

### **Revenue Reporting for VoIP Resellers**

April 15, 2025



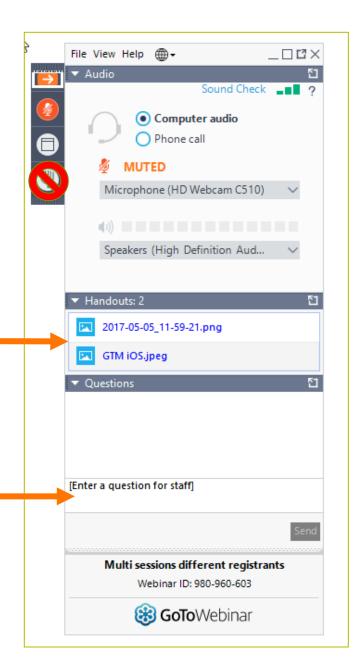
#### **DISCLAIMER**

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. She has worked at USAC for 14 years.

### **Agenda**

- Purpose
- Revenue Categories
- VoIP Revenue
- Data Entry
- Third Party Administrators
- Wrap-up

# **Presentation Purpose**

#### **VoIP Resellers**

This presentation is intended to help VoIP resellers understand the reporting requirements and guide them through the process of gathering revenue data to be reported to USAC.

- A VoIP reseller is a company that purchases the VoIP service from an underlying provider and 'resells' it to their end
  user customers.
- The VoIP reseller receives payment for the VoIP services sold from the end user and records that as income.
- The underlying carrier is not 'paying USF' on the reseller's behalf.
- The reseller is required to register with USAC for a 499 Filer ID and is considered a telecommunications provider.
- For purposes of revenue reporting, the reseller is only reporting revenue or income and not cost of goods.
- The company should be reporting all revenue, including any related to selling non-telecom services.

### **Filing Timeline**

2024

2024		
2024	November 1	Quarterly filing estimating 1Q25 revenues due *
2025	February 3	Quarterly filing estimating 2Q25 revenues due *
	April 1	Annual form reporting revenues for calendar year 2024 due
	May 1	Quarterly filing estimating 3Q25 revenues due *
	August 1	Quarterly filing estimating 4Q25 due *

<sup>\*</sup> The quarterly form, the FCC Form 499-Q, is only filed when a company is a direct contributor to the Federal Universal Service Fund.

### **Revenue Reporting**

Basics for Reporting Revenue on the FCC Form 499-A

#### **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 2024 FCC Forms 499-Q.

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

#### **Gather Revenue Information**

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

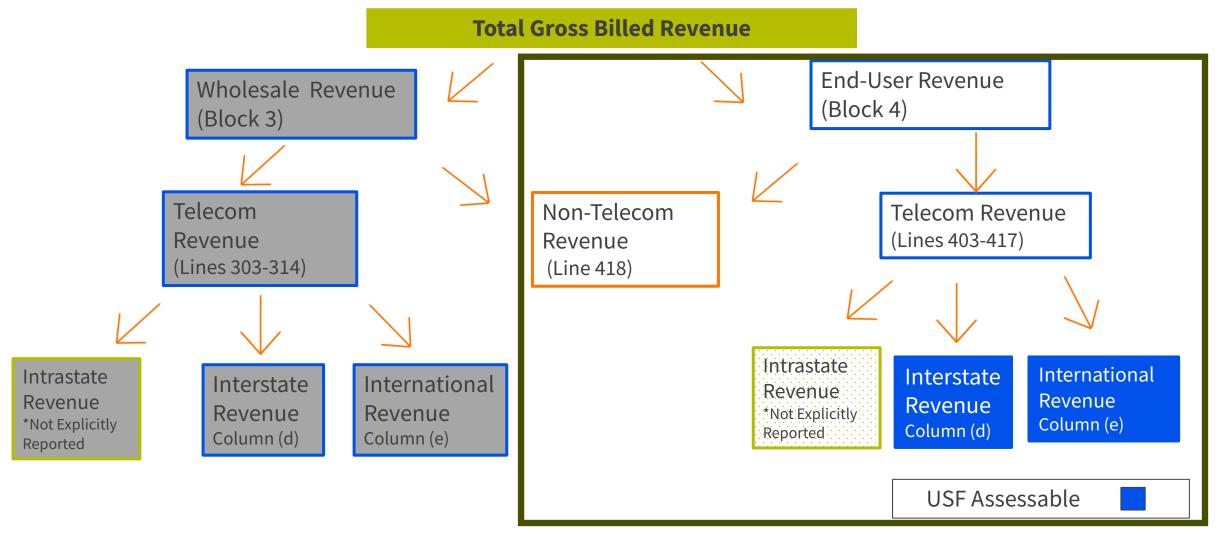
- Revenue reports for calendar year 2024 \*
  - Detailed sales by product
  - Federal and state universal service fees collected from end users
  - USF funding received (if applicable)
- Traffic studies or CDRs used in calendar year 2024

<sup>\*</sup> For purposes of reporting on the 2025 FCC Form 499-A – the annual form

### **Record Keeping**

- Filers must maintain records and documentation to justify information reporting on the FCC Form 499-A Worksheet, including the methodology used to determine projections and to allocate interstate revenues, for five years.
  - The FCC added language to the 2020 form instructions to indicate that failure to "submit supporting documentation" when requested is subject to enforcement action and administrative penalties.
- USAC may ask you to provide the reports used by the filer that were used to determine the revenue numbers reported on the annual Form 499-A.
  - Example: \$4,000 is reported as being collected as FUSF on Line 403. What report did you get that number from? You may be asked to provide it.
- Entities acquiring carrier operations through consolidation, merger, etc., must maintain the records of the acquired entity.

### **FCC Form 499-A Revenue Reporting**



### **VolP Revenue Reporting**

**Determine Jurisdiction** 

### **Interstate & International Examples**

#### **Interstate Jurisdictions**

- A call from Virginia to Illinois is considered an interstate call.
- Data circuits connecting an office in Nevada with another office in California is considered an interstate circuit.

#### **International Jurisdictions**

Filer Picks Up Call in US?	Destination	FCC Form 499-A Line	Example of Call
Yes	International End User Receiver of Call	414.1 (e)	Kansas to Mexico City Receiver
Yes	International End User Receiver of Call	414.1 (e)	London to Mexico, Filer received the call in US & terminated it in Mexico City
Yes	US End User Receiver of Call (Inbound International Call)	418	London to Kansas
No, gets traffic offshore	Foreign Carrier in Mexico City who carries call the rest of the way	412	London to Mexico City Telecom
No, gets traffic offshore	International End User Receiver of Call	418	London Resident to Mexico Countryside recipient of call

#### **Methods to Determine Jurisdiction**

- Actual call detail records
  - This is truly the most accurate. If you can get these records and analyze, you should do so.
- Traffic studies
  - By nature, less accurate. We'll discuss the requirements on the next slide.
- VoIP Safe Harbor 64.9%
  - 2006 Contribution Methodology Reform Order, 21 FCC Rcd at 7545, para. 53.
  - May assume that the FCC (USAC) will not find it necessary to review or question the data underlying their reported percentages.

#### **Traffic Studies**

- Filers may use traffic studies to determine the amount to attribute to intrastate, interstate, and international revenue
- Traffic studies must meet the following requirements (page 41 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 <a href="mailto:Form499@usac.org">Form499@usac.org</a> at the same time you submit your Form 499-A.

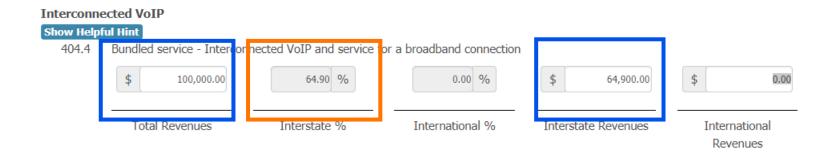
#### **Use of Safe Harbors**

VoIP providers that cannot determine the actual interstate revenue to report either through call detail records or a traffic study, can use the FCC approved Safe Harbor percentage of 64.9%.

- 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 election for each type of safe harbor.
- Filers should use the same methodology (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 of Safe Harbor**

- To enter revenues using the safe harbor percentage, enter in the total revenue in the 'Total Revenues' box.
- The system does not allow you to enter a % in the 'Interstate %' box.



- On your calculator, take the amount of total revenue you entered and multiply by .649 (VoIP Safe Harbor %) and enter the resulting answer in the 'Interstate Revenues' box.
- You'll then see the 'Interstate %' box auto populate with the 64.9%.

# **Questions?**

### **VolP Revenue Reporting**

Form 499-A Lines

### **Reporting VolP Revenue**



#### **Most Used Service Specific Line Numbers**

- Line 404.4 VoIP offered with broadband
- Line 404.5 VoIP offered without broadband
- Line 414.2 VoIP long distance billed separately
- Line 418.2 Non-telecom associated with VoIP service
- Line 418.3 Non-telecommunications \*not\* associated with VoIP
- Line 418.4 Non-interconnected VoIP

#### **VoIP Services - Other Names**

- Interconnected VoIP
- Cloud PBX
- Seats
- SIP Trunk
- DID

All of these are reported on the lines associated with VoIP revenues.

While you may call the product something other than VoIP, the concept is the same.

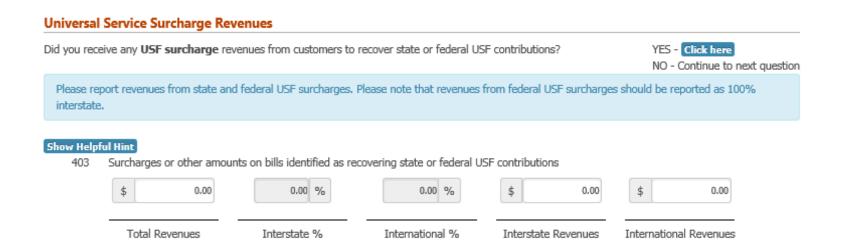
### **Universal Service Fee Charges**

- Your underlying carrier may be charging you a Universal Service Fee.
  - Do not report that charge on this form.
- If you charge your customers a universal service fee, either state or federal, you report that as 'revenue' on Line 403
  - On the customer's invoice, it has a separate line item titled 'Federal Universal Service Fee.
- If you have the USF "built into" the price of the product, do not report it on Line 403. Instead, report that revenue on the product specific line number.

### **Universal Service Surcharge Revenues**

Line 403: Report all USF collected from end users on this

- Federal USF is categorized as interstate
- State USF is just included in the total revenue reported in column (a)

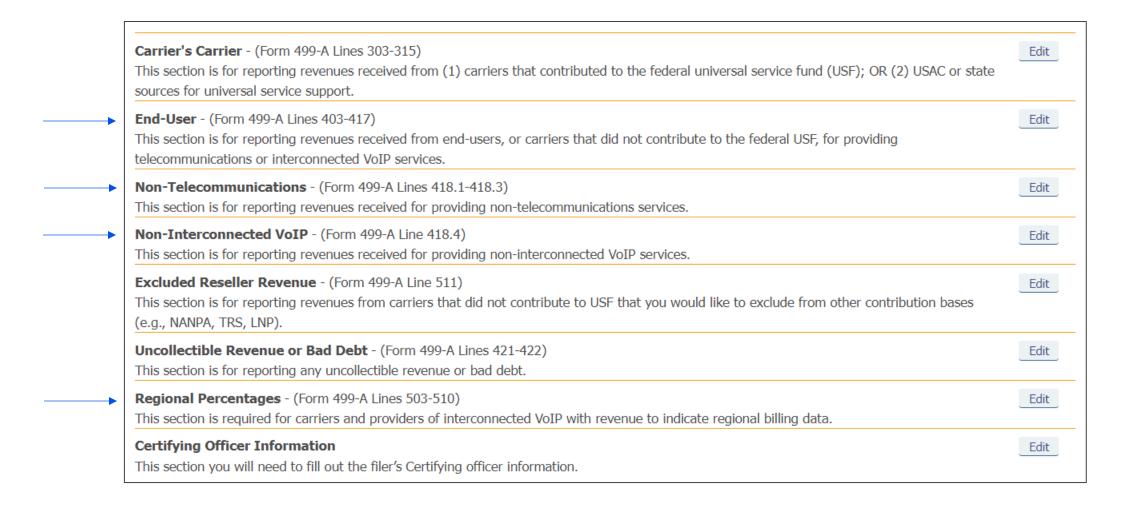


# **Questions?**

# **Online Form Completion**

Data Entry

### **Revenue Reporting Sections**



#### **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)

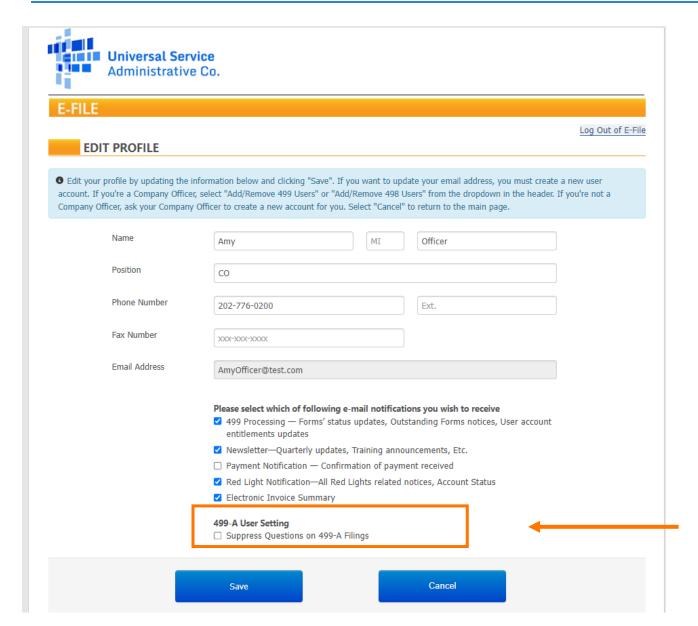


**Total Revenue** [Column (a)] = Intrastate Revenue + Column (d) + Column (e) Enter **interstate** revenue in Column (d) Enter **international** revenue in Column (e)

### **Suppress Data Entry Questions**

Alternate display in E-File

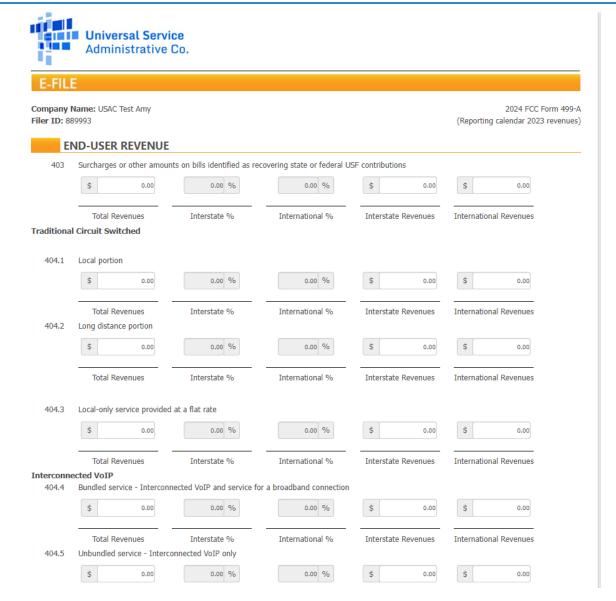
#### **Suppress Annual Form Data Entry Questions**



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.

From the any 499 menu, in the upper right-hand side, select the down arrow next to the username, and then 'Edit Profile'.

#### **Suppress Annual Form Data Entry Questions**



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.

# **Third Party Administrators**

Other Funds

#### **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**

**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.

**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.

**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.

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**

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

### **Contribution Base**

Table 4: Contribution Bases

Support Mechanism	Funding Basis				
Universal service	Line 423(d) + Line 423(e)* revenues corresponding to universal service contributions**				
TRS  (Filers with end-user revenues must pay a minimum of \$25)	Line 514(a) for contributions funding IP CTS, 93 IP Relay, 94 and VRS. 95 Line 514(b) for contributions funding all other forms of TRS				
NANPA  (Filers with end-user revenues must pay a minimum of \$25. Filers with no end-user revenues must pay \$25.)	Line 420(a) plus Line 412(a) less Line 511(a)				
LNPA - by region (Filers with only carrier's carrier revenue in a region must pay \$100 for that region)	Line 420(a) plus Line 412(a) less Line 511(a) times percentages on Lines 503 through 509				

- The revenue entered on the FCC Form 499-A is used not only by USAC for determining the USF contribution base.
- The third-party administrators also receive a copy of this form for their use in calculating contributions to the following:
  - Telecommunications Relay Services (TRS)
  - North American Numbering Plan (NANPA)
  - Local Number Portability (LNP)
- Table 4, included in the instructions on page 49, outlines funding basis for each administrator.

# **Regional Percentages**

For the LNP Administrator

# **Regional Percentages**

- Carriers, including VoIP
   providers and resellers, are
   required to report the
   percentage of revenue sold in
   each region of the US as
   outlined on the form.
- This percentage is used by the Local Number Portability (LNP) administrator to determine your contribution to the LNP fund.

#### **REVENUE INFORMATION SUMMARY**

Below please find all of the revenue reporting sections of the FCC Form 499-A. As you enter your data, be sure that you understand the requirements as indicated in the 2019 FCC Form 499-A Instructions.

#### To start:

To enter your revenue information by going section by section through the entire form, click the Carrier's Carrier "EDIT" button. At the end of the section, you can continue to subsequent sections or return to this page.

To enter your revenue information in a particular section, click the "EDIT" button for that section. At the end of the section, you can continue to subsequent sections or return to this page.

Please note: If you do not have any revenue to report for a particular revenue section, you do not need to edit that section; zeroes will populate.

Once you have successfully completed entering your revenue information, click the "Go to Main Page" button below to review and submit your FCC Form 499-A to USAC.

#### Carrier's Carrier 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 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 Edit This section is for reporting revenues received for providing non-telecommunications services. Non-Interconnected VoIP This section is for reporting revenues received for providing non-interconnected VoIP services. Excluded Reseller Revenue 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 Edit This section is for reporting any uncollectible revenue or bad debt Regional Percentages This section is required for carriers and providers of interconnected VoIP with revenue to indicate regional billing data. Certifying Officer Information This section you will need to fill out the filer's Certifying officer information.



# **LNP Regional Percentages**

#### REGIONAL REVENUE PERCENTAGES FOR LOCAL NUMBER PORTABILITY (LNP)

		Carrier's Carrier Revenue Regions	End User Revenue Regions		
503 Southeast:	Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, and U.S. Virgin Islands	0 %	0 %		
504 Western:	Alaska, Arizona, Colorado, Idaho, Iowa, Minnesota, Montana, Nebraska, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming	0 %	50 %		
505 West Coast:	California, Hawaii, Nevada, American Samoa, Guam, Johnston Atoll, Midway Atoll, Northern Mariana Islands, and Wake Island	0 %	50 %	$\leftarrow$	Enter the % sold in each region.
506 Mid-Atlantic:	Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia, and West Virginia	0 %	0 %		
507 Mid-West:	Illinois, Indiana, Michigan, Ohio, and Wisconsin	0 %	0 %		
508 Northeast:	Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont	0 %	0 %		
509 Southwest:	Arkansas, Kansas, Missouri, Oklahoma, and Texas	0 %	0 %		
510 Total:		0 %	100 %	$\leftarrow$	The total must equal 100%.
Save & Return to Summary Save & Continue		Expand	All Save & Close		

# **Questions?**

# **Revenue Reporting for the FCC Form 499-Q**

**Quarterly Filings** 

# **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 <u>FCC contribution factor</u> to determine a company's contribution amount.

### **Definition of** *de minimis*

#### **Definition of** *de minimis*

A filer qualifies for <u>de minimis</u> 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**

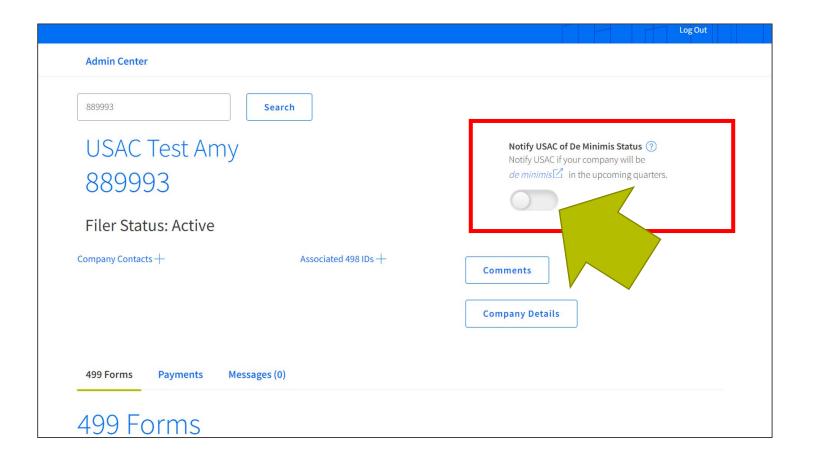
For calendar year 2025, filers that bill less than \$39,062 of combined end user interstate and international telecommunication revenues will be considered de minimis for 2025.

### de minimis Notification

- Notify USAC in November of your de minimis status by clicking the button, you will be sent an email instructing the company that it is not required to file quarterly forms covering the calendar year 2025. (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 November 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.

### de minimis Company Requirement

Notify USAC of your de minimis status in E-File.



### **November FCC Form 499- Q**

### **Quarterly Filing**

- Due Friday, November 1, 2024
- Required for all non-de minimis filers
- This FCC Form 499-Q is used to forecast the company's revenue for the 1Q25.
- The numbers reported on this form will be used to invoice direct contributors in January, February and March 2025.
- ALL FCC Forms must be submitted online through E-File. Paper copies are not accepted.
- Revisions to this form accepted until December 16, 2024, unless the service provider qualifies for Hurricane Helene relief.

# Form 499-Q Data Entry

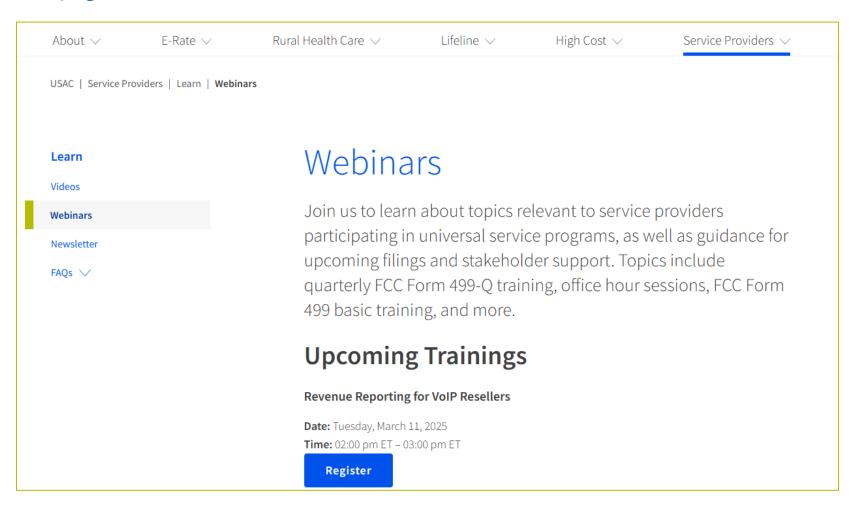
Lines 114 – 117 are for historical revenue Lines 119 -120 are for estimated revenue, however, only Line 120 is used for billing purposes

Block 3: Contributor Historical and Projected Revenue Information								
July 1 - September 30, 2023	Janu. D23 April July	lary 1 - March 31, 2024 I 1 - June 30, 2024 1 - September 30, 2024	<u>for</u>					
114. Check if using safe harbor to allocate intersate/intrastate revenues for each of the following (as applicable):			☐ Cellular and Broadband ☐ Paging ☐ Analog SMR ☐ Interconnected VoIP					
	Total Revenues in <b>\$</b> (a)	Inter	state 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				
116. End-user telecommunications revenues including any pass-through charges for universal service contributions, but excluding international-to-international revenues			\$0.00	\$0.00				
117. All other goods and services			\$0.00 Column (b) and (c) not requested					
118. Gross-billed revenues from all sources [sum of above]			for Lines 117 and 118					
cluding any pass-through ues			\$0.00	\$0.00				
ding any pass-through ues			\$0.00	\$0.00				
	July 1 - September 30, 2023 Detober 1 - December 31, 20 January 1 - March 31, 2024 April 1 - June 30, 2024 as applicable):  unications or as  vice contributions, but  cluding any pass-through lies	July 1 - September 30, 2023 Detaber 1 - December 31, 2023 January 1 - March 31, 2024 April 1 - June 30, 2024  April 1 - June 30, 2024  Cellular and Broadband  Total Revenues in \$ (a)  unications or as  \$0.00  \$0.00  \$0.00  \$0.00  \$0.00	January 1 - March 31, 2024 October 1 - December 31, 2023 January 1 - March 31, 2024 April 1 - June 30, 2024 July 1 - September 30, 2024 April 1 - June 30, 2024 October 1 - December 31, 2024 April 1 - June 30, 2024 October 1 - December 31, 2024  December 31, 2024 October 1 - December 31, 2024  December 30, 2024  December 31, 2024  Dece	January 1 - March 31, 2024 October 1 - December 31, 2023 January 1 - March 31, 2024 July 1 - September 30, 2024 July 1 - September 30, 2024 April 1 - June 30, 2024 October 1 - December 31, 2024 April 1 - June 30, 2024 October 1 - December 31, 2024  Is applicable):    Cellular and Broadband				

# **Additional Learning Resources**

### Webinars for Filing the FCC Form 499-A

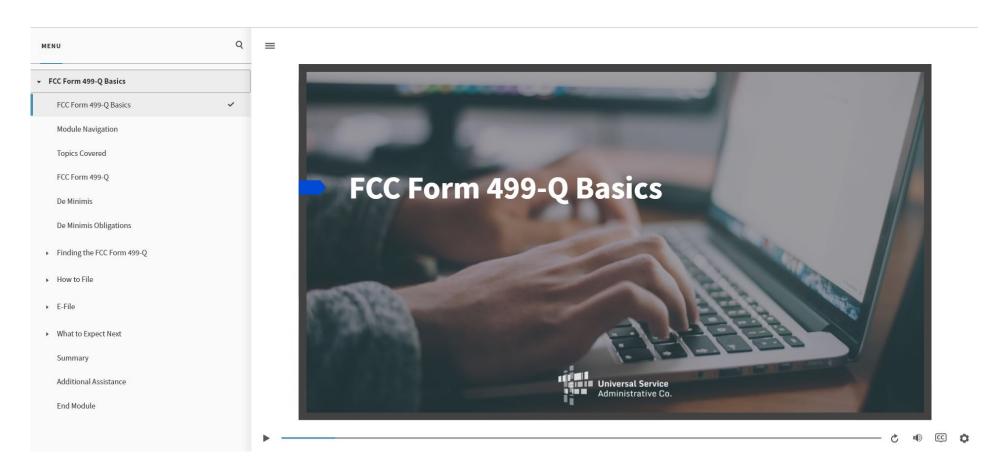
In-depth training for the annual form happens every February. The webinars are recorded and found on the Webinars <u>webpage</u>.



# 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.

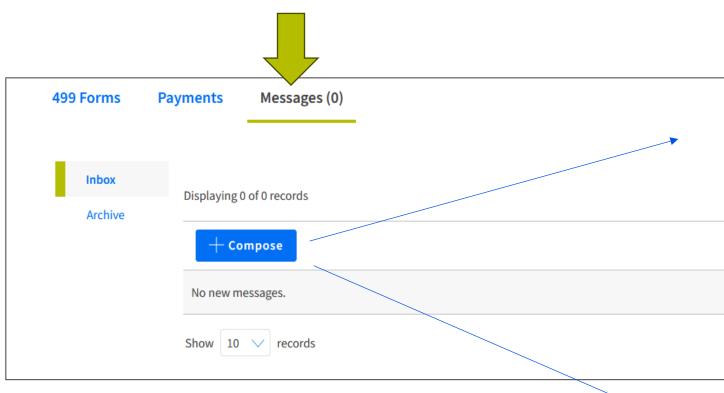
This video is found on our 'Videos' page or directly by clicking this <u>link</u>.



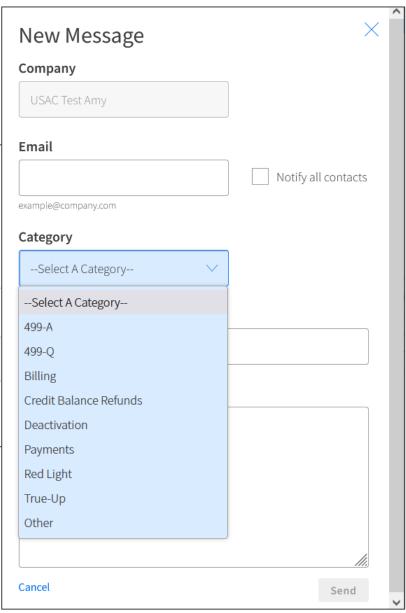
# **Questions?**

# **How to Contact USAC**

# **E-File Message Portal**



Send a message to the Service Provider team directly through the 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

# **Thank You!**



