Illinois Century Network

An E-rate Form 471 Information Session

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- Every entity responsible for making payments directly to a service provider is a billed entity

- Each billed entity must file a separate Form 471

- You may file multiple Form 471's and you must file separate Form 471's for category 1 and category 2 services

Form 471

Block 1 – Billed Entity Information

Block 4 – Discount Calculation

Block 5 – Funding Request(s)

Block 6 – Certifications and Signature
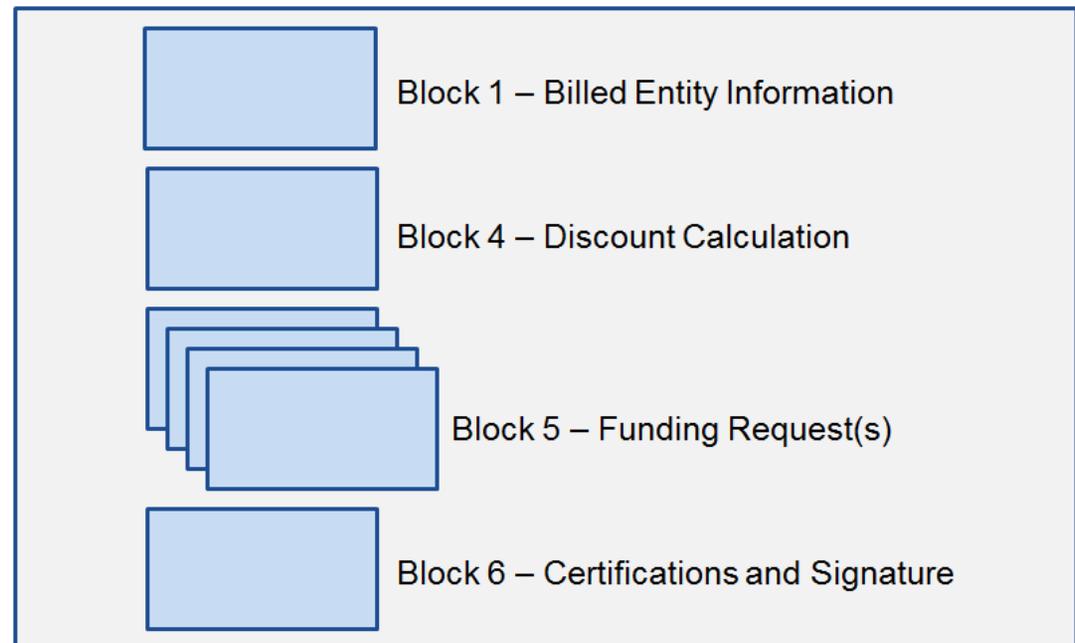
Block 1 – Billed Entity Information

- Provide Billed Entity Number, a number assigned by USAC, FCC Registration Number, assigned by the FCC, as well as name, address and contact information

- For each school district or library system, all the entities (individual schools and libraries) need to be listed, whether or not they are receiving service on this application or not

- Non Instructional Facilities (NIF) should be included in the list

- Attributes for each entity will be input

- System will then automatically calculate the school district percentage based on your input information

- Connectivity survey questions regarding your current connectivity

- One block 5 for each funding request. In general, you should complete a separate funding request for:
  - Each service provider identified by a unique Service Provider Identification Number (SPIN)
  - Each separate contract
  - Each service type provided by the same provider
  - Any voice services
  - Long distance voice service (if from a different service provider to the local phone service)
  - Services ordered based on different form 470's, or services that qualify for an exemption from the FCC form 470 reporting requirement

- Provide information about the service, including the eligible and ineligible cost and then select the school and library entities receiving service

Block 6 – Certifications & Signature

- Certifications and signature

- Read carefully and check each box as required. Note that not every box should be checked, it depends on your particular circumstances.

- http://www.usac.org/sl/tools/forms/default.aspx Instructions on completing form 471

- http://www.usac.org/sl/tools/forms/471-online-filing-guide.aspx Online filing guides with Import/Copy instructions

- http://www.usac.org/sl/about/outreach/online-learning.aspx Online filing guidance videos

- http://www.usac.org/sl/tools/modernization-order/newsbriefs.aspx Relevant news briefs

- http://www.usac.org/sl/tools/forms/online-filing-training.aspx Training site for online filing

- http://www.usac.org/sl/tools/forms/471-templates.aspx Form 471 optional templates