31, 2024	July 1 - September 30, 2024	<input type="radio"/> August 1, 2024	April 1 - June 30, 2024	October 1 - December 31, 2024
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<input type="radio"/> August 1, 2024	April 1 - June 30, 2024	October 1 - December 31, 2024																
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

Compare the historical revenue to the projected revenue to ensure that the revenues are relatively close.

Historical


114. Check if using safe harbor to allocate interstate/intrastate revenues for each of the following (as applicable):	<input type="checkbox"/> Cellular and Broadband <input type="checkbox"/> Paging <input type="checkbox"/> Analog <input type="checkbox"/> Interconnected VoIP		
Historical billed revenues with no allowance or deductions for uncollectables. See instructions.	Total Revenues in \$ (a)	Interstate Revenues in \$ (b)	International Revenues in \$ (c)
115. Telecommunications provided to other universal service contributors for resale as telecommunications or as interconnected VoIP	\$0.00	\$0.00	\$0.00
116. End-user telecommunications revenues including any pass-through charges for universal service contributions, but excluding international-to-international revenues	\$0.00	\$0.00	\$0.00
117. All other goods and services	\$0.00	Column (b) and (c) not requested for Lines 117 and 118	
118. Gross-billed revenues from all sources [sum of above]	\$0.00		
119. Projected gross-billed end-user interstate and international telecommunications revenues including any pass-through charges for universal service contributions, but excluding international-to-international revenues		\$270,000.00	\$0.00
120. Projected collected end-user interstate and international telecommunications revenues including any pass-through charges for universal service contributions, but excluding international-to-international revenues		\$270,000.00	\$0.00

Projected

Submitting the FCC Form 499-Q

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

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

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

Training Video for Filing the FCC Form 499-Q

We recently posted a new 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](#).



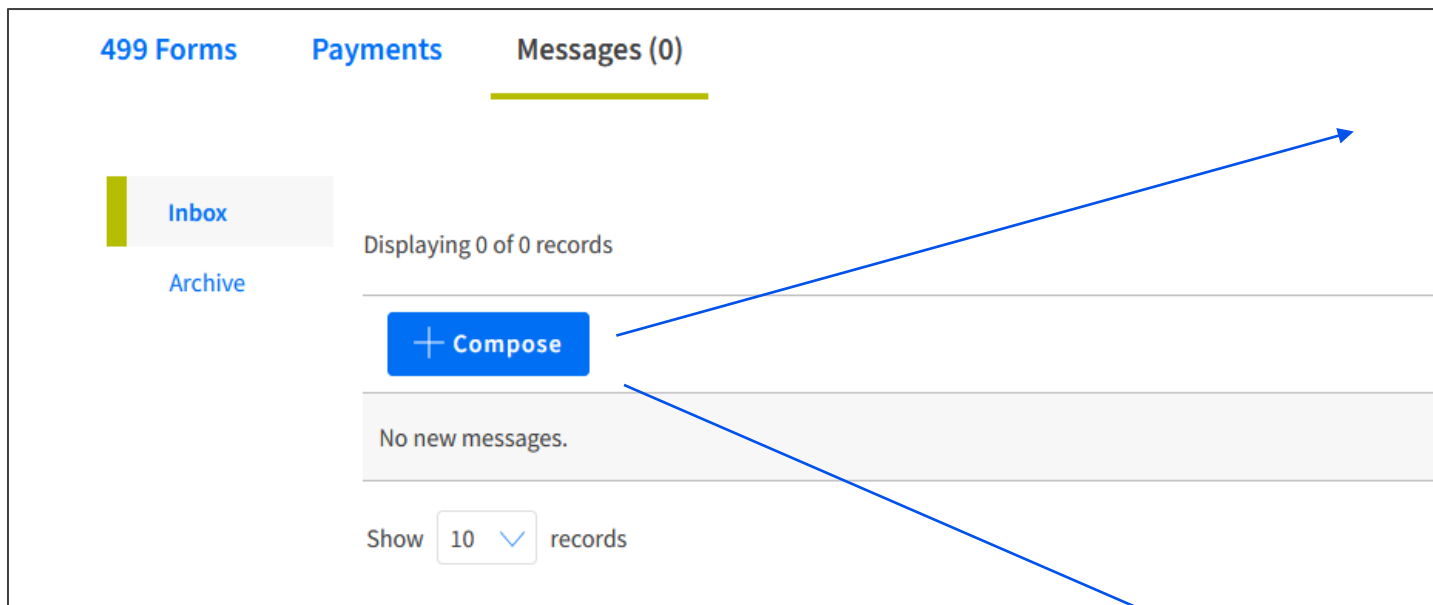
The screenshot shows a video player interface. On the left is a navigation menu with a search icon and a hamburger menu icon. The menu is titled 'MENU' and has a search icon. Underneath, there is a section for 'FCC Form 499-Q Basics' which is expanded. The menu items are: 'FCC Form 499-Q Basics' (checked), '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. The text 'FCC Form 499-Q Basics' is overlaid on the video. In the bottom right corner of the video, there is a logo for 'Universal Service Administrative Co.' and a play button icon. At the bottom of the video player, there is a progress bar and several control icons: a play button, a volume icon, a closed captions icon, and a settings icon.

Questions?

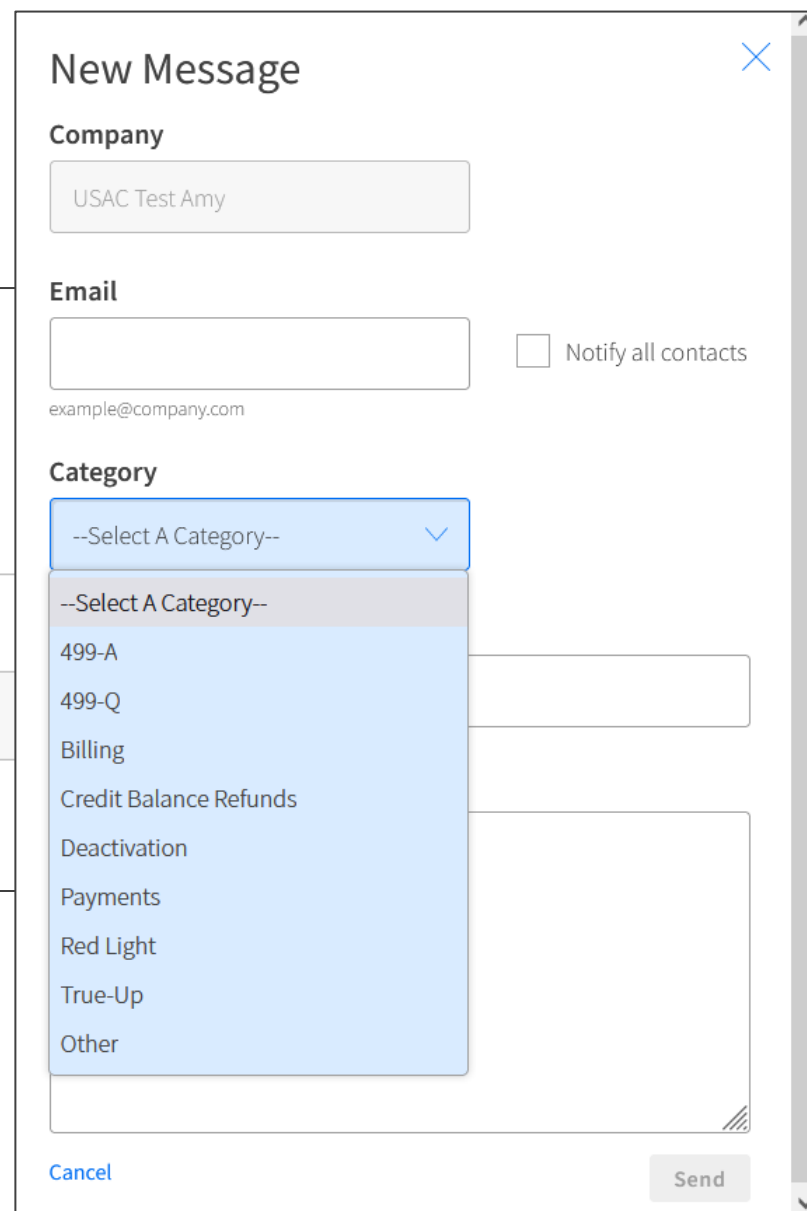
Contacting USAC

E-File Message Portal

Send a message to the Service Provider team directly through the new Message Portal in E-File!



The screenshot shows the 'Messages (0)' tab selected in the top navigation bar. Below the navigation, there are tabs for 'Inbox' and 'Archive'. The main content area displays 'Displaying 0 of 0 records' and a '+ Compose' button. Below the button, it says 'No new messages.' and 'Show 10 records' with a dropdown arrow.



The 'New Message' modal form is shown with the following fields and options:

- Company:** Text input field containing 'USAC Test Amy'.
- Email:** Text input field containing 'example@company.com'. A checkbox labeled 'Notify all contacts' is to the right.
- Category:** A dropdown menu is open, showing the following options: '--Select A Category--', '499-A', '499-Q', 'Billing', 'Credit Balance Refunds', 'Deactivation', 'Payments', 'Red Light', 'True-Up', and 'Other'.

At the bottom of the modal, there are 'Cancel' and 'Send' buttons.

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

Thank You!





**Universal Service
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