



# **2025 499-A Annual Training**

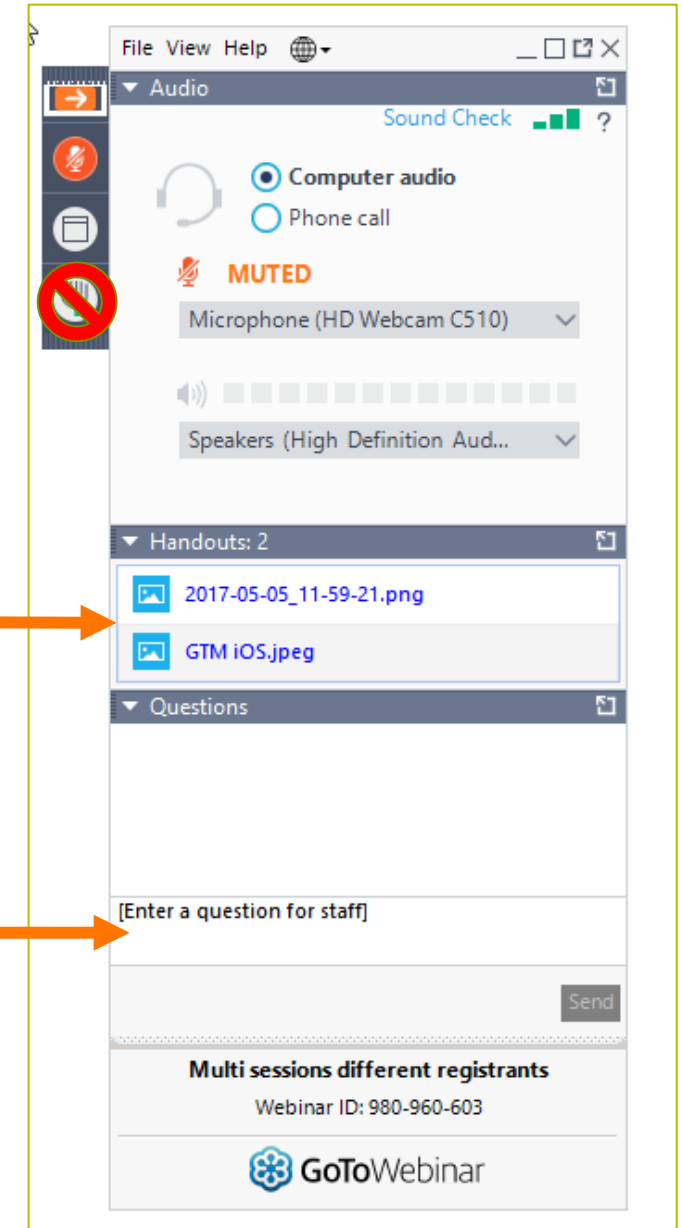
Getting Started  
February 6, 2025

# 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.
- If your audio or slides freeze, restart the webinar.
- A copy of the presentation is in the '**Handouts**' section of webinar panel.
- Enter questions at any time using the '**Questions**' panel.



# Webinar Recordings

Please be aware that this webinar is being recorded.

A copy of the recorded webinar, along with a copy of the presentation will be available on the Service Provider's '**Webinars**' [webpage](#) within two days.

Future webinars are also posted on the webpage as well as their registration link. At the beginning of each quarter, all webinars scheduled for that quarter will be posted.

# 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. Amy also develops and delivers most of the 499 training. She has worked at USAC for 14 years. Raised in central Illinois, she moved to the Washington DC area in 1997.

Email: [Amy.Kavelman@usac.org](mailto:Amy.Kavelman@usac.org)

# Webinar Overview

In this webinar, designed for all E-File users, we will review common topics associated with filing the annual form.

The annual filing (FCC Form 499-A) is a required filing for all 499 Filer IDs.

The deadline to file is April 1, 2025.

# Agenda

- Purpose of the Annual Form
- Revenue Reporting
- Accessing E-File
- Action Item List
- Annual Form Training Schedule
- Contact Us

# **Purpose of the FCC Form 499-A**



## 2025 FCC Form 499-A - Annual Form

- The 2025 FCC Form 499-A will be available March 1, 2025.
- All companies registered with a 499 Filer ID must file, regardless of their revenue level.
- This form reports the annual revenues for calendar year 2024.
- All active filers will be notified via email address of active users that the form is ready. Please make sure that your current email address is in E-File.

*(a good way to confirm is that you receive a monthly invitation to our webinars. If you don't, then we don't have your current email address)*

## Purpose of the Annual Form

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

*The 2025 FCC Form 499-A reports actual revenues from calendar year 2024.*

USAC uses the revenue numbers on the 2025 FCC Form 499-A and compares them to the projected revenue from the quarterly FCC Forms 499-Q.

- November 2023 Filing (1Q24 estimate)
- February 2024 Filing (2Q24 estimate)
- May 2024 Filing (3Q24 estimate)
- August 2024 Filing (4Q24 estimate)

## Annual True-Up

If the company's projected revenues for calendar year 2024, reported on the FCC Forms 499-Q, were **too high**, USAC will calculate your credit.

The company 'contributed' too much over the year.

If the company's projected revenues were **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.

# Gather Materials

## Information Needed

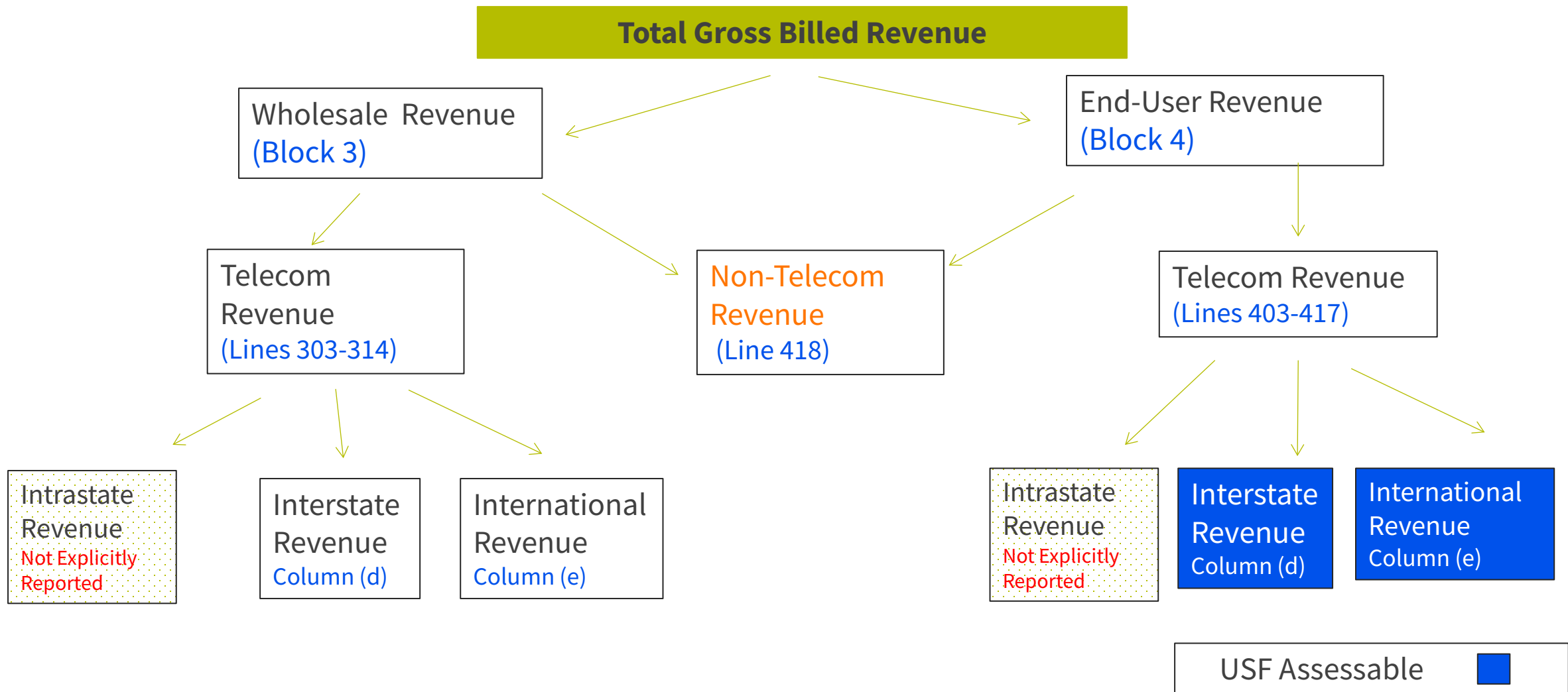
All information used should be saved and readily available for USAC if asked for review.

- Revenue reports for calendar year 2024
  - Detailed sales by product
  - Federal and state universal service fees collected from end users
  - USF funding received (if applicable)
- Traffic studies or CDRs used in calendar year 2024
- Reseller Certificates – signed in calendar year 2024

# **Wholesale vs End User**

## **Block 3 vs Block 4**

# FCC Form 499-A Revenue Reporting



## Block 3 vs Block 4

### **Block 3: Carrier's Carrier Revenue Information**

Revenue from sale of services to contributing service providers.

### **Block 4: End User and Non-Telecommunications Revenue Information**

Revenue that does not qualify for Block 3 is reported in Block 4.

- End users are the final consumer of the service.
- Reseller revenue with *de minimis* amounts of interstate and international end user revenues. (These companies are not direct contributors).
- All other revenues, non-telecommunications in nature.



## Definition of a Reseller

Any filer reporting revenue in Block 3 of the FCC Form 499-A must demonstrate that the reseller meets both parts of the reseller definition.

1. Purchasing service(s) for resale, at least in part, and incorporating the purchased services into its own offerings which are, at least in part, assessable U.S. telecommunications or interconnected VoIP service; and
2. Either directly contributing or have a reasonable expectation that another entity in the downstream chain of resellers directly contributes to the federal universal service support mechanisms on the assessable portion of revenue from offerings that incorporate the purchased services.

The reseller's 499 Filer ID must be active.

**Resellers attest to this definition by signing a Reseller Certificate. Certificates must be submitted annually. It is the responsibility of the wholesale carrier to request and collect these certificates.**

# Reseller Certificate Template

USAC | Service Providers | Resources | Forms & Instructions | **USAC-Designed Forms and Templates**

## Resources

### Forms ^

 Forms & Instructions

Prior Year Forms

**USAC-Designed Forms and Templates**

Upcoming Dates

Announcements

Quick Links



Glossary of Terms

Appeals and Audits

Multi-Factor Authentication

## USAC-Designed Forms and Templates

Paper forms and templates designed to help gather information that is not found on an FCC Form. Follow instructions on each form for submission requirements.

<b>Credit Balance Refund</b>	<b>Who Must File</b>
<a href="#">Credit Balance Refund Form </a>	Use this form to request USAC refund your company's credit balance <a href="#">Learn more</a>
<b>FUSF Reseller Certification Template</b>	<b>Who Must File</b>
<a href="#">FUSF Reseller Certification Template </a>	Wholesale carriers can use this template to get information from resale customers regarding their FUSF (federal Universal Service Fund) contributions <a href="#">Learn more</a>

Certificates developed by the filer are acceptable as long as they meet the requirements outlined in the FCC Form 499-A instructions, pages 38 & 39.

## Certificate Exemptions

The following categories of revenues reported in Block 3 do not require a reseller certificate.

Category of Revenue	499-A Line #
Per-minute switched access charges and reciprocal compensation	Line 304
Revenues received from carriers as payphone compensation for originating toll calls	Line 306
Charges for physical collocation of equipment pursuant to 47 U.S.C. § 251(c)(6)	Line 307
Revenues that filers receive as universal service support from either states or the federal government	Line 308
Revenues received from another U.S. carrier for roaming service provided to customers of that carrier	Line 309

Questions?

# **Reporting Revenues Interstate and International**

## Reporting Revenues by Jurisdiction

All revenue is entered using the same methodology. Enter the total revenue in the far-left hand box, and then break out the interstate and the international. The percentages will be calculated after entering the revenue.

Jurisdiction is based upon traffic; the originating and terminating points of the final product.

Revenues from services offered under interstate tariffs should be identified as interstate revenues. (i.e. SLC & LNP)

404.5 Unbundled service - Interconnected VoIP only

\$ 0.00	0.00 %	0.00 %	\$ 0.00	\$ 0.00
Total Revenues	Interstate %	International %	Interstate Revenues	International Revenues

**Total Revenue** [Column (a)] = Intrastate Revenue + Column (d) + Column (e)

Enter **interstate** revenue in Column (d)

Enter **international** revenue in Column (e)

## Methods Used to Determine Jurisdiction

### 1. Call detail records (CDRs)

This is truly the most accurate. If you can get these records and analyze, you should do so.

### 2. Traffic studies

By nature, less accurate. We'll discuss the requirements on the next slide.

### 3. Safe Harbor percentages outlined by the FCC

#### Interconnected and Non-Interconnected VoIP Safe Harbor

Interstate revenues associated with Lines 303.2, 311, 404.4, 404.5, 414.2 and 418.4.

- 64.9% of interconnected VoIP and non-interconnected VoIP telecommunications revenue

#### Wireless Safe Harbor

Interstate revenues associated with Lines 309, 409 and 410.

- 37.1% of cellular and broadband PCS telecommunications revenues
- 12.0% of paging revenues
- 1.0% of analog SMR dispatch revenues

# Traffic Studies

- Filers may use traffic studies to determine the amount to attribute to interstate, and international revenue.
- Traffic studies must meet the following requirements (page 42 on instructions):
  - Traffic studies must be designed to produce a margin of error of no more than one percent with a confidence level of 95%
  - If a non-random sample is used (one example of this is a stratified sample) the traffic study should be described and an explanation provided as to why the non-random technique doesn't result in a biased sample
  - Traffic studies should include at least an explanation of the sampling and estimation methods used and an explanation of why it results in an unbiased result
- Email your 2024 traffic studies that support your revenues reported on the 2025 FCC Form 499-A to the address [Form499@usac.org](mailto:Form499@usac.org) at the same time you submit your Form 499-A.



## Use of Safe Harbors

- Safe harbor percentages **can not be** applied to universal service pass-through charges, fixed local, or itemized toll charges. All filers must report the actual amount of interstate and international revenues for these services.
- All affiliated wireless telecommunications providers, interconnected and non-interconnected VoIP providers must make a single (same) election for each type of safe harbor.
- Filers should use the same methodology (e.g. traffic study or safe harbor) to report interstate and international jurisdictions on the FCC Form 499-A as used on the FCC Form 499-Qs to forecast revenue in each quarter of the applicable calendar year.

## Data Entry Using Safe Harbor Percentage

To enter revenues using the safe harbor percentage, enter the total service revenue in the 'Total Revenues' box.

The system does not allow you to enter a % in the 'Interstate %' box.

[Show Helpful Hint](#)

409 Monthly and activation charges

\$ 0.00	0.00 %	0.00 %	\$ 0.00	\$ 0.00
Total Revenues	Interstate %	International %	Interstate Revenues	International Revenues

On your calculator, take the amount of total revenue you entered and multiply by .371 (Cellular Safe Harbor %) and enter the resulting answer in the 'Interstate Revenues' box.

You'll then see the 'Interstate %' box auto populate with the 37.1%.

Questions?

# Data Entry in E-File

## 2025 Form Availability

Currently, the 2025 FCC Form 499-A is NOT online in E-File.

It will be available on March 1, 2025.

**Remember!** All FCC Forms 499 must be submitted online.

USAC's online system, E-File, will display data entry screens, guiding the user through reporting the revenue on the form.

Only users with E-File access to the 499 Filer ID can complete the form.

## Navigate to the 499 Screens

Once logged in to E-File, the new service provider portal will appear. Only systems in which you have authorization to access will appear.

In this example, the user can only access the 498 ID and the 499 Filer ID.

The screenshot shows the dashboard of the Universal Service Administrative Co. (USAC). The header is blue with the USAC logo and a 'Sign Out' button. The user's email, bcddca@usac.com, is displayed in the top right. The main content area is titled 'Dashboard' and features a yellow notification banner about supply chain orders. Below the banner, there are three columns: 'Upcoming Dates', 'Service Providers', and 'Help?'. The 'Upcoming Dates' column lists three dates: 02/01/2023 for FCC Form 499-Q Due, 02/02/2023 for a webinar on the 2023 FCC Form 499-A, and 04/03/2023 for the 2023 FCC Form 499-A Due. The 'Service Providers' column has two expandable sections: 'Manage FCC Forms 498' and 'Manage FCC Forms 499'. The 'Help?' column includes links to 'Send us a message' and 'Call us'. An orange arrow points from the text 'Click to access 499 forms' to the 'Manage FCC Forms 499' section.

Universal Service Administrative Co. Sign Out

bcddca@usac.com

### Dashboard

**Upcoming Dates**

- 02/01/2023 **FCC Form 499-Q Due**
- 02/02/2023 **Webinar: What's New on the 2023 FCC Form 499-A**
- 04/03/2023 **2023 FCC Form 499-A 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

Click to access 499 forms

# Start or Open the Annual Form

To start the FCC Form 499-A, select ‘[Start Form](#)’ from the row containing the FCC Form 499-A.

**NOTE:** for purposes of this training, this screen shot is from last year’s training. The form is not available in E-File yet.

**The 2025 form will become available in E-File on March 1.**

499 Forms

Payments

Messages (0)

# 499 Forms

!

You have 3 filing(s) that require attention. Those filings are identified below marked in yellow in the Status column.

×

Sort By

Summary View

Displaying 1 to 10 of 14 records

499 Forms	Receipt Date	Status	View	Action	DCA Approval Date
499-A - 2024 Filing		Not Started	<div><div>PDF</div></div>	<div>Start Form</div>	
499-Q - February 2024 Filing		USAC Estimate	<div><div>PDF</div></div>	<div>Revise   Certify</div>	
499-Q - November 2023 Filing		USAC Estimate	<div><div>PDF</div></div>	<div>Revise   Certify</div>	

# Annual Form – Main Page

Main page for completing of the FCC Form 499-A in E-File.  
There are two areas of the annual form that require attention.

Registration Information

Revenue Reporting

E-FILE

Company Name: USAC Test Amy  
Filer ID: 889993

2024 FCC Form 499-A  
(Reporting calendar 2023 revenues)

MAIN PAGE: 2024 FCC FORM 499-A (REPORTING ACTUAL REVENUES FROM CALENDAR YEAR 2023)

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 2023. As you enter your data, be sure that you understand the requirements as indicated in the 2024 [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 2023. 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

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## Registration Information Summary

Information reported in registration section

Company identification

Telecommunications services offered

Holding company/affiliates

Customer contact information

Form preparer contact information



USAC billing contact information

List of company officers

States where services are sold

**As a result of the discontinuance of paper invoices, all billing contacts must be verified this year. This requires a registered E-File user associated with the 499 Filer ID.**

**Please add those contacts now.**

**Please review this information is correct when submitting the FCC Form 499-A.**

**While the information is pre-populated from last year's form, take a moment to review for accuracy.**

Service providers can update this information at any time during the year by submitting a revision.

Registration Information Summary

E-FILE

- REGISTRATION INFO
- Contributor Identification
- Telecommunications Activities
- Holding Company
- Customer Inquiries
- Preparer Contact
- Future Filing Contact
- Billing Contact
- Agent for Service of Process
- Company Officers
- Filer Jurisdiction
- Registration Summary

- DOCUMENTS
- Form 499-A Instructions

Company Name: USAC Test Amy  
Filer ID: 889993  
2024 FCC Form 499-A  
(Reporting calendar 2023 revenues)

REGISTRATION INFORMATION SUMMARY

Below please find all of the registration sections of the FCC Form 499-A, 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 submissions. As you review and edit your data, be sure that you understand the requirements as indicated in the 2024 FCC Form 499-A instructions..

Click [here](#) for more information about how to navigate through this section.

Contributor Information Edit

Success! This section is complete.

Telecommunication Activities Edit

Success! This section is complete.

Holding Company Edit

Success! This section is complete.

2024 FCC Form 499-A Telecommunications Reporting Worksheet (Reporting 2023 Revenues)APPROVED BY OMB 3060-0855

>>> Please read instructions before completing <<<<Annual Filing -- due April 1, 2024

Block 1: Contributor Identification InformationDuring the year, filers must refile Blocks 1, 2 and 6 if there are any changes in Lines 104 or 112. See Instructions.

101 Filer 499 ID (If you don't know your number, contact the administrator at (888) 641-8722. If you are a new filer, write "NEW" in this block and a Filer 499 ID will be assigned to you.)

102 Legal name of filer

103 IRS employer identification number[Enter 9 digit number]

104 Name filer is doing business as

105 Telecommunications activities of filer (Select up to 5 boxes that best describe the reporting entity. Enter numbers starting with "1" to show the order of importance -- see instructions.)

☐ Audio Bridging (teleconferencing) Provider☐ Coaxial Cable☐ Non-Interconnected VoIP☐ Private Service Provider☐ Toll Reseller

☐ Incumbent LEC☐ Operator Service Provider☐ Satellite Service Provider☐ Wireless Data

☐ CAP/CLEC☐ Interconnected VoIP☐ Paging☐ Shared-Tenant Service Provider / Building LEC☐ Other Local

☐ Cellular/PCS/SMR (wireless telephony inc. by resale)☐ Interexchange Carrier (IXC)☐ Payphone Service Provider☐ Other Mobile

☐ Local Reseller☐ Prepaid Card☐ SMR (dispatch)☐ Other Toll

☐ If Other Local, Other Mobile or Other Toll is checked describe carrier type / services provided:

106.1 Affiliated Filers Name/Holding Company Name (All affiliated companies must show the same name on this line.)Check if filer has no affiliates

106.2 Affiliated Filers Name/Holding Company Name IRS employer identification number[Enter 9 digit number]

107 FCC Registration Number (FRN) (https://apps.fcc.gov/cors/userLogin.do) [For assistance, contact the CORES help desk at 877-480-3201 or CORES@fcc.gov][Enter 10 digit number]

108 Management company (if filer is managed by another entity)

109 Complete mailing address of reporting entity corporate headquarters

Street1Street2Street3CityStateZip (postal code)Country

110 Complete business address for customer inquiries and complaints

Street1Street2Street3CityStateZip (postal code)Country

check if same address as Line 109

111 Telephone number for customer complaints and inquiries [Toll-free number if available]( ) - ext -

112 List all trade names used in the past 3 years in providing telecommunications. Include all names by which you are known by customers.

a	g
b	h
c	i
d	j
e	k
f	l

Use additional sheets if necessary. Each filer must provide all names used for telecommunications activities

PERSONS MAKING WILLFUL 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

# Billing Contact Update Required

On the 2025 FCC Form 499-A, all filers will be directed to select an email address for the billing contact.

## Preparer Contact

[Edit](#)

✔ Success! This section is complete.

## Future Filing Contact

[Edit](#)

✔ Success! This section is complete.

## Billing Contact

[Edit](#)

✔ Success! This section is complete.



## E-FILE

### REGISTRATION INFO

Contributor Identification  
Telecommunications Activities  
Holding Company  
Customer Inquiries  
Preparer Contact  
Future Filing Contact  
Billing Contact  
Agent for Service of Process

Company Name: USAC Test Chang  
Filer ID: 889991

2024 FCC Form 499-A  
(Reporting calendar 2023 revenues)

### BILLING CONTACT INFORMATION

❗ Bills for USF, TRS, NANPA, and LNP contributions will be sent to this email address.

#### Primary Billing Contact

Company Name

Email Address

❗ Don't see the user you need? Add them to your account first by following the regular process for adding new users, then they will appear here.

Name

Phone Number

Fax Number

Do you want to enter foreign address? ☐ Yes ☒ No

#### FCC Regulatory Contact

Email Address for ITSP Regulatory Fee Issues

# Entering Revenue Information

## Revenue Reporting Sections

**Carrier's Carrier** - (Form 499-A Lines 303-315)[Edit](#)

This section is for reporting revenues received from (1) carriers that contributed to the federal universal service fund (USF); OR (2) USAC or state sources for universal service support.

**End-User** - (Form 499-A Lines 403-417)[Edit](#)

This section is for reporting revenues received from end-users, or carriers that did not contribute to the federal USF, for providing telecommunications or interconnected VoIP services.

**Non-Telecommunications** - (Form 499-A Lines 418.1-418.3)[Edit](#)

This section is for reporting revenues received for providing non-telecommunications services.

**Non-Interconnected VoIP** - (Form 499-A Line 418.4)[Edit](#)

This section is for reporting revenues received for providing non-interconnected VoIP services.

**Excluded Reseller Revenue** - (Form 499-A Line 511)[Edit](#)

This section is for reporting revenues from carriers that did not contribute to USF that you would like to exclude from other contribution bases (e.g., NANPA, TRS, LNP).

**Uncollectible Revenue or Bad Debt** - (Form 499-A Lines 421-422)[Edit](#)

This section is for reporting any uncollectible revenue or bad debt.

**Regional Percentages** - (Form 499-A Lines 503-510)[Edit](#)

This section is required for carriers and providers of interconnected VoIP with revenue to indicate regional billing data.

**Certifying Officer Information**[Edit](#)

This section you will need to fill out the filer's Certifying officer information.

[Save & Close Form](#)[Go To Main Page](#)

## E-FILE

Company Name: USAC Test Amy  
Filer ID: 889993

2019 FCC Form 499-A  
(Reporting calendar 2018 revenues)

### CARRIER'S CARRIER REVENUE

In this section, report: (1) revenues from telecommunications services sold to other carriers; and (2) revenue received from USAC or state sources for universal service support.

For questions below regarding revenue *"from carriers that contribute to USF"*, the carrier's customer must (1) incorporate the purchased telecommunications services into its own telecommunications offerings and (2) be reasonably expected to contribute to the federal universal service support mechanisms based on revenues from such offerings when provided to end users. [FCC Form 499-A Instructions](#).

#### Fixed Local Services

Did you receive any revenues for providing **fixed local** service for resale - *from carriers that contribute to USF (see above)?* YES - [Click here](#)  
NO - Continue to next question

#### Per-minute charges for originating and terminating calls

Did you receive any revenues from carriers for the **origination or termination of calls**? YES - [Click here](#)  
NO - Continue to next question

#### Private Line & Business Data Services

Did you receive any revenues for providing **private line and business data** service for resale - *from carriers that contribute to USF (see above)?* YES - [Click here](#)  
NO - Continue to next question

#### Payphone Services

Did you receive any **payphone compensation** from long distance carriers? YES - [Click here](#)  
NO - Continue to next question

#### Other Local Telecommunication Services

Did you receive any revenues for providing **other local telecommunications service** for resale - *from carriers that contribute to USF (see above)?* YES - [Click here](#)  
NO - Continue to next question

#### Universal Service Support Funding

Did you receive any **universal service funding** from either state sources or from USAC for high cost or low income support? YES - [Click here](#)  
NO - Continue to next question

#### Mobile Services (i.e., wireless telephony, paging, messaging, and other mobile services)

Did you receive any revenues for providing: 1) **mobile** service for resale - *from carriers that contribute to USF (see above)*; OR 2) other carriers with **roaming** service for its customers - *from carriers that contribute to USF (see above)?* YES - [Click here](#)  
NO - Continue to next question

#### Long Distance Services

Did you receive any revenues for providing **any long distance services** (i.e., operator assisted calls, ordinary long distance, private line, satellite, other long distance) for resale - *from carriers that contribute to USF (see above)?* YES - [Click here](#)  
NO - Continue to next question

[Save & Return to Summary](#)

[Save & Continue](#)

[Expand All](#)

[Save & Close](#)

Available for Public Use

## Revenue Data Entry

Placed side by side, you'll see that the online data entry screen does not look like the paper form.

2019 FCC Form 499-A Telecommunications Reporting Worksheet (Reporting 2018 Revenues)					Page 4	
Block 3: Carrier's Carrier Revenue Information						
301	Filer 499 ID [from Line 101]					
302	Legal name of filer [from Line 102]					
Report billed revenues for January 1 through December 31, 2018. Do not report any negative numbers. Dollar amounts may be rounded to the nearest thousand dollars. However, report all amounts as whole dollars.		Total Revenues (a)	If breakouts are not book amounts, enter whole percentage estimates		Breakouts	
See instructions regarding percent interstate and international.			Interstate (b)	International (c)	Interstate Revenues (d)	International Revenues (e)
Revenues from Services Provided for Resale as Telecommunications by Other Contributors to Federal Universal Service Support Mechanisms						
Fixed local service						
Monthly service, local calling, connection charges, vertical features, and other local exchange service including subscriber line and						
303.1	PICC charges to IXCs					
Provided as unbundled network elements (UNEs)						
303.2	Provided under other arrangements					
Per-minute charges for originating or terminating calls						
304.1	Provided under state or federal access tariff					
304.2	Provided as unbundled network elements or other contract arrangement					

Upon opening a revenue section, the data entry boxes will not appear.

Click the 'Expand All' selection at the bottom of the screen in order for all data entry fields to be displayed.

# Revenue Data Entry

After clicking the ‘Expand All’, every section is expanded and the corresponding line numbers that reference the paper form are displayed.

There’s a lot of lines, so use the scroll bar on the right-hand side of the screen to scroll through all of the data entry questions.

E-FILE

Company Name: USAC Test Amy

2019 FCC Form 499-A

Filer ID: 889993

(Reporting calendar 2018 revenues)

CARRIER'S CARRIER REVENUE

In this section, report: (1) revenues from telecommunications services sold to other carriers; and (2) revenue received from USAC or state sources for universal service support.

For questions below regarding revenue, "from carriers that contribute to USF", the carrier's customer must (1) incorporate the purchased telecommunications services into its own telecommunications offerings and (2) be reasonably expected to contribute to the federal universal service support mechanisms based on revenues from such offerings when provided to end users. [FCC Form 499-A Instructions](#).

Fixed Local Services

Did you receive any revenues for providing fixed local service for resale - from carriers that contribute to USF (see above)?

YES - [Click here](#)

NO - Continue to next question

Please report revenues for monthly service, local calling, connection charges, vertical features, and other local exchange service including subscriber line and PICC charges to IXCs. Please report your revenues from all local exchange services that should be included with the basic local service revenues. Break out these revenues as follows:

Show Helpful Hint

303.1 Provided to carriers as unbundled network elements (UNEs)

\$ 0.00

0.00 %

0.00 %

\$ 0.00

\$ 0.00

Total RevenuesInterstate %International %Interstate RevenuesInternational Revenues

303.2 Services provided to carriers under tariffs or arrangements other than unbundled network elements (for example, resale). Line 303.2 should also include Presubscribed Interexchange Carrier Charge (PICC) charges levied on carriers.

\$ 0.00

0.00 %

0.00 %

\$ 0.00

\$ 0.00

Total RevenuesInterstate %International %Interstate RevenuesInternational Revenues

Per-minute charges for originating and terminating calls

Did you receive any revenues from carriers for the origination or termination of calls?

YES - [Click here](#)

NO - Continue to next question

Please report revenues for per-minute charges for originating and terminating calls, including charges related to originating or terminating VoIP-PSTN traffic (voice over Internet protocol to public switched telephone network traffic).

Show Helpful Hint

304.1 Provided under state or federal access tariff

\$ 0.00

0.00 %

0.00 %

\$ 0.00

\$ 0.00

Total RevenuesInterstate %International %Interstate RevenuesInternational Revenues

304.2 Provided as unbundled network elements or other contract arrangement

\$ 0.00

0.00 %

0.00 %

\$ 0.00

\$ 0.00

Total RevenuesInterstate %International %Interstate RevenuesInternational Revenues

Private Line & Business Data Services

Did you receive any revenues for providing private line and business data service for resale - from carriers that contribute to USF (see above)?

YES - [Click here](#)

NO - Continue to next question

Please report revenues from all private line and business data services. Break out those revenues as follows:

Show Helpful Hint

305.1 Telecommunications - Provided to other contributors for resale as telecommunications

\$ 0.00

0.00 %

0.00 %

\$ 0.00

\$ 0.00

39

# Suppress Data Entry Guiding Questions

Users have the option to 'turn off' the guided questions in the annual form data entry program, leaving just the revenue line numbers for data entry.

In the upper right-hand corner, click on the down arrow next to your username. Select 'Edit Profile' and this screen will appear.

**E-FILE** [Log Out of E-File](#)

**EDIT PROFILE**

① Edit your profile by updating the information below and clicking "Save". If you want to update your email address, you must create a new user account. If you're a Company Officer, select "Add/Remove 499 Users" or "Add/Remove 498 Users" from the dropdown in the header. If you're not a Company Officer, ask your Company Officer to create a new account for you. Select "Cancel" to return to the main page.

Name: Tom MI [Redacted]

Position: CEO

Phone Number: [Redacted] Ext. [Redacted]

Fax Number: -

Email Address: [Redacted]

Please select which of following e-mail notifications you wish to receive

- ☒ 499 Processing — Forms' status updates, Outstanding Forms notices, User account entitlements updates
- ☒ Newsletter—Quarterly updates, Training announcements, Etc.
- ☐ Payment Notification — Confirmation of payment received
- ☒ Red Light Notification—All Red Lights related notices, Account Status
- ☒ Electronic Invoice Summary

**499-A User Setting**

- ☐ Suppress Questions on 499-A Filings


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

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Users should also confirm that email notifications are turned on for receiving email notification that the online invoice has been posted.



# Data Entry Questions Removed



E-FILE

Company Name: USAC Test Amy

Filer ID: 889993

2024 FCC Form 499-A

(Reporting calendar 2023 revenues)

END-USER REVENUE

403

Surcharges or other amounts on bills identified as recovering state or federal USF contributions

\$

0.00

0.00

%

0.00

%

\$

0.00

\$

0.00

Total Revenues

Interstate %

International %

Interstate Revenues

International Revenues

Traditional Circuit Switched

404.1

Local portion

\$

0.00

0.00

%

0.00

%

\$

0.00

\$

0.00

Total Revenues

Interstate %

International %

Interstate Revenues

International Revenues

404.2

Long distance portion

\$

0.00

0.00

%

0.00

%

\$

0.00

\$

0.00

Total Revenues

Interstate %

International %

Interstate Revenues

International Revenues

404.3

Local-only service provided at a flat rate

\$

0.00

0.00

%

0.00

%

\$

0.00

\$

0.00

Total Revenues

Interstate %

International %

Interstate Revenues

International Revenues

Interconnected VoIP

404.4

Bundled service - Interconnected VoIP and service for a broadband connection

\$

0.00

0.00

%

0.00

%

\$

0.00

\$

0.00

Total Revenues

Interstate %

International %

Interstate Revenues

International Revenues

404.5

Unbundled service - Interconnected VoIP only

\$

0.00

0.00

%

0.00

%

\$

0.00

\$

0.00

Total Revenues

Interstate %

International %

Interstate Revenues

International Revenues

The screen that is a result of suppressing the annual form questions displays only the line number and revenue fields for data entry.

It does not fit on one screen, so you'll have to use the scroll bar to move through the screen.

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# Data Entry Page Navigation

Did you receive any revenues for providing **wireless mobile services** (i.e., cellular, paging, messaging, SMS, and other mobile services)?

YES - [Click here](#)  
NO - Continue to next question

**Long Distance Services**

Did you receive any revenues for providing **long distance services** (i.e., prepaid calling card, operator assisted calls, ordinary long distance, interconnected VoIP, private line, satellite, audio bridging, or other long distance)?

YES - [Click here](#)  
NO - Continue to next question

[Save & Return to Summary](#) [Save & Continue](#) [Expand All](#) [Save & Close](#)

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At the bottom of each data entry page, there is a line of buttons for navigating through the data entry process.

[Save & Return to Summary](#)

Saves form, **return** to summary page

[Save & Continue](#)

Saves form, **advances** to next section

[Save & Close](#)

Saves form, **EXITS** form data entry

Questions?

## **Certify & Submit**

Complete the FCC Form 499-A Form

# Certify and 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.

1.

Company Name: USAC Test Amy  
Filer ID: 889993

2024 FCC Form 499-A  
(Reporting calendar 2023 revenues)

MAIN PAGE: 2024 FCC FORM 499-A (REPORTING ACTUAL REVENUES FROM CALENDAR YEAR 2023)

Thank you for choosing to electronically file your FCC Form 499-A. Use this E-File system to enter or update your registration information and to report your actual revenues from calendar year 2023. As you enter your data, be sure that you understand the requirements as indicated in the 2024 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. The E-File system has pre-populated this information from your previous 499 submissions.

Enter/Update Revenue Information  
(Pages 4-6 of FCC Form 499-A)

Enter or update your revenue information for calendar year 2023. If you are submitting a revision, the E-File system has pre-populated 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 alert 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

2.

Account #	Company Name	Form	Status	View	Action
889993	USAC Test Amy	499-Q - November 2020 Filing - Rev 3	Pending Officer Approval		Revise   Certify
	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

45

## **What Happens Next**

USAC Review of the FCC Form 499-A Form

## USAC's Review of the Annual Forms


- USAC runs a program to review for discrepancies and revenue fluctuations.
- If the Form is not auto-approved, a 499 analyst will review the form.

Analysts are assigned a 499 Filer ID number range to review.

~ over 6,000 active 499 Filer IDs and 5 analysts

- Review may take 3 months to complete, dependent upon volume.
- If the analyst finds an issue, we'll send the preparer an E-File message outlining what the issue is. Please respond to the message within the Message Portal.
- If the analyst requests copies of supporting documentation, please email to 'Form499@usac.org'.
- If after 90 days the issue goes unresolved, the account will be flagged as non-compliant.

## Common Form Statuses

499 Forms	Receipt Date	Status	View Action	DCA Approval Date
499-A - 2024 Filing		Incomplete	 <a href="#">Continue</a>   <a href="#">Certify</a>	

- **Certified**
  - Waiting for USAC to review – no action required by filer
- **DCA Approved**
  - Form has been approved by USAC – no action required by filer
- **Issue - Response Required**
  - An issue email was sent to the preparer that requires attention. Reply to the message within the Message Portal. If supporting material is requested, email to '[Form499@usac.org](mailto:Form499@usac.org)'.



## **Action Items**

Steps to Take to Prepare for the Annual Filing

## Action Items

- ☐ Gather revenue reporting data
  - List of reports found on [slide 13](#).
- ☐ Add user to E-File for the billing contact
  - Only a company officer can add users, directions in this [video](#).
- ☐ Verify E-File user profile notification preferences
  - Data entry question suppression and invoice notifications described on [slide 40](#)
- ☐ Print paper copy of [499-A form](#) to prepare 'draft' (optional)
  - New filers should familiarize themselves

Questions?

## **Annual Form Webinar Schedule** *Registration Link on Date*

- [February 6](#) – Getting Started
- [February 11](#) – VoIP Providers and Resellers
- [March 6](#) – Access to E-File
- [March 18](#) – Updating Registration Information
- [March 20](#) – Reporting Wholesale Revenue (Block 3)
- [March 25](#) – Reporting End User Revenue (Block 4)
- [March 27](#) – Reporting Regional Percentages and Certification of Form

# Contacting USAC

# E-File Message Portal

499 Forms   Payments   **Messages (0)**

**Inbox**  
Archive

Displaying 0 of 0 records

**+ Compose**

No new messages.

Show 10 records

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

**New Message** ✕

**Company**  
USAC Test Amy

**Email**  
  
example@company.com

☐ Notify all contacts

**Category**  
--Select A Category--  
499-A  
499-Q  
Billing  
Credit Balance Refunds  
Deactivation  
Payments  
Red Light  
True-Up  
Other

Cancel Send

# 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](mailto:CustomerSupport@usac.org)

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

Contact the CSC for issues relating to login, error messages and other technical problems.



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