

### Instructions for Completing Form 471 for Basic Telephone Services

The Form 471 is the Schools and Libraries Universal Service Description of Services Requested and Certification Form. A library completes the form to describe desired services and the form is posted to the Universal Services website for potential service providers to review and submit bids.

~The Form 471 is the second form a library must file to in the E-rate Application Process~

#### When to File

A Form 471 and all associated materials (Item 21 Attachment and Certification) must be filed during the “Filing Window” (generally during Mid-November – Mid-February) and after the corresponding Form 470 has been posted for 28-days.

#### How to File

WVLC suggests libraries file online at <http://www.sl.universalservice.org/menu.asp>.

**Reminder: Most of the E-rate forms submitted by libraries or library systems apply to basic (Plain Old Telephone Service – POTS) and long distance service. The West Virginia Library Commission will continue to submit the E-rate forms associated with Internet access (56k/T1 frame relay lines).**

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#### Applicant’s Form Identifier

Assign the form a number or name that suits the library’s record-keeping needs.

#### Form 471 Application Number

USAC will assign and insert the Application Number. Leave this item blank.

#### Block 1 – Billed Entity Information

All of the information requested in Block 1 is informational.

**Item 1:** Fill in the name of the Library/Library System/Service Center that is filing the Form 471.

**Item 2:** Provide the funding year for which you are applying (July 1 20xx – June 30, 20xx).

**Item 3a:** Provide your Entity Number – the six-digit number assigned to the library by USAC as a means of identification.

**Item 3b:** Provide your FCC Registration Number

**Items 4 a-c:** Fill in the contact information of the Library/Library System/Service Center from Item 1.

**Item 5a:** Select “Library”

**Item 5b:** Select “Public”

**Item 6a-e:** Provide the name and information of the person best qualified to answer any questions regarding the form.

**Item 6f:** If you would like to identify an alternate person in case the contact person is unavailable, do so here.

**Item 6g:** Leave this item blank.

#### Block 2 – Impact of Services Ordered on Schools

Only complete the right-hand column for titled “Libraries”

**Item 7a:** Enter the total service population for the library or library system that is listed in Item 1. For a Service Center who is filing one application that includes their affiliates enter the total service population of the Service Center plus the affiliates.

**Item 7b:** Indicate how many library buildings have and/or will have telephone service.

**Item 7c-g:** Since the application is for basic telephone service and long distance, leave these items blank.

## Block 3 – [Reserved]

### Block 4 – Discount Calculation Worksheet

Most of the information required for this worksheet will come from the Discount Matrix provided by WVLC.

**Item 9a:** Enter the library system name and entity number.

For a library outlet/branch complete **columns 1-7** and **11**.

For a library system complete **columns 1-7** and **11** for each library outlet/branch, total **column 7** and complete **column 13**.

### Block 5 – Discount Funding Request

The information supplied in this block translates into a Funding Request Number (FRN). You will need a separate Block 5 for each account of service.

**FRN:** The SLD will assign and insert the Funding Request Number. Leave this item blank.

**Item 10:** This box is used for duplicate funding requests. You most likely will not check this box.

**Item 11:** Select telecommunications.

**Item 12:** Enter 15-digit Form 470 application number where the services were described.

**Item 13:** Enter the 9-digit SPIN for the service provider.

**Item 14:** Enter the Service Provider name i.e., Verizon, Frontier, etc.

**Item 15a:** Check this box if you have not signed a contract for these services.

**Item 15b:** Enter "MTM" for month-to-month services or "T" for tariff services.

**Item 15c:** Will most likely leave this item blank.

**Item 15d:** Will most likely leave this item blank.

**Item 16:** Enter your billing account number

**Item 17:** Enter the date you chose your service provider. Must be after the ACD listed on your Form 470 RNL

**Item 18:** Do not complete this item if you are receiving month-to-month or tariff services.

**Item 19:** Enter July 1 of the funding year.

**Item 20:** If you have a contract, enter the expiration date.

**Item 21:** If not filing online, submit a copy of the summary page of your phone bill.

**Item 22:** Answer **a** if services from this account are only provided to on library building. Answer **b** if services are shared by more than one building and reference the Block 4 Worksheet.

**Items 23a-e:** Calculate monthly recurring charges.

**Items 23f-h:** Calculate one-time charges, if any.

**Items 23i-j:** Calculate total charges and Funding Commitment Request.

### Block 6 – Certification and Signature

The authorized signature needs to be the Director or a Board Member of the filing library.

**Item 24:** Every library will select **b**.

**Item 25:** Check this box.

**Item 25a:** Add the entries from Item 23i on all Block 5 requests.

**Item 25b:** Add the entries from Item 23k on all Block 5 requests.

**Item 25c:** Subtract 25b from 25a.

**Item 25d:** Enter the amount the library has budgeted to pay for the non-discount share. (Should not be less than 25c).

**Item 25e:** Add items 25c and 25d.

**Item 25f:** Most libraries will not check this box.

**Item 26:** Because the application is for basic telephone and long distance service select **c**.

*The signer should read all statements in **items 24-37** before certifying online via PIN or signing item 38.*

**Items 39-42e:** Enter the name, position, address, phone, fax, e-mail and employer of the authorized person who has signed the form in the appropriate boxes.

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For more detailed instructions or if you are filing for more than basic telephone and long distance service download the FCC Form Instructions at [http://usac.org/\\_res/documents/sl/pdf/471i.pdf](http://usac.org/_res/documents/sl/pdf/471i.pdf).

For assistance with completing the Form 471 or any of the FCC E-rate Forms contact:

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To receive updates and reminders regarding the E-rate Program join the WVLC E-rate Listserv at <http://listserv.wvlc.lib.wv.us/mailman/listinfo/erate>.

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