



# **Contributor Office Hours**

How to File an FCC Form 499-Q

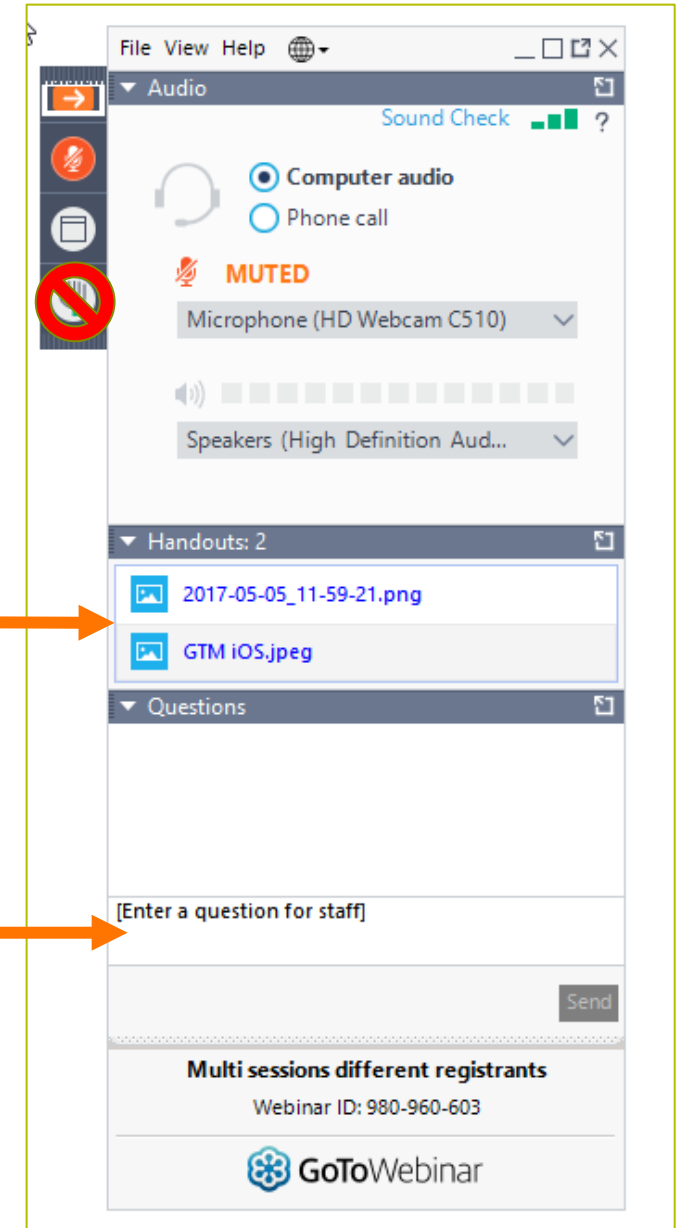
April 9, 2025

# 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

## 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. He has worked at USAC since 2022.

Originally from mid-Michigan, he moved to the Washington DC area in 1984.

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# Agenda

- Webinar Format
- Form 499-Q Facts
- Filing Out a 499-Q
- Questions
- Assistance Resources

# “Office Hours” Webinar Format

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

# Form 499-Q Facts



# May FCC Form 499-Q

## Quarterly Filing

- Due Thursday, May 1, 2025.
- Required for all non-*de minimis* filers.
- This [FCC Form 499-Q](#) is used to *forecast* the company's revenue for 3Q25.
- The numbers reported on this form will be used to bill direct contributors in July, August, and September 2025.
- All FCC Forms must be submitted online through E-File. Paper copies are not accepted.
- Revisions to this form accepted until June 16, 2025.

# 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.

## 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.

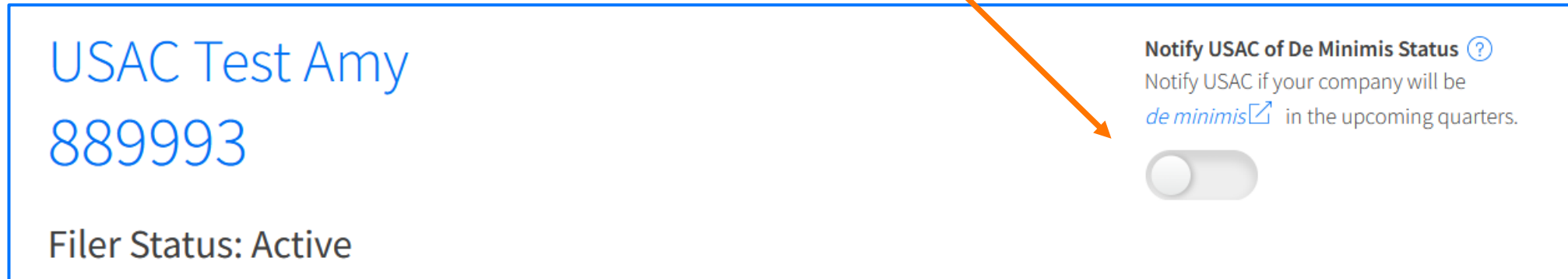
### Annual Revenue Threshold

For calendar year 2025, filers that bill less than **\$39,062** of combined **end user** interstate and international telecommunication revenues will be considered *de minimis* for 2025.

For calendar year 2024, filers that billed less than **\$41,841** of combined **end user** interstate and international telecommunication revenues will be considered *de minimis* for 2024.

## *de minimis* Company Requirement

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  
8899993

Filer Status: Active

Notify USAC of De Minimis Status [?](#)  
Notify USAC if your company will be [de minimis](#) in the upcoming quarters.

☐

An orange arrow points from the text 'by selecting the de minimis button on their main screen.' to the 'de minimis' link in the toggle switch area.

## ***de minimis* Notification**

- If you notified USAC previously of your de minimis status for 2025 by clicking the button, you will be sent an email instructing your company that it is not required to file quarterly forms covering the calendar year 2025.
- If the company has determined that your 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

- Google Chrome, Mozilla Firefox, and Microsoft Edge internet browsers are recommended.
  - Apple Safari and mobile access are 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](mailto:form499@usac.org)'
    - ✓ '[CustomerSupport@usac.org](mailto:CustomerSupport@usac.org)'
    - ✓ '[form499@universalservice.org](mailto: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.

**Questions?**



# How to Fill Out an FCC Form 499-Q



# Online Filing the FCC Forms 499

Once logged in to E-File, the service provider portal will appear. Only systems for 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'.

## Dashboard

 In accordance with the Supply Chain orders, new certifications have been added to the following forms: RHC - FCC Form 463 and the Telecom invoice, E-rate - FCC Form 473, and High Cost & Lifeline - FCC Form 481. Service providers are required to submit these annual certifications. For additional information, visit the [USAC Supply Chain](#) page. 

### Upcoming Dates

No upcoming dates found.

### 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, if you have more than one 499 Filer ID. Scroll to the bottom of the screen and summary view of the FCC Form 499s.

To complete the May 499-Q, select ‘Start Form’ from the Action column within that form’s row.

499-Qs past the revision deadline will not appear in the Summary View.

499 Forms

Payments

Messages (0)

### 499 Forms

Sort By

Summary View

Displaying 1 to 9 of 9 records

Bulk Certify

499 Forms	Receipt Date	Status	View	Action
499-Q - May 2025 Filing		Not Started		<a href="#">Start Form</a>
499-A - 2025 Filing		USAC Estimate		<a href="#">Revise</a>   <a href="#">Certify</a>

# 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. 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 <input type="text"/>
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		First : Manny
Street 2 :	room 5		Last : Notes
Street 3 :	1B2L		Phone : (678 ) 444-5555
City :	Mana		Ext 0
State :	PA ▼		Fax : (202 ) 444-8888
Zip :	20036	1234	E-Mail : amyuser@test.com
Country:	United States		

# 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 <div style="display: flex; justify-content: space-between;"> <div> <u>Filing due</u>  <input type="radio"/> November 1, 2024  <input type="radio"/> February 1, 2025  <input checked="" type="radio"/> May 1, 2025  <input type="radio"/> August 1, 2025             </div> <div> <u>Historical revenues (lines 115-118) for</u>                July 1 - September 30, 2024                October 1 - December 31, 2024                January 1 - March 31, 2025                April 1 - June 30, 2025             </div> <div> <u>Projected revenues (lines 119-120) for</u>                January 1 - March 31, 2025                April 1 - June 30, 2025                July 1 - September 30, 2025                October 1 - December 31, 2025             </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.	<b>Total Revenues in \$ (a)</b>	<b>Interstate Revenues in \$ (b)</b>	<b>International Revenues in \$ (c)</b>
115. Telecommunications provided to other universal service contributors for resale as telecommunications or as interconnected VoIP	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
116. End-user telecommunications revenues including any pass-through charges for universal service contributions, but excluding international-to-international revenues	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
117. All other goods and services	<input type="text" value="\$0.00"/>	Column (b) and (c) not requested for Lines 117 and 118	
118. Gross-billed revenues from all sources [sum of above]	<input type="text" value="\$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		<input type="text" value="\$0.00"/>	<input type="text" value="\$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		<input type="text" value="\$0.00"/>	<input type="text" value="\$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 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		\$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.

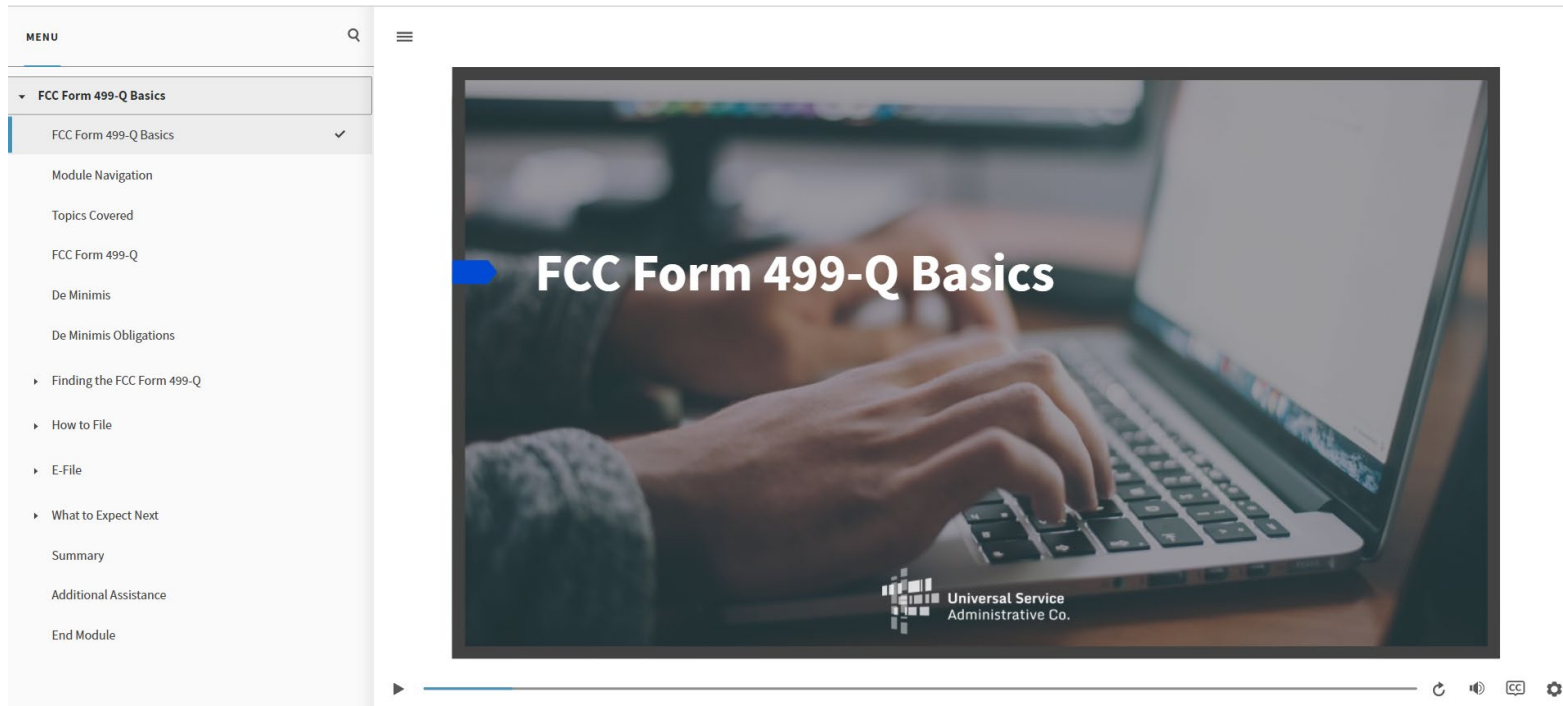
- Make certain that the information is the same. (in other words, don't change it here!)
- Enter today's date on Line 126.
- To proceed click on '[Click here to Preview and Certify the form](#)'

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	
<b>*****Data Entry Purpose Only. Please Do Not Print this Form*****</b>	
123. Printed name of officer	First: Amy MI: <input type="text"/> 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: <b>Form 499 Data Collection Agent c/o USAC 700 12th Street, N.W. Suite 900 Washington DC 20005</b> For additional information regarding this worksheet contact: Telecommunications Reporting Worksheet Info: (888)641-8722 or via e-mail: Form499@universalservice.org <b>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</b>	
<div> <input type="button" value="Save Form"/> <input type="button" value="Click here to Preview and Certify the form"/> </div>	

# 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](#).



# Online Billing Statements Available

Billing statements are available online in E-File that:

- Show up-to-date transaction activity, balances, and statuses for your company's receivables.
- Allow payments to be applied to specific charges, if needed.
- Provide information on individual USF contribution calculations.

USAC has discontinued sending monthly paper invoices.

Log in to E-File and go to the Payments tab to access your billing statements.

Learn more by visiting the “Making Payments” pages or viewing the “E-File Payments Changes” video on the USAC website.



**Questions?**

# 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.

**Thank You!**





**Universal Service**  
Administrative Co.