

# Receiving E-rate Funding: Discounted Bills

---

E-rate rules require all vendors to provide applicants with the choice of receiving discounted bills or paying their bills in full each month and then obtaining reimbursement. Applicants may choose a different discount/reimbursement method for each funding request (FRN), but once the choice has been made and an invoice has been submitted to USAC for payment (either a service provider invoice or an applicant BEAR invoice), that method of invoicing must be continued and cannot be changed for the FRN.

If you choose to receive discounted bills, the service provider issues discounted bills to the applicant, reflecting the E-rate discount amount as a credit, and bills the applicant for the non-discount amount not paid by E-rate. The service provider must submit FCC Form 474, Service Provider Invoice (SPI) Form, to USAC to receive payment of the E-rate discount amount. Using this method, the applicant is not required to submit any reimbursement forms to USAC because E-rate funding has been provided to the applicant via a discounted bill. It is important to remember that service providers will not begin issuing discounted bills until the FCC Form 486 has been submitted to the SLD and your service provider has been notified that the Form 486 has been approved. Therefore, it is in your best interest to submit the Form 486 as quickly as possible after receiving your Funding Commitment Decisions Letter.

## How to Request Discounted Bills

This decision should be conveyed to your service provider as soon as you make your vendor selections for the upcoming funding year – even before the Form 471 application is submitted. It is recommended that this be included in any contract between the applicant and service provider, or in an email or letter sent by the applicant to the service provider.

The applicant's choice to receive discounted bills should be confirmed with your vendor immediately after your Funding Commitment Letter is received electronically via your EPC portal. There is no formal USAC mechanism to inform your service provider which invoicing option you choose; therefore, each vendor may have its own requirement that you must follow for requesting discounted bills. Some companies just require an e-mail or phone call. Other companies require applicants to complete an online form or paper form specifying which account numbers should be discounted. Please note that some service providers have insisted that you meet their deadlines for requesting the discounted billing method, and if you fail to do so, you must use the BEAR reimbursement method.

Below is a short Q & A regarding the discounted billing process.

### **Q1. How does my service provider know how much to discount my bill?**

Once the SLD receives your Form 486 identifying the actual Service Start Date, your service provider is notified by the SLD to begin reflecting the E-rate discount funding as a credit on your bill. If you will receive your discount directly on your bill, your service provider will begin to apply the percentage discount that was approved by the SLD to the services eligible for discount on your bill.

In order to apply discounts accurately (discounting the right account, only for eligible services, only at eligible facilities) your service provider may need additional information from you. In either event it is a

good idea to discuss discounted bills with your service provider, so that you know when and how your bills will be discounted.

**Q2. What if the discount on my bill is not the same discount percentage for which I was approved on my Funding Commitment Decision Letter?**

Your service provider is instructed by the SLD to apply the discount to eligible services used by eligible entities. In many cases eligible services are bundled with ineligible services and/or services are being received jointly by eligible and ineligible entities. Your service provider, therefore, will likely determine a "composite" or "effective" discount for the accounts upon which you were committed discounts. For this reason, the actual discount that you receive on your monthly bill may differ from the approved discount percentage on your Funding Commitment Decision Letter.

**Q3. What if I have filed my Form 486 and still have not received a discounted bill from my service provider?**

Contact your service provider to verify that you have provided all necessary information to the service provider and that the service provider intends to apply your percentage discount to your bill.

**Q4. What if the discount appeared on previous bills but now has stopped?**

- *Have you received the entire amount of your funding commitment in the form of discounts on your bills? If the answer is yes, this is why your discounts have stopped.*

To verify the amount of your funding commitment, you should refer to your electronic Funding Commitment Decision Letter, and find the dollar amount of your "Funding Commitment Decision" for the Funding Request Number (FRN) associated with this service provider. If you have received more than one Funding Commitment Decision Letter relating to this FRN, refer to the most recent letter.

- *Have you submitted a Form 500 to cancel or reduce the FRN or to change the Contract Expiration Date? If the answer is yes, this may be why your discounts have stopped.*

If the answer to both questions is NO, contact your service provider to find out why you have stopped receiving discounts on your bills.

# BEAR Filing Process

---

E-rate rules require all vendors to provide applicants with the choice of receiving discounted bills or paying their bills in full each month and then obtaining reimbursement. Applicants may choose a different discount/reimbursement method for each funding request (FRN), but once the choice has been made and an invoice has been submitted to USAC for payment (either a service provider invoice or an applicant BEAR invoice), that method of invoicing must be continued and cannot be changed for the FRN.

If you choose to pay in full and seek E-rate discount funding reimbursement from USAC, this is known as the BEAR (Billed Entity Applicant Reimbursement) method.

Applicants file the FCC Form 472 (Billed Entity Applicant Reimbursement (BEAR) Form) if they have paid the service provider in full for the products or services and want to be reimbursed for the discount amount.

USAC will review the invoice and will pay the applicant if payment is approved. Billed entities will receive payment directly to their bank account. In order to receive direct BEAR payments, the applicant must have first obtained an applicant 498 ID by certifying an FCC Form 498 (Service Provider and Billed Entity Identification Number and General Contact Information Form). USAC will request and review additional documentation before it approves the form and issues the applicant 498 ID.

## **BEAR Form Filing Requirements**

You can file a BEAR Form after all of the following have occurred:

- You have received a Funding Commitment Decision Letter (FCDL) with a positive funding commitment;
- You have filed and USAC has successfully processed an FCC Form 486;
- Your service provider has certified an FCC Form 473 (Service Provider Annual Certification (SPAC) Form);
- You have paid for the eligible products or services in full;
- The products or services have been delivered (an exception can be made for progress payments specified in a contract); and
- You have filed an FCC Form 498 and obtained an applicant 498 ID.

## **Invoice Filing Deadline**

You must file BEAR Forms no later than 120 days after the last day to receive service or 120 days after the FCC Form 486 Notification Letter date, whichever is later.

Applicants and service providers may request and automatically receive a one-time 120-day extension of the deadline to file an invoice. Invoice deadline extension requests must be submitted on or before the invoice deadline date in order for the request to be considered timely. Note that invoice deadline extensions are FRN-specific, and either the applicant or the service provider can request an extension for a particular FRN.

## **USAC Communications**

After processing your BEAR Form, USAC issues a BEAR Notification Letter via U.S. First-Class Mail with information about the processing of your form. USAC also issues a copy of this letter to your service provider(s). If you need additional information about a reduction or denial of payment, you should refer to the invoice decision code(s) included in your letter.

After the end of each calendar quarter, USAC issues a Quarterly Disbursement Report via U.S. First-Class Mail that details all invoicing activity, BEAR Forms and SPI Forms, processed during that quarter for all funding years. This report allows you to track all of the invoicing activity related to your Billed Entity Number (BEN).

## **BEAR System Integration in EPC**

Effective November 7, 2023, the filing of BEARs will be integrated into EPC and will no longer be a separate filing system. Information about how to file BEARs will be updated once the new system becomes available. In the meantime, USAC has created educational materials about the new filing system available online for your viewing at <https://www.usac.org/e-rate/applicant-process/invoicing/how-to-file-fcc-form-472-in-epc/>

A high level summary of the changes:

- Questions about your BEARs will be in EPC similar to PIA inquiries about Form 471 applications.
- BEAR notification letters will no longer be mailed and will be sent electronically to the BEAR contact person and the account administrator, and also will be available in your EPC newsfeed and will be a new kind of notification option on your Landing Page.
- BEAR remittance emails will continue to be sent to the Form 498 contact person.
- You will no longer need a separate log in to access the BEAR filing system. To file BEAR forms in EPC, use your EPC log-in and make sure your account administrator has granted you permission to file BEAR forms.

[Back](#)

Universal Service  
Administrative Co.

E-Rate

- SPECIAL EDITION -

September 14, 2023

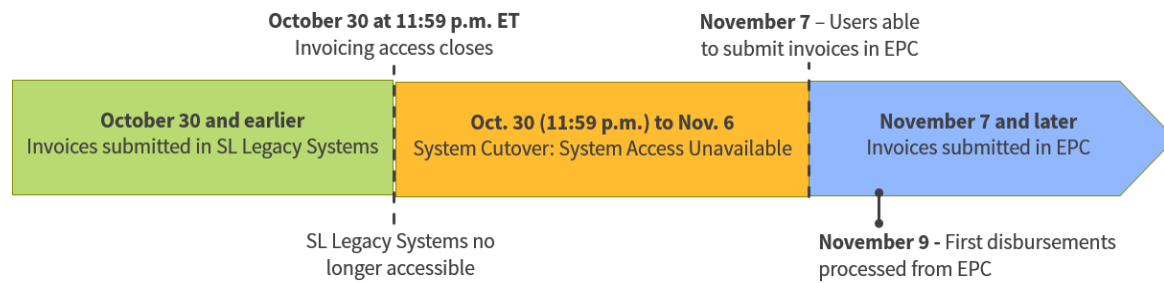
This news brief revises the time for the last day you can submit an invoice in SL Legacy systems as shown in a September 13, 2023 email version of the news brief. The correct **deadline is October 30 at 11:59 p.m. ET** instead of 7:30 p.m. ET. We apologize for any confusion.

### E-Rate Systems Consolidation Transition Dates

USAC is consolidating its E-Rate SL Legacy systems into the E-Rate Productivity Center (EPC). **All E-Rate invoicing related forms** – the FCC Forms 472 (Billed Entity Applicant Reimbursement (BEAR)), 473 (Service Provider Annual Certification (SPAC)), and 474 (Service Provider Invoice (SPI) and (eSPI)) – will be moved into EPC as part of this consolidation effort. System cutover from the SL Legacy systems into EPC **is expected to occur between October 30, 2023 and November 7, 2023.**

Access to **EPC will be unavailable for all users between October 30, 2023 at 11:59 p.m. and November 7, 2023.**

- The **last day you can submit an invoice** in the SL Legacy systems is **October 30, 2023, at 11:59 p.m. ET.**
  - Invoices for **Funding Year (FY) 2016 and later** that are submitted in SL Legacy systems before October 30, 2023, and not paid by the cutover date will be migrated into EPC by USAC.
  - Invoices for **FY2015 and earlier** submitted in SL Legacy systems before October 30, 2023, will continue to be processed in the SL Legacy systems.
- You **must submit FY2016 and later invoices in EPC beginning on November 7, 2023.**
- For **FY2015 and earlier**, users will need to create a customer service case in EPC and attach a fillable FCC Form 472 or 474 to process a new request for reimbursement for FY2015 and earlier funding years. USAC will provide the links to the forms and instructions on its website in the coming weeks.
- After the E-Rate systems consolidation is completed, the **first disbursements from EPC-processed requests for reimbursement are expected to be on November 9, 2023.**



In advance of the E-Rate systems transition, **please submit all current E-Rate invoices in a timely manner** to minimize the effect of any delays. Be sure to **request an [invoice deadline extension](#)** if you believe you will not meet the deadline, or if your current invoice filing deadline date is between October 30, 2023 and November 7, 2023.

To further assist applicants and service providers, USAC will post [frequently asked questions](#) about the E-Rate systems consolidation on September 18, 2023.

### Coming Soon: Applicant and Service Provider e-Learning Modules

To support the transition from SL Legacy systems to EPC, USAC is also rolling out e-Learning modules (eLMs) for applicants and service providers so they can learn how to submit E-Rate invoices (FCC Forms 472/BEAR and 474/SPI) using EPC when the system consolidation is complete. The **eLMs will be available October 3, 2023** on the E-Rate [Videos](#) page.

The eLMs are interactive, support different learning styles, and provide links to further resources available to assist applicants and service providers through the transition process. You can also learn more about this eLM rollout by attending the E-Rate Systems Consolidation Training Overview Webinar on October 4, 2023 (see below).

**We strongly encourage applicants and service providers to view the eLMs and prepare any questions** you might have for the Office Hour webinar sessions below.

### Upcoming E-Rate Systems Consolidation Webinars

USAC will be hosting a series of E-Rate systems consolidation webinars in September and October to introduce upcoming changes, prepare you for the transition, and guide you through steps you can take now to prepare for the transition from the SL Legacy invoicing systems to EPC. USAC will also host "Office Hour" webinars targeted to audience groups (applicants and service providers) that will also be used to answer attendee questions.

Visit the E-Rate [Webinars](#) page to learn about training opportunities for the E-Rate SL Systems Consolidation. Below are our upcoming sessions in the series.

#### **E-Rate Systems Consolidation: Kick-off Webinar Tuesday, September 26, 2023**

2 p.m. to 3 p.m. ET

- [Register](#)

Learn about USAC's consolidation of E-Rate Invoicing capabilities from SL Legacy systems into the E-Rate Productivity Center (EPC) and how invoicing will be performed in EPC after the consolidation.

#### **E-Rate Systems Consolidation Training Overview Webinar Wednesday, October 4, 2023**

1 p.m. to 2 p.m. ET

- [Register](#)

Learn about the different ways USAC is supporting the move from SL Legacy systems to EPC with live training sessions, self-paced learning modules, "office hour" question and answer sessions, videos, and website content.

### Office Hours Webinar Sessions

The Training Launch webinar will announce the launch of the Invoicing eLearning modules (eLMs) for applicants and service providers, which will be available on the E-Rate [Videos](#) page beginning October 3, 2023. These modules will focus on submitting and certifying invoices, invoice management and status, and notifications and outreach.

To support the eLMs and to answer questions applicants and service providers may have while learning about the new E-Rate invoicing process using EPC, USAC has also scheduled upcoming Office Hours sessions. Visit the [Webinars](#) page to register for one of the sessions.

Session	Date	Applicant Sessions	Service Provider Sessions
Session 1	Oct. 11, 2023	2 p.m. - 3 p.m. ET	3:30 p.m. - 4:30 p.m. ET
Session 2	Oct. 18, 2023	2 p.m. - 3 p.m. ET	3:30 p.m. - 4:30 p.m. ET
Session 3	Oct. 25, 2023	2 p.m. - 3 p.m. ET	3:30 p.m. - 4:30 p.m. ET
Session 4	Nov. 8, 2023	2 p.m. - 3 p.m. ET	3:30 p.m. - 4:30 p.m. ET
Session 5	Nov. 15, 2023	2 p.m. - 3 p.m. ET	3:30 p.m. - 4:30 p.m. ET

### E-Rate SL Systems Consolidation: Kickoff Webinar Recording Available

Held April 27, 2023

E-Rate staff discussed the system changes, who is affected, the implementation timeline, and how USAC will support applicants and service providers throughout this transition.




- View [Webinar Recording](#)
- View [Webinar Slides](#)

### Preparing for the E-Rate Systems Consolidation

**Account Administrators** – Only Account Administrator users can manage other users and user permissions for their organization(s). The [EPC Account Administrator Guide](#) provides instructions for how to add new users, check the active/inactive status of users, deactivate active users, and reactivate inactive users.

## Check and Verify User Permissions

When USAC migrated user permissions from SL Legacy systems to EPC, all users were provided with full rights permissions. Account Administrators should review all their user permissions and modify user permission rights as needed. Below are the functions **Account Administrators** can assign for each level of permissions. View the [BEAR Manage User Permissions](#) video or the [Service Provider User Permissions](#) video, if you need additional help.

	View Invoices	Create Invoices	Certify Invoices	View Outreach	Respond to Outreach
 Full	✓	✓	✓	✓	✓
 Partial	✓	✓		✓	
 View Only	✓			✓	

## Transfer Account Administrator Rights

1. On your landing page, select the link to your organization.
2. Click **Related Actions** and then **Modify Account Administrator**.
3. The **Organization Details** page opens and displays users. Uncheck the box for the current administrator and then check the box for the new administrator from the list. Click **Continue**.
4. Confirm the new account administrator information on the next page, then click **Submit**.

## Add a Consulting Firm

1. On your landing page, select the link to your organization.
2. Click **Related Actions** and then click **Manage Organization Relationships**.
3. Click **Add Consulting Firm**.
4. On the **Add a Consulting Firm** page, enter search information for the consulting firm, for example, consultant registration number (CRN), name, state, or zip code.
5. Click **Search**.
6. Select the consulting firm from the **Add Relationships** list and click **Submit**.
7. Confirm by clicking **Yes** on the pop-up window. The Account Administrator for the new consulting firm will receive a notification in their **News** feed with the new organization relationship.
8. Once the relationship has been established, the Account Administrator can add users from that consulting firm and give them user permissions.

## Applicants

- **Invoicing Permissions** – We encourage Account Administrators to review and update their organization’s users and current permission levels for invoicing and other post-commitment requests so that you are ready when the new E-Rate invoicing system goes live. The Account Administrator can manage the organization’s users and any consultant users from the **Manage User Permissions** screen. Log into EPC and on the **My Applicant Landing Page**, click **Manage Users**. Select the organization by clicking the checkbox and then click **Manage User Permissions** to review the permissions and make changes. View the [E-Rate System Consolidation videos](#) to learn about creating users, managing user permissions, and removing users.

## Service Providers

- **Invoicing Permissions** – Service provider Account Administrators should review their users and their access level permissions in EPC to ensure information is up to date. Previously, service providers added users through updates on the FCC Form 498. Now, service providers can update their users in EPC. If you want to change permissions for an existing user in the portal, go to **Manage Service Provider User Permissions**. View the



[Service Provider User Permissions](#) video, which provides information on managing user permissions, creating new users, and adding/removing users.

- **Multiple SPINs** – Standard user accounts in EPC can only access one service provider identification number (SPIN) when they are created. If you need access to multiple SPINs under the same EPC login, please contact the Customer Service Center at (888) 203-8100 to have access set up for you.
- **eSPI Submissions** – Service providers that bill USAC frequently and/or submit large numbers of invoice line items at one time are encouraged to use electronic invoicing via the eSPI (electronic Service Provider Invoice/FCC Form 474), which speeds USAC processing for that invoice. Service providers will be able to upload their correctly formatted comma separated value (CSV) delimited file for FY2016 and later through the EPC Invoicing portal instead of emailing USAC with the CSV file attached. For FY2015 and earlier funding years, service providers will need to create a customer service case in EPC and attach a fillable FCC Form 474. USAC will provide the links to the forms and instructions on its website in the coming weeks.

To subscribe, click here: [Subscribe](#).

©1997-2023 Universal Service Administrative Company, All Rights Reserved.  
USAC | 700 12th Street NW | Suite 900 | Washington, DC 20005

[Back](#)



# E-Rate System Consolidation

Available for Public Use

Updated: 9/21/2023

## SCOPE OF CHANGE

USAC is integrating its current legacy applications into EPC to give users a **single platform** to conduct all their E-Rate transactions. The first phase will include **creation and submission of invoices, and the Service Provider Annual Certification form**. These changes will occur in a phased approach with implementation of certain features **around October/November 2023**.

## PHASE 1

### What this system consolidation means:

- The information you submit will be the same, however, the interface will look different.
- System integration goals will improve functionality and ease user pain-points for invoicing processes.
- Some aspects of submitting certain transactions will change such as setting up user access, navigating the system, and responding to outreach requests.

### What's not changing:

- Invoicing processes and rules will remain consistent when invoicing.
- Payment processing will continue on a twice-weekly basis.
- FY2015 and earlier appeals submissions will be consistent with the current appeal submission process in EPC.

### What to expect over the next few months:

- USAC expects to begin the phased cutover from legacy systems to EPC around October/November 2023.
- USAC will provide outreach and training including webinars, training modules, website content, and video tutorials.

We will communicate more updates and details as the upgrade progresses. Go to the [E-Rate System Consolidation](#) page for the latest updates and information.

The E-Rate [Announcements](#) page and [Upcoming Dates](#) page will provide information about training materials and upcoming events.

[Subscribe](#) to the [E-Rate News Brief](#) to stay on top of the updates.

If you have any questions, please reach out via the [Contact Us](#) page.

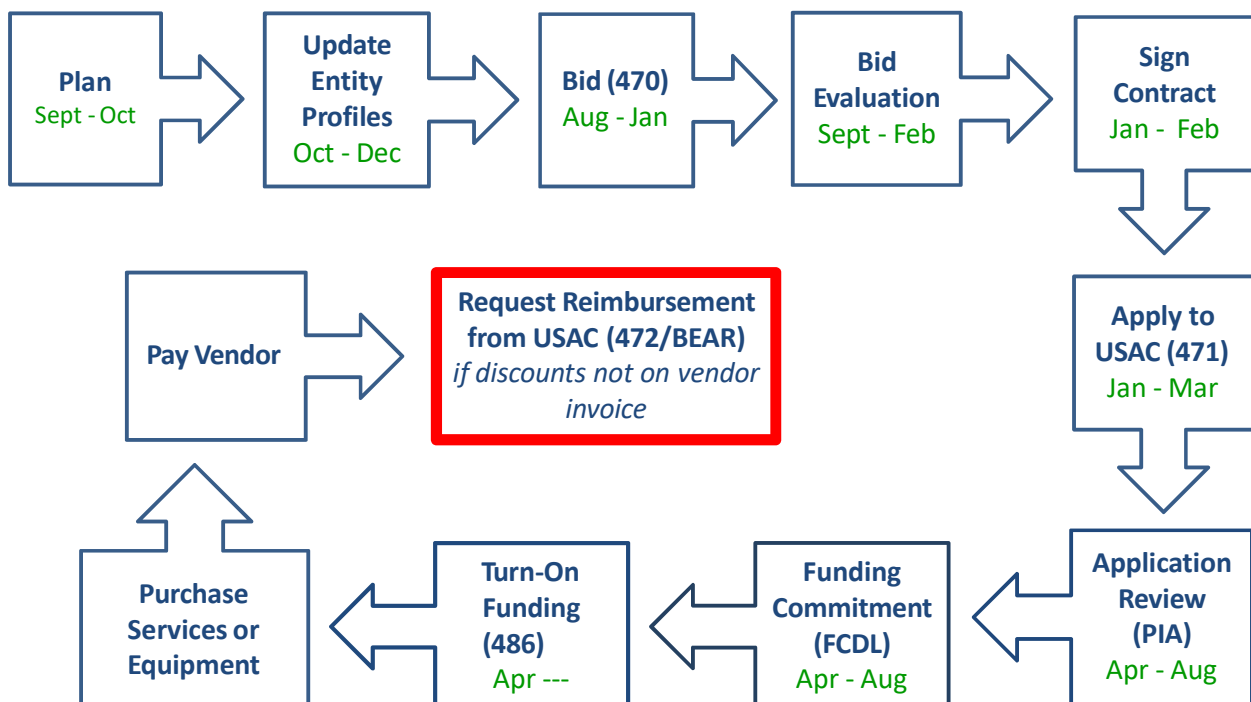


# E-rate Form 498 (Banking Data) Filing Guide FY 2024



October 2023

## You are **here** in the E-rate process:



## Purpose of the Form 498

---

- All E-rate BEAR reimbursements are sent electronically via ACH (Automated Clearing House) directly to the school or library's bank account
- The Form 498 identifies the bank and account information where the BEAR reimbursements should be electronically deposited
- The Form 498 must be certified AND approved by USAC before any BEARs can be submitted
- Before you file the BEAR, you must have an approved Form 498 but you do not need to complete the Form 498 annually
  - If you have an approved 498 on file with USAC, the online BEAR system already has your banking data on file
- **Unsure if you already have an approved Form 498?**
  - Log into EPC
  - Records
  - Form 498s
  - Click on 498 if one is showing to see the Status.
  - If no 498 is showing, then there isn't one on file/approved with USAC

3

## Who Can Submit the Form 498?

---

- EPC User Permission Settings dictate who can create/submit the Form 498
  - “School or Library Officials” can start, complete, submit, certify, modify, and deactivate Forms 498
    - **Important: Consultants cannot be designated as “School or Library Officials”**
  - “General Financial Contacts” can start, complete, and submit Forms 498, but cannot certify new or updated Forms 498 or deactivate existing Forms 498
    - **Consultants CAN be designated as “General Financial Contacts” and may draft the Form, but it must be sent to a School or Library Official for submission/certification**

4

# Information You'll Need...

- Name of General Financial Contact
- Name of Remittance Contact
- Name of Bank
- School or Library's Federal EIN Number
- DUN and Bradstreet Number (DUNS)
  - Look-up tool available
- Financial Institution Account Number for ACH
- ACH Financial Institution Transit Number
- Copy of Voided Check or Bank Statement
  - Uploaded to USAC to verify banking data submitted on the Form 498

5

# Verify Who Has Permission to Create Form

Click on District Name

My Applicant Landing Page

Training  
Universal Service  
Administrative Co.

Welcome, Lawrence South Dakota School District

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

**My Entities**

Entity	Entity Number	City	State	Zip Code
Lawrence South Dakota School District	120	Lead	SD	57754
Lawrence Primary School	121	Deadwood	SD	57732
Lawrence High School	122	Lead	SD	57754
Lawrence Administration Building	123	Lead	SD	57754

6

# Who Has Permission to Create the Form

- Select 'Related Actions' from left toolbar, then 'Manage User Permissions' from Lightning Bolt list



- Summary
- News
- Related Actions >**
- Customer Service
- Additional Information
- Discount Rate
- Contracts
- FCC Forms

- Create a New User**  
This function allows you to create a user for your entity.
- Add or Remove Existing Users**  
This process allows user to add and remove users from an organization
- Manage User Permissions**  
This function allows you manage the permissions for one or more users.

# Identifying 498 Permissions

## User Permissions

In the table below, you can designate the permissions that you wish to give to each of your users for the various tasks you can complete in the portal. This table will continue to grow as more functionality comes online.

- Full rights users can start, complete, submit and certify forms.
- Partial rights users can start and enter data in the form, but cannot submit and certify them.
- View Only users can only see forms created by other people in your organization but cannot create forms themselves.
- Form 498 School or Library Officials can start, complete, submit, certify, modify, and deactivate Forms 498.
- Form 498 General Financial Contacts can start, complete, and submit Forms 498, but cannot certify new or updated Forms 498 or deactivate existing Forms 498.
- Post-Commitment Full and Partial rights user can start, complete, and submit Spin Change and Service Substitution requests. Post-Commitment View Only rights can view the submitted Spin Change and Service Substitution requests.

Name	Email	Apply All	470 Permission	471 Permission	BEAR/472 Permission	498 Permission	Post-Commitment Permission	486 Permission	Appeals Permission
School District 7 User 1	school.district7.user1@mailinator.com	<input type="checkbox"/>	Full	Full	View Only	School or Library Official	Full	Full	Full

All users in your EPC portal will be shown here, along with their permissions for each form.

- To draft and submit form, permission must be "School or Library Official."
- To draft form only, permission will be set to "General Financial Contact."



# Let's Complete a Form 498

---

## Finding the Form 498 in EPC

---

- Select Related Actions from left toolbar, then Create Form 498 from Lightning Bolt list (it's near the bottom of the list)



Summary  
News  
**Related Actions ▶**  
Customer Service  
Additional Information  
Discount Rate  
Contracts  
FCC Forms

- ⚡ **Manage Contracts**  
Create, edit, and remove contracts for your organization
- ⚡ **Create FCC Form 498**  
This function allows you to create an FCC Form 498 for your entity.
- ⚡ **Manage Connectivity Questions**  
Form for Entities to answer required Connectivity Questions.
- ⚡ **Upload Entity Profile Data**  
This function allows you to bulk upload your child schools details.

# General Information

---

## Application Nickname

Please enter an application nickname here \*

Lawrence SD 498

Make up a form nickname

## Organization Information

### Name

Lawrence South Dakota School District

### Mailing Address

100 Main Street  
Lead, SD 57754  
Lawrence

Name Company is Doing Business As (DBA) or Formerly Known As (FKA)

Holding Company Name

Fields not required

Federal EIN, or TAX ID Number of Holding Company

123456789

Federal EIN or Tax ID  
Number required (9 digits,  
no dashes)

11

# Select Appropriate Business Type

---

Business Type (Select what type of business(es) best describes your organization. Select up to three types.)\*

Please select a value

- Choose up to 3 options from dropdown menu
- Dropdown menu choices are derived from DATA Act - the Digital Accountability and Transparency Act of 2014
  - DATA Act requires federal government to transform spending information into open data
  - Government-wide data standards must be used for reporting on all expenditures
  - DATA Act requires each E-rate applicant to designate their “business type”
  - Use your best judgment. There is no right or wrong answer.

12

# Business Types – Choose up to 3

Some Suggestions:

- **Public School Districts** - Independent School District
- **IUs, ESAs, Library Systems & most consortia** - U.S. Regional Organization
- **Private Schools, Charter Schools, and Independent Libraries** – Nonprofit with 501C3 IRS Status (Other than an Institution of Higher Education), or “Other”

*There are no right or wrong answers and your funding is not at risk based on the way you answer the question.*

Please select a value

13

# General Financial Contact

General Financial Contact of Lawrence South Dakota School District

Enter General Financial Contact\*

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

DELETE FORM

PREVIOUS

SAVE AND CONTINUE

- Name entered must match a “user” in EPC
- Can be any user, even a consultant

14

# Federal ID and DUNS Numbers

## Further Details

All of these key pieces of data are required.

### Federal Employer Identification Number \*

123456789

### Dun and Bradstreet Number (DUNS) \*

013664552

"Data Universal Numbering System" number (DUNS or D-U-N-S) is a proprietary system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity.

### FCC Registration Number

0003263845

Note: The FCC Registration Number should pre-populate (note: this is not the same as the Form 471 FRN number).

15

# Don't Know Your DUNS Number?

- The easiest way to look it up is at:  
<https://iupdate.dnb.com/iUpdate/companylookup.htm>
- Also can apply for a DUNS Number from this site

The screenshot shows the Dun & Bradstreet iUpdate website. At the top, there is a navigation bar with the following items: Home, Company Look-up, STEP 1, 2, 3, 4, 5, 0% Completed, Update Home, Get a D-U-N-S Number (highlighted with a red box), Business Credit Basics, and Contact Us. Below the navigation bar, there is a section titled "Get Started, Locate Your Company" with a sub-section "Select Your Company from the List Below". The sub-section contains a table with columns "Company Name", "Bus. Type", and "Company Address". Below the table, there is a search form with fields for "Business Name" and "City", and a "Search" button. The "Search" button is highlighted with a red box. The "Get a D-U-N-S Number" link in the navigation bar is also highlighted with a red box.

16

# Remittance Contact

---

- If the Remittance Contact is the same as the General Financial Contact on the previous page, check the “Yes” box and data will be prepopulated below.

**Remittance Contact**

---

Is the Remittance Contact the same as the General Financial Contact?  
 Yes

**Contact Information**

---

First Name	Julie	Phone Number	717-730-7133
Last Name	Tritt Schell	Phone Number Extension	
Middle Initial		Email Address	jtschell@comcast.net
Title	Consultant		

17

# Remittance Contact

---

- The Remittance Contact will receive e-mail notifications when funds have been transferred into the applicant’s bank account
  - Note: The BEAR Contact Person also will receive confirmation that the BEAR has been approved (via paper until an e-mail notification process has been established)
- If the Remittance Contact is NOT the same as the General Financial Contact on the previous page, don’t check “yes” box and enter the data below. *Note: The Remittance Contact does NOT have to be a user in EPC.*

**Remittance Contact**

---

Is the Remittance Contact the same as the General Financial Contact?  
 Yes

**Contact Information**

---

First Name*	Phone Number*
<input type="text"/>	<input type="text"/>
Last Name*	Phone Number Extension
<input type="text"/>	<input type="text"/>
Middle Initial	Email Address*
<input type="text"/>	<input type="text"/>
Title*	
<input type="text"/>	

18

# Financial Information

## Financial Information

Remittance Financial Institution\*

This is your **Bank's Name**

Financial Institution Account Number for ACH\*

This is your **Account Number.**

ACH Financial Institution Transit Number\*

This is your **Bank's Transit #.**

Please ensure any "0"s at the front of your financial institution account number are included.

Please ensure any "0"s at the front of your ACH financial institution transit number are included.

\*

UPLOAD  Drop file here

Be 100% certain that the Bank Transit Number and Your Account Number are accurate and placed in the correct fields.

The order of these fields is reversed from how these items are commonly displayed.

Upload an image of a voided check that matches the bank account information, which will be used to verify the information on your Form 498.

19

## More Than 1 BEN Connected to the Same Bank Account?

- If your school or library has more than one Billed Entity connected to this bank account, you can list that additional BEN number here.
- Most applicants will leave this blank.
  - If you have a district and consortium Billed Entity Number, list the additional entity number here.

### Block 14: Billed Entity Number/FCC Form 498 Association

If you are an entity that has chosen to receive your E-rate Program payments directly (BEAR invoicing), please enter the Billed Entity Numbers that are to be associated with this FCC Form 498.

Billed Entity Number	Billed Entity Name
120	Lawrence South Dakota School District



Add Additional BEN Number

Add to List

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

20

# Certifying

- If a School or Library Official completed the form, they can click on 
- If a General Financial Contact completed the form, they must click on  to send the Form 498 to a “School or Library Official” in EPC for their approval.

### Review Data

Please carefully review the data entered on the form for accuracy.  
FCC Form 498 #443000284

I have reviewed this form and have determined the information to be accurate.

**I certify that I am a School or Library Official of the above-named entity, and that I am authorized to submit this FCC Form 498 data on behalf of the above named entity.**

Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, as amended, 47U.S.C. Secs. 220(e), 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

I certify.  
Select the checkbox to certify your FCC Form 498 Lawrence SD 498

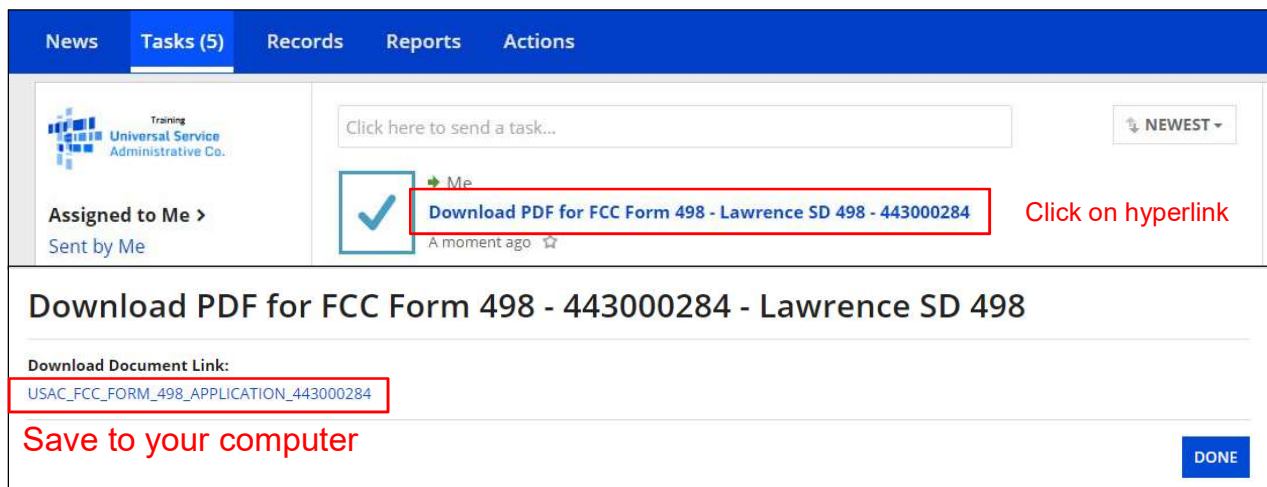
**A download link will appear under Tasks when the PDF version of the certified form is ready to be downloaded**

Certifications

21

# Print/Download Certified Form 498



Download a copy of the certified form from your Tasks Tab



The screenshot shows a web application interface with a navigation bar containing 'News', 'Tasks (5)', 'Records', 'Reports', and 'Actions'. The 'Tasks (5)' tab is active. Below the navigation bar, there is a search box with the placeholder text 'Click here to send a task...' and a 'NEWEST' dropdown menu. A task card is displayed, showing a checkmark icon, the text 'Assigned to Me >', and 'Sent by Me'. The task title is 'Download PDF for FCC Form 498 - Lawrence SD 498 - 443000284', which is highlighted with a red box. To the right of the task title, there is a red text label 'Click on hyperlink'. Below the task title, there is a 'Download Document Link:' section with a red box around the URL 'USAC\_FCC\_FORM\_498\_APPLICATION\_443000284'. At the bottom of the task card, there is a red text label 'Save to your computer' and a blue 'DONE' button.

22

# Form 498 PDF

 <small>Universal Service Administrative Company</small>	<b>FCC FORM 498</b> Form #443000284 Lawrence SD 498 Page 1 of 2	 <small>Universal Service Administrative Company</small>	<b>FCC FORM 498</b> Form #443000284 Lawrence SD 498 Page 2 of 2				
<b>Organization Information</b> Name: Lawrence South Dakota School District Mailing Address: 100 Main Street Lead, SD 57754 Lawrence Doing Business As:  Federal EIN: 123456789 Dun and Bradstreet Number (DUNS): 123456789 FCC Registration Number: 1231231230	<b>Holding Company</b> Name: Federal EIN: 123456789	<b>General Financial Contact</b> Name: School District 7 User 1 Title: Administrator Phone: 555-555-5556 Ext Email: school.district7.user1@mailinator.com Physical Address: 100 Main Street Lead, SD 57754	Phone: 555-555-5556 Ext Email: school.district7.user1@mailinator.com  <b>Certified Timestamp</b> 10/4/2023 5:21 AM EDT				
<b>Remittance Contact</b> Same as the General Financial Contact?: Yes  Name: School District 7 User 1 Title: Administrator Phone Number: 555-555-5556 Ext Email Address: school.district7.user1@mailinator.com	<b>Financial Institution</b> Remittance Financial Institution: PSECU ACH Financial Institution Number: XXXXXXXX Financial Institution Account Number for ACH: XXXXXXXX						
<b>Billed Entity Number/FCC Form 498 Association</b>							
<table border="1" style="width: 100%;"><thead><tr><th style="width: 20%;">Billed Entity Number</th><th>Billed Entity Name</th></tr></thead><tbody><tr><td style="text-align: center;">120</td><td>Lawrence South Dakota School District</td></tr></tbody></table>				Billed Entity Number	Billed Entity Name	120	Lawrence South Dakota School District
Billed Entity Number	Billed Entity Name						
120	Lawrence South Dakota School District						
<b>Service Identification</b> Principle Communication Type: School/Library or other Billed Entity Recipient							
<b>Certifications</b> I certify that I am a School or Library Official of the above-named entity, and that I am authorized to submit this FCC Form 498 data on behalf of the above named entity.							
<b>Certifying Officer</b> Name: School District 7 User 1							

23

## USAC Verification Process

- After bank account proof is verified, USAC will send an “Approved Form 498” email to the General Financial Contact
- After receiving this email, you may file your Form 472 BEAR and the reimbursements will be deposited directly into your bank account
- The Form 498 Remittance Contact will receive an email when USAC authorizes funds to be disbursed from US Treasury
- BEAR Contact and Account Administrator will receive email with BEAR notification letter

24



# BEAR Form Remittance Email Sent to 498 General Contact

**SCHOOLS AND LIBRARIES BEAR PROGRAM REMITTANCE STATEMENT  
AS OF OCTOBER 10, 2016**

**Attn 498 Remittance Contact**  
\*\*\*\*\*  
**APPLICANT NAME**  
RE: FCC Form 498 ID 443#####

This notice provides an explanation of your entity's Billed Entity Applicant Reimbursement (BEAR) payment for the following invoices.

Date of Notice/Vendor SPIN/Vendor Name/FRN/Applicant's BEAR ID/Applicant's Name/SLD Invoice #/BEAR Notification Letter Date/Line Item Detail # (system assigned)/BEAR Requested Amount/Funds remaining for disbursement

	<b>Approved</b>
<p>10/10/2016 143001398 Verizon Pennsylvania LLC. 2835021 <i>APPLICANT BEAR ID</i> Applicant Name: APPLICANT NAME SLD Invoice Number:2446902;BEAR Letter Date:10/10/2016;Line Item Detail Number:8205345;Amount Requested:231911.40;Partial Paymnt, Inv &gt; Remaining Commitment;1201;</p>	<b>\$229,983.60</b>

25

## How to Update 498 Banking Data

- If you need to update your 498 Banking Data, log into EPC > Records > Form 498s > Click on the 498 > Related Actions > Modify Form 498
  - If you log into the Online BEAR System, and a Form 498 ID doesn't appear in the form, it means you don't have an approved 498 on file with USAC
- Be sure to upload a copy of the new banking information to USAC so they can validate it and approve the changes in their system

26