

### Instructions for Completing Form 486 for Basic Telephone Services

*The Form 486 is the Schools and Libraries Universal Receipt of Service Confirmation Form. A library completes the form to notify USAC they are receiving services and can begin invoicing USAC. USAC cannot process a payment related to a FRN unless a properly completed Form 486 has been submitted.*

#### When to File

A Form 486 must be postmarked no later than 120 days after the Service Start date or 120 days after the date of the Funding Commitment Decision Letter (FCDL), whichever is later. A Form 486 cannot be filed before the receipt of a FCDL.

#### 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 486 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/ Regional that is filing the Form 486.

**Item 2:** Provide your Entity Number – the six digit number assigned to the library by USAC as a means of identification.

**Item 3:** Enter the current Funding Year

**Item 4:** Fill in the contact information of the Library/Library System/Service Center/Regional from Item 1.

**Item 5:** Provide the name and information of the person best qualified to answer any questions regarding the form.

#### Block 2 – Early Filing Information and CIPA Waiver Requests

**Item 6a:** If you have received your FCDL and are filing before July 31, select this item.

**Item 6b and 6c:** **DO NOT** check 6b or 6c

#### Block 3 – Service Information

In Block 3 you will be listing the various services that have been approved for discount. Each "row" of information (Items 7A-7E) is specific to a single Funding Request Number (FRN).

**Items 7a-7d:** The FRN information requested by these items is listed on the FCDL. Each block of information on the last page(s) of the FCDL refers to a specific FRN.

**Item 7e:** If you checked Block 2, Item 6a then each service listed below must have a July 1 start date.

## **Block 4 – Certifications and Signature**

**Item 8:** Since the application is for basic telephone and long distance service, enter “None”

**Item 9-10:** Check these items.

**Item 11a-c:** Check item **11c**. Leave item **11a** blank.

The signer should read all statements, items 8-11, before certifying online via PIN or signing in Blue Ink Item 12, if certifying on paper.

**Items 13-16d:** Enter the date signed, name, title or position, address, phone, fax, and e-mail of the authorized person signing the Form 486 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/486i.pdf](http://usac.org/_res/documents/sl/pdf/486i.pdf).

For assistance with completing the Form 486 or any of the FCC E-rate Forms contact:

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West Virginia Library Commission  
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Charleston, WV 25305  
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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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