

Telecommunications Reporting Worksheet, FCC Form 499

Instructions for Completing the Worksheet for Filing Contributions to Telecommunications Relay Service, Universal Service, Number Administration, and Local Number Portability Support Mechanisms

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NOTICE TO INDIVIDUALS: Sections 54.703, 54.711, and 54.713 of the Federal Communications Commission's rules require all telecommunications carriers providing interstate telecommunications services, providers of interstate telecommunications that offer interstate telecommunications for a fee on a non-common carrier basis, and payphone providers that are aggregators to contribute to universal service and file this Telecommunications Reporting Worksheet (FCC Form 499) twice a year. 47 C.F.R. §§ 54.703, 54.711, 54.713. Section 52.17 provides that all telecommunications carriers in the United States shall contribute on a competitively neutral basis to meet the costs of establishing numbering administration, and directs that contributions shall be calculated and filed in accordance with this worksheet. 47 C.F.R. § 52.17. Section 52.32 provides that the local number portability administrators shall recover the shared costs of long-term number portability from all telecommunications carriers. 47 C.F.R. § 52.32. Section 64.604 requires that every carrier providing interstate telecommunications services shall contribute to the Telecommunications Relay Services (TRS) Fund on the basis of its relative share of interstate end-user telecommunications revenues, with the calculation based on information provided in this worksheet. 47 C.F.R. § 64.604(c)(iii)(4).

This collection of information stems from the Commission's authority under Sections 225, 251, and 254 of the Communications Act of 1934, as amended, 47 U.S.C. §§ 225, 251, and 254. The data in the Worksheet will be used to calculate contributions to the universal service support mechanisms, the telecommunications relay services support mechanism, the cost recovery mechanism for numbering administration, and the cost recovery mechanism for shared costs of long-term number portability. Selected information provided in the Worksheet will be made available to the public in a manner consistent with the Commission's rules.

We have estimated that each response to this collection of information will take, on average, 6 hours. Our estimate includes the time to read the instructions, look through existing records, gather and maintain the required data, and actually complete and review the form or response. If you have any comments on this estimate, or how we can improve the collection and reduce the burden it causes you, please write the Federal Communications Commission, AMD-PERM, Washington, D.C. 20554, Paperwork Reduction Project (3060-XXXX). We also will accept your comments via the Internet if you send them to jboley@fcc.gov. Please **DO NOT SEND COMPLETED WORKSHEETS TO THIS ADDRESS.**

Remember -- You are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid Office of Management and Budget (OMB) control number. This collection has been assigned an OMB control number of 3060-XXXX.

The Commission is authorized under the Communications Act of 1934, as amended, to collect the personal information we request in this form. We will use the information that you provide to determine contribution amounts. If we believe there may be a violation or potential violation of a statute or a Commission regulation, rule, or order, your Worksheet may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation, or order. In certain cases, the information in your Worksheet may be disclosed to the Department of Justice, court, or other adjudicative body when (a) the Commission; or (b) any employee of the Commission; or (c) the United States government, is a party to a proceeding before the body or has an interest in the proceeding.

If you owe a past due debt to the federal government, the taxpayer identification number (such as your social security number) and other information you provide also may be disclosed to the Department of the Treasury Financial Management Service, other federal agencies, and/or your employer to offset your salary, IRS tax refund, or other payments to collect that debt. The Commission also may provide this information to those agencies through the matching of computer records where authorized.

With the exception of your social security number, if you do not provide the information we request on the Worksheet, the Commission may consider you in violation of sections 1.47, 52.17, 52.32, 54.713, and 64.604 of the Commission's rules. 47 C.F.R. §§ 1.47, 52.17, 52.32, 54.713, and 64.604.

The foregoing Notice is required by the Privacy Act of 1974, P.L. 93-579, December 31, 1974, 5 U.S.C. § 552(a)(e)(3), and the Paperwork Reduction Act of 1995, P.L. No. 104-13, 44 U.S.C. § 3501, *et seq.*

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Table of Contents

I.	Introduction	3
II.	Filing Requirements and General Instructions	4
A.	Who must file	4
1.	Filing by legal entity	7
2.	Contributors that would be <i>de minimis</i> for Federal universal service filing purposes	7

Bell Atlantic Proposed Revisions

3.	Private Carriers and Shared Tenant Service Providers	8
4.	Definition of International Only and Intrastate Only Service Providers	9
5.	Designation of Agent for Service of Process	10
B.	When and Where to File	10
C.	Rounding of Numbers	13
D.	Compliance	13
III. Specific Instructions		14
A.	Block 1: Contributor Identification Information	14
B.	Block 2: Contact Information	17
C.	Block 3: Contributor Revenue Information	18
1.	Column (a) - total revenue	18
2.	Explanation of revenue categories	19
	Fixed local service revenue categories	20
	Mobile service	23
	Toll carrier service revenue categories	22
	Other revenues categories	25
3.	Column (b) - percent interstate & international	26
4.	Column (c) - interstate & international revenue	26
D.	Block 4: Calculation of Local Number Portability Administration Contribution	25
E.	Block 5: Calculation of TRS Contribution	29
F.	Block 6: Calculation of NANPA Contribution	29
G.	Block 7: Certification	30
H.	Obligation to file revisions	31
IV.	Electronic Filing	33
V.	Reminders	34
Figure 1: Which telecommunications service providers must file for which purposes		6
Figure 2: Table to determine if a contributor meets the <i>de minimis</i> standard for purposes of universal service		8
Figure 3: Filing Schedule		11
Figure 4: Where to send checks		12

I. Introduction.

All carriers, all pay telephone providers and shared tenant service providers that either offer carrier services or that are larger than the universal service *de minimis* threshold must file this worksheet.

Telecommunications service providers must contribute to several support and cost recovery mechanisms established by the FCC. 47 C.F.R. § 52.17 mandates that all telecommunications carriers contribute to meet the costs of administering the North American Numbering Plan (NANP). 47 C.F.R. §§ 54.705, 54.707, 54.709, 54.711, and 54.713 require most telecommunications service providers to contribute to the universal service support mechanisms. 47 C.F.R. § 52.32 mandates that shared costs of long-term local number portability administration (LNPA) in a region shall be recovered from carriers providing telecommunications service in that region. 47 C.F.R. § 64.604 requires that all carriers providing interstate telecommunications services contribute to the provision of interstate Telecommunications Relay Service (TRS). The NANPA and LNPA rules implement section 251(e)(2) of the Communications Act which states that the cost of establishing telecommunications numbering administration arrangements and number portability shall be born by all telecommunications carriers on a competitively neutral basis. The universal service rules implement section 254(d) of the Communications Act and the TRS rules implement section 225(d)(3)(B) of the Communications Act.

In general, contributions shall be calculated based on end-user telecommunications revenue information filed in accordance with a Telecommunications Reporting Worksheet, to be adopted by the Chief of the Common Carrier Bureau and published in the Federal Register. The worksheet sets forth information that must be provided by the contributor, the formula for computing TRS, NANPA and LNPA contributions, the manner of payment, and due dates for payments. The worksheet shall be certified to by an officer of the contributor and be subject to verification by the Commission or the various program administrators.

This filing also satisfies carrier obligations under 47 C.F.R. § 1.47 to designate an agent in the District of Columbia for service of process. In addition, certain carriers can use this filing to satisfy requirements under 47 C.F.R. § 43.21(c) to file certain revenue and plant investment information.

II. Filing Requirements and General Instructions

A. Who must file

All providers of telecommunications services within the United States, with very limited exceptions, must file an FCC Form 499 Telecommunications Reporting Worksheet. For this purpose, the United States is defined as the contiguous United States, Alaska, Hawaii, American Samoa, Baker Island, Guam, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Island, Navassa Island, the Northern Mariana Islands, Palmyra, Puerto Rico, the U.S. Virgin Islands, and Wake Island. Telecommunication service providers must file if they provide service in any of these points.

The term "telecommunications" means the transmission, between or among points specified by the user, of information of the user's choosing, without change in the form or content of the information as sent and received. For the purpose of filing, the term "telecommunications" includes, but is not limited to, the following types of services: cellular telephone and paging services; mobile radio services; operator services; personal communications services (PCS); access to interexchange service; special access; wide area telecommunications services (WATS); toll-free services; 900 services; message telephone services (MTS); private line; telex; telegraph; video services; satellite services; and resale services. Note that these categories are technology neutral, meaning that all providers of MTS, for example, must file, regardless of whether their underlying networks rely on circuit switching or packet switching techniques.

Entities must file the worksheet and may be required to contribute for one or more purposes if they offer interstate telecommunications services for a fee to the public even if only a narrow or limited class of users could utilize the services. Included are entities that provide interstate telecommunications services to entities other than themselves for a fee on a private, contractual basis.

All telecommunications carriers must file the April 1 Telecommunications Reporting Worksheet because all must contribute to the support or cost recovery mechanisms for one or more of the following: federal universal service; long-term local number portability administration; the TRS Fund; or the NANP administration. Shared tenant service and pay telephone providers are also considered to be interstate services providers and are required to file. Figure 1 summarizes which telecommunications providers must file because of which purposes.

Figure 1: Which telecommunications service providers must contribute for which purposes.

Filing required	Universal Service	TRS	NANPA	Number Portability
	April 1 and September 1	April 1		
<i>De minimis</i> shared tenant services providers that have no common carrier revenue				
Other shared tenant services providers that have no common carrier revenue (See Section II-A-3)	X			
<i>De minimis</i> private carriers			X	X
Other private carriers (See Section II-A-3)	X		X	X
Telecommunications carriers that provide services only to other reporting carriers or that provide international-to-international services only			X	X
Telecommunications carriers that provide intrastate service only (See Section II-A-4)			X	X
Satellite carriers	X	X	X	X
Telecommunications carriers that provide international service only (See Section II-A-4)		X	X	X
<i>De minimis</i> pay telephone aggregators that do not also have common carrier revenue		X		
Other pay telephone aggregators that do not also have common carrier revenue	X	X		
<i>De minimis</i> interstate telecommunications carriers (See Section II-A-2)		X	X	X
All other telecommunications carriers	X	X	X	X

1. Filing by legal entity

EACH LEGAL ENTITY that provides interstate telecommunications service for a fee, including each affiliate or subsidiary of an entity, must complete and file separately a copy of the attached Telecommunications Reporting Worksheet. Entities may not file summary reports for more than one telecommunications service provider. Entities that have distinct articles of incorporation are separate legal entities. Entities may not file separately for different operating divisions even if these divisions separately bill for service. Each affiliate or subsidiary should identify their ultimate controlling parent or entity on Block 1 Line 105 -- Holding Company.

2. Contributors that would be *de minimis* for Federal universal service filing purposes

~~Common carriers need not file a September 1 Telecommunications Reporting Worksheet if their contributions would be *de minimis* for universal service filing purposes. Private carriers and shared tenant service providers need not file either a September 1 or a April 1 Telecommunications Reporting Worksheet if their contributions would be *de minimis*. Common carriers and pay telephone providers that would be *de minimis* for universal service filing purposes must make the April 1 filing for other purposes.~~

Small common carriers and small pay telephone providers should complete the table contained in Figure 2 to determine whether they meet the *de minimis* standard and need not file the Telecommunications Reporting Worksheet on September 1. Small shared tenant service providers and small private carriers should complete the table in Figure 2 to determine whether they meet the *de minimis* standard and need not file the worksheet on either September 1 or April 1. To complete Figure 2, potential filers must first complete block 3 of the Telecommunications Reporting Worksheet and enter the amounts from Line ~~230~~ **203** in Figure 2. Telecommunications providers whose estimated universal service contribution would be less than \$10,000 will not be required to make universal service contributions, regardless of whether or not they are required to file a Telecommunications Reporting Worksheet for other purposes.

~~This calculation must be made every six months. Telecommunications providers that do not file because they are *de minimis* should retain Figure 2 and documentation of their contribution base revenues for 3 calendar years after the date each worksheet is due. **If a reseller qualifies for the *de minimis* exemption, it must notify its underlying carriers that it is not contributing directly to universal service and must be considered an end-user by that carrier for universal service contribution purposes.**~~

Figure 2: Table to determine if a contributor meets the *de minimis* standard for purposes of universal service

		Total intrastate, interstate and international contribution base (a)	Interstate and international contribution base (b)
A	Amount from Block 3, Line 230 203		
B	Enter .5 if September 1 filing or .25 if April 1 filing		
C	Revenue stated on a quarterly basis (Line A times Line B)		
D	Estimated quarterly payment factor for the purposes of meeting the <i>de minimis</i> threshold	.015	.031
E	Estimated quarterly contribution (Line C times Line D)		
F	Total quarterly contribution (Line E-1 plus Line E-2)		
G	Annualizing factor		4
H	Estimated annual contribution for universal service support (Line F times Line G)		

3. Private Carriers and Shared Tenant Service Providers

Subject private carriers include entities that provide interstate telecommunications to entities other than themselves for a fee on a private, contractual basis. Shared tenant service providers that operate exclusively as aggregators and not as carriers are subject to reporting only if they pass the *de minimis* threshold for universal service contribution purposes. Such entities need not contribute to local number portability, TRS or NANPA. Shared tenant service providers that have carrier revenue, however are subject to the local number portability and NANPA contribution requirements. Shared tenant service providers that also provide common carrier services are subject to the local number portability, TRS and NANPA contribution requirements.

Several categories of private carriers and shared tenant service providers, however, are exempt from universal service filing requirements even if they exceed the *de minimis* threshold. Entities that provide

services only to themselves or to commonly owned affiliates need not file. Government entities that purchase telecommunications services in bulk on behalf of themselves, e.g., state networks for schools and libraries, are not required to file. Public safety and local governmental entities licensed under Subpart B of Part 90 of the Commission's rules are not required to contribute. Systems integrators (entities in the business of integrating customers' computer and other informational systems) are exempt if they provide telecommunications services exclusively on a resale basis and if telecommunications services constitute less than five percent of revenues derived from providing systems integration services. Broadcasters, including ITFS licensees, that engage in non-common carrier interstate telecommunications are not required to contribute directly to universal service. In addition, non-profit schools, non-profit libraries, non-profit colleges, non-profit universities, and non-profit health care providers are exempt from filing if they operate as a private carrier or shared tenant service provider.

A non-common carrier entity that provides interstate telecommunications exclusively to public safety or government entities and does not offer services to others need not file for universal service purposes. If operating as a common carrier, however, such an entity would file for other funding purposes.

Exempt private carriers and shared tenant services providers will be treated as end-users by underlying carriers. Underlying carriers should report revenues derived from the provision of telecommunications to exempt common carriers, private carriers, pay telephone providers and shared tenant service providers in Lines 215-231 of the Telecommunications Reporting Worksheet, as appropriate. Underlying carriers will have to contribute on the basis of this revenue and may choose to pass on contributed amounts to end-users including exempt telecommunications service providers.

4. Definition of International Only and Intrastate Only Service Providers

The term "interstate telecommunications" covers any communications or transmission from any State, Territory or possession of the United States to any other State, Territory or possession regardless of whether the transmission passes through a foreign point. Entities are subject to the universal service contribution requirement if they offer interstate telecommunications for a fee to the public even if only a narrow or limited class of users could utilize the services. Common carrier paging systems, for example, would provide interstate service if they allow customers to receive pages from out of state. This would be the case either if the pager coverage area included more than one state OR if the paging system could terminate messages that arrived from out of state via the public switched network. Pay telephone providers, sometimes referred to as "pay telephone aggregators," provide access to the interstate public switched network and also are considered to be interstate service providers. **Entities are 'intrastate only' or 'international only' if neither it, nor any affiliate, offers any interstate service.**

5. Designation of Agent for Service of Process

47 U.S.C. 413 states that

It shall be the duty of every carrier subject to this Act to designate in writing an agent in the District of Columbia, upon whom service of all notices and process and all orders, decisions, and requirements of the Commission may be made for and on behalf of said carrier in any proceeding or suite pending before the Commission, and to file such designation in the office of the secretary of the Commission ...

47 C.F.R. § 1.47(h) of the Commission's requires that in designating an agent for service of process, the carrier must provide both the carrier and its designated agents, a name, business address, telephone or voicemail number, facsimile number, and, if available, Internet e-mail address. The carrier shall additionally list any other names by which it is known or under which it does business, and, if the carrier is an affiliated company, the parent, holding, or management company. Carriers provide this "designation" information by filing Block 1 and Block 2 of the Form 499 Telecommunications Reporting Worksheet.

Within one week of offering service to the public, new carriers must complete the first page of the Telecommunications Reporting Worksheet and file this page with the Formal Complaints and Investigations Branch of the Common Carrier Bureau. Carriers must notify the Commission within one week of any changes in their designation information completing the first page of the Telecommunications Reporting Worksheet and filing this page with the Formal Complaints and Investigations Branch of the Common Carrier Bureau.

A paper copy of this designation list will be maintained in the Office of the Secretary of the Commission and this information will be made available to the public. 47 C.F.R. § 1.721(a)(h) requires that parties with complaints against carriers make a good faith effort to resolve complaints against carriers before filing formal complaints against them. Complainants can demonstrate that they have contacted the carrier by sending a certified letter to the address provided on Line (109) outlining the allegations that form the basis of the complaint.

B. When and Where to File

Figure 3 provides the filing schedule and relevant addresses. Figure 4 provides addresses for mailing checks for LNPA, TRS, and NANP contributions. If April 1 ~~or September 1~~ is a non business day, worksheets are due the preceding Friday.

Figure 3: Filing Schedule

When to file	What to file	Where to file **
April 1, 1999	- Completed Worksheet - photocopies of check(s) where reporting entity is required to make a LNPA, TRS or NANPA contribution	Telecommunications Reporting Worksheet Address to be determined Fax: [Optional electronic filing when available -- use directions with package]
September 1, 1999*	Completed Worksheet	Telecommunications Reporting Worksheet Address to be determined Fax: 973-884-8469 [Optional electronic filing when available — use directions with package]
New carriers within one week of first providing service	- Completed Page 1 of worksheet	Chief, Formal Complaints and Investigations Branch Common Carrier Bureau Mail Stop 1600 A2, N.W. Washington D.C. 20554
Within one week when there is a change in identification or contact information on Page 1	- Completed Page 1 of worksheet	Chief, Formal Complaints and Investigations Branch Common Carrier Bureau Mail Stop 1600 A2, N.W. Washington D.C. 20554
<p>* Contributors are not required to make a September 1 filing if they are <i>de minimis</i> for universal service purposes or if they exclusively provide either international services or intrastate services only.</p> <p>** Do not send a universal service contribution with this filing or to any of these addresses. The universal service administrator will bill telecommunications providers for universal service contributions.</p>		

Figure 4: Where to send checks

April 1 filing only ***	
Lockheed LNPA P.O. Box XXXX [to be announced]	Amount from Line (404) [Only carriers must contribute to the administration of local number portability.]
NECA -TRS P.O. Box 360090 Pittsburgh, PA 15251-6090	Amount from Line (406) [Filers with no end-user revenues do not need to contribute to the TRS Fund.]
NBANC P.O. Box 371008 Pittsburgh, PA 15251-7008	Amount from Line (408) [Only carriers must contribute to the administration of the North American Numbering Plan.]
<p>* Check(s) must be received by April 1, 1999. Where contribution requirements exceed \$1200 and contributors have elected to make equal monthly payments, subsequent payments must be received by the first of each month, May 1999 through March 2000. Contributors are encouraged to contact the universal service, local number portability, TRS, and NANP administrators to make arrangements for Electronic Funds Transfer.</p> <p>** Do not send a universal service contribution with this filing or to any of these addresses. The universal service administrator will bill contributors for universal service contributions.</p>	

If you have questions regarding how to complete the Worksheet, you may contact

Universal Service Administration	(973) 560-4400.
TRS Administration	(973) 418-0948
NANPA Billing and Collection Agent	(973) 884-8542
Local Number Portability Administrators	
TTY (Network Services Division)	(202) 418-0484

C. Rounding of Numbers

All information provided in the Worksheet, except the signature, should be neatly printed in ink or typed. Reported revenues in block 4, column (a) and column (c) that are greater than a thousand dollars may be rounded to the nearest thousand dollars. Regardless of rounding, **all dollar amounts must be reported in whole dollars**. For example, \$2,271,881.93 could be reported as \$2,271,882 or as \$2,272,000, but could not be reported as \$2272 thousand or \$2.272 million or \$2,270,000. Please enter \$0 in any line for which the contributor had no revenues for the year.

Percentages reported in block 3, column (b) should be rounded to the nearest whole percent. For example, if the exact amount of interstate revenues for a line is not known, but the filer estimates that the ratio of interstate to total revenue was .425, then the figure 43% should be reported. Percentages between zero percent and one percent should be reported as one percent. Please enter zero dollars in column (c) if there were no interstate revenues for the line for the reporting period.

Gross revenues reported in the Telecommunications Reporting Worksheet must be taken directly from corporate books of account. The interstate and international portion of any revenue category should be taken directly from corporate books of account or subsidiary records if available. Otherwise, interstate revenues should be calculated as gross revenues in column (a) times the percentage shown in column (b). Calculated interstate revenues greater than a thousand dollars may be rounded to the nearest thousand dollar and entered in column (c). If an entity cannot derive the interstate and international revenues from corporate books of account, that entity may submit a good faith estimate of the percentage of interstate and international revenues in column (b). An reporting entity may not submit a good faith estimate lower than one percent.

D. Compliance

Contributors failing to file the Telecommunications Reporting Worksheet or to pay contributions in a timely fashion may be subject to the enforcement provisions of the Communications Act and any other applicable law. In addition, the Commission's rules authorizes the Universal Service Administrator, the TRS administrator, the NANPA Billing and Collection Agent and the LNPAs to bill a contributor for reasonable costs, including interest and administrative costs that are caused by inaccurate or untruthful filing of the Worksheet or overdue contributions.¹

¹ See 47 C.F.R. § 52.17(b) (NANPA); 47 C.F.R § 54.713 (universal service); 47 C.F.R. § 52.33(c) (LNPAs); 47 C.F.R § 64.604(c)(iii)(B) (TRS).

III. Specific Instructions

A. Block 1: Contributor Identification Information

Block 1 of the Telecommunications Reporting Worksheet requires identification information. Contributors are directed to provide their Telecommunications Relay Service (TRS) Company Code, which is an identification number assigned by the TRS Fund Administrator. The current TRS Fund Administrator, the National Exchange Carrier Association (NECA), can be contacted at 973-884-8173. Carriers and their TRS Company Codes are published in the annual FCC report *Carrier Locator: Interstate Service Providers*, which is available on the Commission's "FCC-State Link," web site. Most companies that must contribute to the universal service, NANPA and LNPA support mechanisms also must contribute to the TRS Fund. Intrastate only carriers, shared tenant service and private service providers that file for other purposes but not for TRS purposes will be assigned a TRS Company Code. Carriers that have not previously filed a TRS Fund worksheet or a Telecommunications Reporting Worksheet should enter "NEW FILER" in the space provided for the TRS Company Code. This code should be entered at the top of each page on the paper version of the worksheet, the cover letter, and on supporting documentation, if any.

Line (101) -- enter the legal name of the contributor as it appears on articles of incorporation or other legal documents. **EACH LEGAL ENTITY MUST FILE A SEPARATE WORKSHEET.**

Line (102) -- provide the Internal Revenue Service (IRS) employer identification number (EIN) for the contributor and the TRS Company Code. If the contributor has more than one EIN, it should include the number used to file federal excise taxes.

Line (103) -- provide the principal name under which the company conducts telecommunications activities. This would typically be the name that appears on customer bills, or the name used when service representatives answer customer inquiries.

Line (104) -- mark the box that best describes the principal telecommunications activity of the filer. Use the following categories:

CAP/CLEC	(Competitive Access Provider/Competitive Local Exchange Carrier) -- competes with incumbent LECs to provide local exchange services or telecommunications services that link customers with interexchange facilities, local exchange networks, or other customers.
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Cellular/PCS/SMR (wireless telephony)	(Cellular, Personal Communications Service, and Specialized Mobile Radio service provider)
--	--

- primarily provides wireless telecommunications services (wireless telephony). This category includes the provision of wireless telephony by resale. An SMR provider would select this category if it primarily provides wireless telephony rather than dispatch or other mobile services.
- Incumbent LEC -- provides local exchange service. An incumbent local exchange carrier (LEC) generally is a carrier that was at one time franchised as a monopoly service provider. See 47 U.S.C. § 251(h).
- IXC (Interexchange Carrier)
-- provides long distance telecommunications services substantially through switches or circuits that it owns or leases.
- Local reseller -- provides local exchange or fixed telecommunications services by reselling services of other carriers.
- OSP (Operator Service Provider)
-- companies other than incumbent LECs that serve customers needing the assistance of an operator to complete calls, or needing alternate billing arrangements.
- Paging and Messaging -- provides wireless paging or wireless messaging services. This category includes the provision of paging and messaging services by resale.
- Payphone Service Provider -- provides customers access to telephone networks through pay telephone equipment, special teleconference rooms, etc. Payphone service providers also are referred to as pay telephone aggregators.
- Pre-paid Card -- provides pre-paid calling card services by selling pre-paid calling cards to the public or to retailers. Pre-paid card providers typically resell the toll service of other carriers and determine the price of the service by setting the price of the card and controlling the number of minutes that the card can be used for.
- Private Service Provider -- offers telecommunications to others for a fee. This would include a company that offers excess capacity on a private system that is used primarily for internal purposes. (Excludes

broadcasters and systems integrators that derive less than five percent of their systems integration revenues from the resale of telecommunications.)

Satellite -- provides satellite space segment or earth stations that are used for telecommunications service.

Shared Tenant Service Provider -- manages or owns a multi-tenant location that provides telecommunications services or facilities to the tenants for a fee. (Excludes non-profit schools, non-profit libraries, non-profit colleges, non-profit universities, and non-profit health care providers.)

SMR (dispatch) (Specialized Mobile Radio service provider)
-- primarily provides dispatch services and mobile services other than wireless telephony. While dispatch services may include interconnection with the public switched network, this category does not include carriers that primarily offer wireless telephony.

Toll Reseller -- provides long distance telecommunications services primarily by reselling the long distance telecommunications services of other carriers.

Wireless Data -- provides mobile or fixed wireless data services using wireless technology. This category includes the provision of wireless data services by resale.

The worksheet also provides boxes for "Other Local," "Other Mobile," and "Other Toll." If one of these categories is checked, the contributor should further describe the nature of the service it provides.

Line (105) -- provide the name of the contributor's holding company or controlling entity, if any. The holding company need not be a common carrier. **All reporting affiliates or commonly controlled contributors should have the same name appearing in Line (105).** An affiliate is a "person that (directly or indirectly) owns or controls, is owned or controlled by, or is under common ownership or control with, another person."²

Line (106) -- provide the name of the management company, if the contributor is managed by an entity

² 47 U.S.C. § 153(1).

other than itself. If the reporting entity and one or more other contributors is commonly managed, then each should show the same management company on Line (6). Contributors need not be affiliated to have a common management company. The management company would typically be the point of contact for the Universal Service Administrator.

Line (107) -- provide the principal carrier identification code (CIC) used by the carrier for the provision of interexchange services, if any. All carriers that purchase feature group B or feature group D access services have one or more CICs. CICs are administered by the North American Numbering Plan Administrator, which can be reached at 732-699-3700.

Line (109) -- provide a business address of the reporting entity that could be used either for customer inquiries or that parties could use to contact the carrier in order to resolve complaints. If this address is the same as the mailing address of the corporate headquarters, then enter "same" on this line.

Line (111) -- provide all names that the reporting entity used during the reporting period or currently uses for providing telecommunications services. The worksheet provides space for 13 names in addition to the principal name for carrier activities contained on Line (103). Use an additional sheet if this is not sufficient. Enter all names by which the contributor would be known to customers, government bodies, creditors, the press, etc. This list also should include names of predecessor companies that would have filed a universal service, TRS, NANP or Telecommunications Reporting Worksheet. In such cases, include the prior TRS ID as part of the name. This information will be used by the administrators in instances where other information indicates that a non-filer might exist and also to ensure that entities are not billed improperly for predecessor companies that no longer exist.

B. Block 2: Contact Information

The contributor should identify a contact person who can provide clarifications, additional information, and, if necessary, who could serve as the first point of contact in the event that either the Commission or an administrator should choose to verify or audit information provided in the Telecommunications Reporting Worksheet.

Line (116) -- provide the complete mailing address of the contact person. A semi-annual filing package will be mailed to this address unless other arrangements are made. Failure to receive a Telecommunications Reporting Worksheet from an administrator or the FCC does not relieve the contributor from its obligation to file in a timely fashion.

Line (117) -- provide a name and billing address. Information on establishing electronic fund transfer and bills for universal service, TRS, NANPA or local number portability administration contributions will be sent to this address unless other arrangements are made.

The second part of Block 2 contains information on the contributor's agents for Service of Process.

Bell Atlantic Proposed Revisions

The D.C. Agent for Service of Process ("D.C. Agent") may be an establishment owned by the contributor, an affiliate, an unaffiliated company, or may be a person. The D.C. Agent must be physically located in the District of Columbia such that orders, decisions and requirements of the Commission or the administrators may be served upon the contributor by leaving a copy thereof with such designated agent during normal business hours at the agent's office or other location designated for receipt of service of process. In addition to providing the required information on the contributor's D.C. Agent, the contributor may elect to provide an alternate Agent for Service of Process located outside the District of Columbia. **A reporting entity must notify one of the administrators if it chooses to use a different D.C. Agent than the one shown in the most recent filing or if the contact information changes for its D.C. Agent.**

Line (122) -- provide the complete business address for the agent. This address must be available for hand service of documents during normal business hours.

C. Block 3: Contributor Revenue Information

Enter the TRS Company Code at the top of Block 3 and copy the legal name of the reporting entity from Line (1) into Line (201). ~~On Line (202) check the appropriate box to indicate whether the worksheet is being filed for September 1 (and contains data for January 1 through July 31) or whether the worksheet is being filed April 1, (and contains data for January 1 through December 31 of the prior calendar year). Lines (203) through (232) contain detailed revenue data.~~

(Line 203) represents end-user revenues for the purpose of determining contributions to universal service, TRS, NANPA and LNP support. For example, the USF schools, libraries, and rural health care support mechanisms' contribution factor, LNP, and NANPA will be assessed against Line 203(a) and the USF high cost and low income support mechanisms' contribution factor and TRS will be assessed against Line 203(c).

1. Column (a) - total revenue

The reporting entity must report gross revenues ~~from all sources, including nonregulated and non-telecommunications services, on Line (232).~~ Provide gross revenues for the filing period. For example, ~~if the Worksheet is due by September 1, 1998, contributors should submit revenues billed during the calendar period January 1 through June 30, 1998. If the Worksheet is due by April 1, 1999, contributors should submit revenues billed during the calendar period January 1 through December 31, 1999.~~ Where two contributors have merged prior to filing, the successor company should report total revenues for the reporting period for all predecessor operations. The two contributors, however, should continue to report separately if each maintains separate corporate identities and continues to operate. Gross revenues should include revenues derived from the provision of interstate, international, and intrastate telecommunications and telecommunications services. Gross revenues consist of total revenues billed to customers during the filing period with no allowances for

Bell Atlantic Proposed Revisions

uncollectibles, settlements, or out-of-period adjustments. Gross billed revenues may be distinct from booked revenues. NECA pool companies should report the actual gross billed revenues (CABS Revenues) reported to the NECA pool and not settlement revenues received from the pool.

Gross revenues also should include any surcharges on communications services that are billed to the customer and either retained by the contributor or remitted to a non-government third party under contract. Gross revenues should exclude taxes and any surcharges that are not recorded on the company books as revenues but which instead are remitted to government bodies. **Surcharges levied by the reporting entity in order to recover universal service, TRS, NANPA, or local number portability contributions or costs are properly classified as end-user telecommunications revenues and should be reported as such.** ~~Any charge included on the customer bill and represented to recover or collect contributions for universal service expenses must be shown separately on Line (215).~~

For international services, gross revenues consist of gross revenues billed by U.S. contributors with no allowances for settlement payments. International settlement receipts for foreign billed service should not be included. Gross revenues do not include services provided in foreign countries where the reporting entity is operating as a foreign carrier rather than as a U.S. carrier. Traffic that must be reported on carrier international traffic data and circuit reports pursuant to Sections 43.61, 43.82, and 63.15(b) of the Commission's rules must be reported as U.S. carrier services.

Carriers required to use the Uniform System of Accounts (USOA) prescribed in Part 32 of the Commission's rules should base their response on their USOA account data and supplemental records dividing revenues into those received from end-users. All contributors should report revenues based on the following descriptions.

2 ~~Explanation of revenue categories~~ ***Further Definition of End User Revenue***

Exclude Revenue from Resellers

~~Line (232) Gross billed revenues from all sources should equal the sum of revenues by type of service reported on Lines (203) through (229) and Line (231). The Telecommunications Reporting Worksheet contains two broad types of service categories: revenue from other contributors; and revenue from all other sources (also termed end user revenues for the purposes of calculating contributions).~~

Revenues from service provided to resellers ~~that contribute directly to universal service~~ will be excluded from the funding base for determining universal service, TRS, NANPA and LNPA contributions of the underlying contributor. For this purpose, a reseller is a telecommunications service provider that 1) incorporates purchased telecommunications services into its own offerings and 2) can

reasonably be expected to contribute to support universal service based on revenues from those offerings. IXCs, for example, use local exchange carrier access services in providing switched toll services. The underlying local exchange carriers would **not** report the access service revenues as "Revenues from Service Provided to Resellers" and those revenues would not be incorporated in determining *in* their contribution base on Line (230). (203)

Other examples of resold revenue include total revenues derived from per-minute charges for originating or terminating calls should include Account 5082 -- Switched access revenue; any revenues in Account 5084 -- State access revenue -- that were based on per-minute charges; Account 5003 -- Cellular mobile revenue (revenues to the local exchange carrier for messages between a cellular customer and another station within the mobile service area); revenues received from carriers as compensation for originating toll calls; amounts in Account 5004 -- Other mobile services revenue -- that were derived from connecting with mobile service carriers; charges to other carriers for the origination or termination of non-toll traffic; unbundled network elements or other contract arrangements provided under state or federal access tariffs; Presubscribed Interexchange Carrier Charge (PICC) charges levied on carriers.; charges for physical collocation of equipment pursuant to 47 U.S.C. § 251(c)(6).

Each contributor should have documented procedures to ***identify its resellers***. ~~ensure that it reports as revenues from resellers only revenues from entities that reasonably would be expected to contribute to support universal service. The procedures should include but not be limited to maintaining the following information on resellers: legal name; address; name of a contact person; and phone number of the contact person. If the underlying contributor does not have other reason to know that the entity will, in fact, resell service, then the contributor should obtain a signed statement to that effect. "International only" and "intrastate only" carriers and carriers that meet the *de minimis* universal service threshold should not be treated as resellers for the purpose of reporting revenues because they are not required to contribute to universal service. A carrier will be considered a non-contributing "international only" or "intrastate only" carrier if neither it nor any of its affiliates provide any interstate telecommunications. Similarly, resellers that qualify for the *de minimis* exemption, broadcasters, systems integrators that derive less than five percent of their systems integration revenues from telecommunications, and non-profit schools, colleges, universities, libraries, and rural health care providers should be treated as end-users for reporting purposes because these entities are not required to contribute directly to federal universal service. Systems integrators and entities qualifying for the *de minimis* exemption must notify their underlying carrier that they should be considered end-users for reporting purposes.~~

~~Contributors are instructed to report revenues from other contributors in Lines (203) through (214). Contributors are instructed to report all other revenues in Lines (214) through (231). In many cases, the categories are duplicated in the two sections. Carriers required to use the Uniform System of Accounts (USOA) prescribed in Part 32 of the Commission's rules should base their response on their USOA account data and supplemental records dividing revenues into those received from other~~

universal service contributors and end-user revenues. All contributors should report revenues based on the following descriptions.

Exclude revenue from international only toll

International calls that both originate and terminate in foreign points are excluded from the contribution bases regardless of whether the service is provided to resellers or to end-users. International call-back services that both originate and terminate in non-U.S. points should be excluded.. Contributors should not report international settlement revenues from transiting traffic on the Worksheet.

Exclude revenue not derived from telecommunications or telecommunications-related functions.

Contributors may have revenues on their books that are not derived from telecommunications or telecommunications-related functions that should not be included in the universal service contribution base. For example, information services offering a capability for generating, acquiring, storing, transforming, processing, retrieving, utilizing, or making available information via telecommunications are not included in the universal service contribution base. Information services do not include any use of any such capability for the management, control, or operation of a telecommunications system or the management of a telecommunications service. Information services also are called enhanced services because they are offered over common carrier transmission facilities used in interstate communications and employ computer processing applications that act on the format, content, code, protocol, or similar aspects of the subscriber's transmitted information; provide the subscriber additional, different, or restructured information; or involve subscriber interaction with stored information. These services are exempt from contribution requirements. Exclude Account 5230 – Directory revenues and Account 5270 – Carrier billing and collection revenue. Also exclude revenues from the sale, lease, maintenance, or insurance of customer premises equipment (CPE), inside wiring maintenance, the provision of bare satellite transponder capacity, and all non-telecommunications service revenues on the contributor's books.

Include fixed local service revenue categories, mobile service revenue, toll carrier service revenue, and surcharges and other amounts on bills identified as recovering State or Federal Universal Service contributions.

Fixed local services connect a specific point to one or more other points. These services can be provided using either wireline or wireless technologies and can be used for either local exchange service, private communications, or access to toll services.

~~Line (203) and Line (216)~~ ***Fixed local service revenue includes*** Monthly service, local calling, connection charges, vertical features, and other local exchange services should include the basic local

service revenues except for local private line revenues, access revenues, and revenues from providing mobile or cellular services. For carriers required to use the USOA, these lines should include Account 5001 -- Basic area revenue; Account 5002 -- Optional extended area revenue; Account 5050 -- Customer premises revenue; Account 5060 -- Other local exchange revenue; and Account 5069 -- Other local exchange revenue settlements. ~~Line (203) also should include amounts in Account 5004 -- Other mobile services revenue -- that were derived from connecting with mobile service carriers. Revenues for services provided to carriers should be divided between Line (203a) -- provided as unbundled network elements and Line (203b) -- provided under tariffs or arrangements other than unbundled network elements (for example, resale). Line (203a) should include Presubscribed Interexchange Carrier Charge (PICC) charges levied on carriers.~~

~~Line (217) -- Tariffed subscriber line and PICC charges should contain charges to end-users (other than for special access services) specified in access tariffs. Line (217) should include revenues in Account 5081 -- End-user revenue -- as well as the appropriate portion of revenues in Account 5084 -- State access revenue. Contributors that do not have subscriber line charge tariffs on file with the Commission or with a state utility commission should report \$0 on Line (217).~~

~~Line (204) -- Total revenues derived from per-minute charges for originating or terminating calls should include Account 5082 -- Switched access revenue -- and any revenues in Account 5084 -- State access revenue -- that were based on per-minute charges. This line also would include Account 5003 -- Cellular mobile revenue (revenues to the local exchange carrier for messages between a cellular customer and another station within the mobile service area). The line should include gross charges to other carriers for the origination or termination of non-toll traffic. Do not deduct or net payments to carriers for origination or termination of traffic on their networks. Revenues for originating and terminating minutes should be divided between Line (204a) provided as unbundled network elements or other contract arrangements and Line (204b) -- provided under state or federal access tariffs.~~

~~Line (205) and Line (218) -- Local private line and special access service should include revenues from providing local services that involve dedicated circuits, private switching arrangements, and/or predefined transmission paths. These lines should include amounts recorded in Account 5040 -- Local private line revenue; These lines also should include Account 5083 -- Special access revenue; and any intrastate special access revenues in Account 5084 -- State access revenue **provided to end users.**~~

~~Line (206) and Line (219) -- Pay telephone compensation should include Account 5010 -- Pay telephone revenues. Line (206) should include revenues received from carriers as compensation for originating toll calls. Line (219) should include revenues received from customers paid directly to the payphone service provider. This primarily will consist of revenues from coin sent paid traffic.~~

~~Line (207) and Line (220) -- Other local telecommunications service revenues should include some revenues contained in Account 5200 -- Miscellaneous revenue -- as well as other local telecommunications service revenues that reasonably would not be **excluded as defined earlier.**~~

~~included with one of the other local service revenue categories. Line (207) should include charges for physical collocation of equipment pursuant to 47 U.S.C. § 251(e)(6). Lines (207) and (220) should exclude: enhanced services; billing and collection; customer premises equipment sale, lease or insurance; published directory revenues; internet service provider charges and any non-telecommunications revenues.~~

~~Line (208) — Universal service support revenues should include all amounts that contributors receive as universal service support from either states or the federal government. Line (27) should ~~include~~ as revenues Lifeline Assistance reimbursement for the waived portion of subscriber line or presubscribed interexchange carrier charges or credits for subsidized services provided to schools, libraries, and rural health care providers. Line (208) should include amounts received as cash as well as amounts received as credit against contribution obligations. Line (208) should not include any amounts charged to customers to recover universal service or similar contributions.~~

Mobile service

Mobile services are wireless communications between wireless equipment, such as cellular phones, and other points.

~~Line (209), Line (221), and Line (222) should contain mobile service revenues other than toll charges to mobile service customers and charges associated with customer premises equipment. A single category — Line (209) — is provided for all mobile service provided to resellers. Line (221) **Mobile services include** should contain monthly charges, activation fees, and service order processing charges, etc. Line (222) should **They** contain message charges, including any roaming charges assessed for calls placed out of customers' home areas. Lines (221) and (222) should **and** include amounts in Account 5004 -- Other mobile service revenue -- that were derived from providing service directly to the public. End-user pre-paid wireless service revenues attributable to activation and daily or monthly access charges, should be reported on Line (221). end-user pre-paid wireless service revenues attributable to air time, **and** should be reported on Line (222). toll charges to mobile service customers should be included in the lines for toll services.~~

Toll carrier service revenue categories

Toll services are telecommunications services, wireline or wireless, that enable customers to communicate outside of local exchange calling areas. No distinction is made based on whether services is provided over traditional circuits or by using packet switching techniques. Toll service revenues include intrastate, interstate, and international long distance services.

~~Line (223) — Pre-paid calling card should **I**include revenues from pre-paid calling cards provided either to customers or to retail establishments. Gross billed revenues should represent the amounts actually~~

paid by customers for the cards without any reduction or adjustment for discounts provided to retail establishments. All pre-paid card revenues are classified as end-user revenues.

~~Line (224) — International calls that both originate and terminate in foreign points are excluded from the contribution bases regardless of whether the service is provided to resellers or to end users. These revenues should be segregated from other toll revenues by showing them on Line (224). International call-back services that both originate and terminate in non-U.S. points should be included on this line. Contributors should not report international settlement revenues from transiting traffic on the Worksheet.~~

~~Line (210) and Line (225) — **Include** Operator and toll calls with alternative billing arrangements should include all calling card or credit card calls, person-to-person calls, and calls with alternative billing arrangements such as third number billing, collect calls, and country-direct type calls that either originate or terminate in a U.S. point. ~~These lines should~~ **Include** all charges from toll or long distance directory assistance. **and** ~~Lines (210) and (225) should include~~ revenues from all calls placed from all coin, public and semi-public, accommodation and prison telephones, ~~except that calls that are paid for via pre-paid calling cards should be included in Line (223), and calls paid for by coins deposited in the phone should be included in Line (219).~~~~

~~Line (211) and Line (226) — **Include** Ordinary long distance and other switched toll services should include amounts from Account 5100 -- Long distance message revenue — ~~except for amounts reported on Lines (210), (219), (223), (224) or (225). Line (211) and Line (226) should include ordinary message telephone service (MTS), WATS, toll free, 900, "WATS-like," and similar switched services. This category includes most toll calls placed for a fee regardless of how calls are handled. Thus, this category includes calls handled using internet technology as well as calls handled using more traditional switched circuit techniques. Do not deduct or net payments to carriers for origination or termination of traffic on their networks.~~~~

~~Line (212) and Line (227) — **Include** Long distance private line service should include revenues from dedicated circuits, private switching arrangements, and/or predefined transmission paths, extending beyond the basic service area. ~~This category should include revenues from the resale of special access services. Line (212) and Line (227) should~~ **Include** Account 5120 -- Long distance private network revenue.~~

~~Line (213) and Line (228) — **Include** Satellite service should contain revenues from providing space segment service combined with earth station up-link capacity used for providing telecommunications or telecommunications services via satellite. ~~Revenues derived from the lease of bare transponder capacity should not be included in Lines (213) and (228), but rather should be included in Line (231).~~~~

~~Line (214) and Line (229) — All other long distance should include all other revenues from providing long distance communications services. ~~These lines should~~ **Include** Account 5160 -- Other long~~

distance revenue.

~~Line (230) — Contribution base — should contain a subtotal of Lines (215) through (223) and Lines (225) through (229). The totals on this line represents end user revenues for the purpose of determining contributions to universal service, TRS and NANPA support. For example, the schools, libraries, and rural health care support mechanisms' contribution factor will be assessed against Line (230)(a) and the high cost and low income support mechanisms' contribution factor will be assessed against Line (230)(e).~~

Other revenue categories

~~Line (215) — **Include** surcharges and other amounts on bills identified as recovering State or Federal Universal Service contributions. Carriers generally are not required to recover their universal service contributions from end-user customers through the use of surcharges or specially identified amounts on customer bills. Carriers that recover contributions through ordinary charges should report the revenue from those charges on the line that matches the type of service provided. Where carriers identify amounts on end-user bills as recovering universal service contributions, these revenues must be reported on Line (215). Like other end-user revenues, these amounts are included in the carrier's contribution base.~~

~~Contributors may have revenues on their books that are not derived from telecommunications or telecommunications-related functions that should not be included in the universal service contribution base. For example, information services offering a capability for generating, acquiring, storing, transforming, processing, retrieving, utilizing, or making available information via telecommunications are not included in the universal service contribution base. Information services do not include any use of any such capability for the management, control, or operation of a telecommunications system or the management of a telecommunications service. Information services also are called enhanced services because they are offered over common carrier transmission facilities used in interstate communications and employ computer processing applications that act on the format, content, code, protocol, or similar aspects of the subscriber's transmitted information; provide the subscriber additional, different, or restructured information; or involve subscriber interaction with stored information. These services are exempt from contribution requirements.~~

~~Line (231) should contain revenues from enhanced services and other services that are exempt from contribution requirements and are not reported elsewhere. Line (231) should include Account 5230 — Directory revenues — and Account 5270 — Carrier billing and collection revenue. Line (231) should include revenues from the sale, lease, maintenance, or insurance of customer premises equipment (CPE), inside wiring maintenance insurance, the provision of bare satellite transponder capacity, and all non-telecommunications service revenues on the contributor's books.~~

3. Column (b) - percent interstate & international

For ~~each~~ **the** entry in Lines (203) ~~through (229)~~ estimate the percentage amounts reported in column (a) that are for interstate or international service, and enter this percentage in Column (b). Interstate and international revenues include all revenues received for calls that do not originate and terminate in the same state. For example, if a cellular carrier collects a fixed amount of revenue per minute of traffic, and 15 percent of minutes are interstate, then interstate revenues would include 15 percent of the per-minute revenues. Similarly, if a LEC bills local measured service charges for calls that originate in one state and terminate in another, these billings should be classified as interstate even though they are included in a local service account. Under the Commission's rules, if over ten percent of the traffic carried over a private or WATS line is interstate, then the revenues and costs generated by the entire line are classified as interstate.³ In general, flat-rated unbundled network access elements should be classified according to the regulatory agency that has primary jurisdiction over the contracts.

Wherever possible, contributors should calculate the percentage of total revenues that are interstate by using information from their books of accounts and other internal data reporting systems. In such cases, contributors should enter the billed amount in column (c) that is based on their books of account.

Contributors that cannot calculate a percentage by using information from their books of accounts and other internal data reporting systems may elect to rely on a special study to estimate the percentages. All information supporting special studies must be made available to ~~either the FCC or to the Universal Service Administrator upon request.~~ ***the administrator responsible for contributions based on interstate and international revenue.***

4. Column (c) - interstate and international revenue

Contributors should enter billed revenues for interstate and international service that are based on information in books of account in column (c). If interstate and international revenues cannot be taken from the contributor's books, multiply the gross revenues reported in column (a) by the interstate and international percentages reported in column (b), and then place the results in column (c).

³ See 47 C.F.R. § 36.154(a).

D. Block 4: Calculation of Local Number Portability Administration Contribution

Enter the TRS Company Code at the top of Block 4 and copy the legal name of the reporting entity from Line (1) into Line (301). Block 4 collects information needed to determine the contribution to the cost recovery for shared costs of long-term local number portability on a region-by-region basis. Unlike TRS, universal service and NANPA, local number portability support is determined by LNPA region of the country. Telecommunications providers that are not required to contribute to LNPA support should not complete Block 4. Section II-A provides details on which telecommunications providers are required to contribute to support LNPA. ~~Also, no carrier should complete Block 4 for the September 1st filing.~~

Line (302) – ~~provide carrier telecommunications revenues not included in the end-user contribution base. This amount includes revenues reported as service provided to other contributors and service identified as international to international. Calculate this amount as the sum of the amounts in column (a) for Lines (203) through (214) plus the amount on Line (224). This total does not include information service, customer premises equipment and other revenues included on Line (231). Carriers with end user revenue (line 203(a) > \$0) should NOT complete this line.~~

Carriers that provide telecommunications service in a region but that do not have end-user contribution base revenue in the region must make a contribution of \$100 for that region. These will be carriers that either 1) sell services only to other carriers or 2) only provide services that transit the United States. Non-contribution base revenue consists of services provided to other contributors and international-to-international services. A carrier would not make this \$100 contribution in a region if it had some end-user contribution base revenues in the region, even if the calculated contribution based on these end-user revenues would be less than \$100. Thus, carriers should calculate the minimum payment by checking each box next to each region in which the carrier has non-contribution base revenue. Count the boxes checked and enter the total number of boxed check on Line (302) (a). Multiply Line (302)(a) by \$100 and enter the result in Line (302)(b).

The regions in the United States are defined as follows:

<i>REGION</i>	<i>STATES/POSSESSIONS INCLUDED</i>
<i>Southeast</i>	<i>Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, U.S. Virgin Islands</i>
<i>Western</i>	<i>Alaska, Arizona, Colorado, Idaho, Iowa, Minnesota, Montana, Nebraska, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming</i>

<i>REGION</i>	<i>STATES/POSSESSIONS INCLUDED</i>
<i>West Coast</i>	<i>California, Hawaii, Nevada, American Samoa, Guam, Northern Mariana Islands, and Wake Island</i>
<i>Mid-Atlantic</i>	<i>Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia, West Virginia</i>
<i>Mid-West</i>	<i>Illinois, Indiana, Michigan, Ohio, Wisconsin</i>
<i>Northeast</i>	<i>Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont</i>
<i>Southwest</i>	<i>Arkansas, Kansas, Missouri, Oklahoma, Texas</i>

Enter the total end-user contribution base on Line (303). The end-user contribution base is the amount calculated on Line (230) (203) in column (a).

*Carriers should complete Lines (304) through (310) if they have end-user revenue (line 203 (a) > \$0). In Lines (304) through (310), carriers should estimate the percentage of revenue that they billed in each region based on the amount of service actually provided in the parts of the United States listed for each region. For example, if a carrier provided approximately equal amounts of telecommunications service to other contributors [Line (302) revenue] in New Jersey and New York, then it would report 50.0% in column (a) for both the Mid-Atlantic and Northeast regions. Carriers should not make any entries in column (a) if it has \$0 entered on Line (302). If a positive amount is entered in Line (302), then the percentages contained in column (a) must total 100%. **Carriers do not need to complete column (a) if it had some end-user revenues in each of the regions in which it had carrier operations.***

Where carriers can determine the actual end-user contribution base revenues provided in each region, they should enter those amounts in column (e) (b). If not, they should estimate the proportionate share to the nearest tenth of a percent, record the percentages in Column (b) (a) and then multiply the percentages times total end-user contribution base, from Line (303). Carriers should enter 0% for regions where it has no contribution base revenues. If the total revenue shown in Line (303) is greater than 0, then the sum of the percentages in column (b) (a) must equal 100 percent. The sum of the revenue amounts contained in column (e) (b) should total the end-user contribution base shown in Line (303).

The *remaining columns* second part of Block 4 calculates the amount owed to support local number portability administration. ~~Carriers should enter the revenue amounts by region from Lines (304) through (310) into the (a) column of Lines (312) through (318), respectively. These amounts in column (b) are multiplied times the percentages LNP factors contained in the (b) (c) column and the results are entered in the (e) (d) column. These represent the amounts owed to the LNPA in each~~

region of the country.

~~Carriers that provide telecommunications service in a region but that do not have end-user contribution base revenue in the region must make a contribution of \$100 for that region. These will be carriers that either 1) sell services only to other carriers or 2) only provide services that transit the United States. Non-contribution base revenue consists of services provided to other contributors and international-to-international services. A carrier would not make this \$100 contribution in a region if it had some end-user contribution base revenues in the region, even if the calculated contribution based on these end-user revenues would be less than \$100. Thus, carriers should calculate the minimum payment by counting the regions in Lines (304) through (310) where the percentage amounts in column (a) are greater than 0 and the percentage amounts in column (b) are equal to zero, and then multiplying this total times \$100.~~

The carrier's total contribution for local number portability administration for the filing period is the sum of the amounts on Lines ~~(312) through (319)~~. **(302)(b) and (304)(d) through 310(d)**. Enter this amount on Line (320)

E. Block 5: Calculation of TRS Contribution

Telecommunications providers that are not required to contribute to the TRS Fund should not complete Block 5. Section II-A provides details on which telecommunications providers are required to contribute to the TRS Fund. ~~Also, no carrier should complete Block 5 for the September 1st filing.~~ Carriers that have no end-user telecommunications revenues need not contribute to the TRS Fund.

Enter the **interstate** end-user contribution base on Line (321). The **interstate** end-user contribution base is the amount calculated on Line ~~(230)~~ **(203)** in **column (c)**.

Carriers with positive amounts on Line (321) should calculate their TRS contribution as the amount on Line (321) times the TRS contribution rate on Line (322), rounded up to the next dollar, and should enter the result on Line (323). Calculated amounts must be \$1 or greater.

F. Block 6: Calculation of NANPA Contribution

Telecommunications providers that are not required to contribute to fund NANPA should not complete Block 6. Section II-A provides details on which telecommunications providers are required to contribute to fund NANPA. ~~Also, no carrier should complete Block 6 for the September 1st filing.~~ All carriers must contribute to fund NANPA regardless of whether they have end-user revenue.

Line (324) should contain ~~total~~ carrier telecommunications revenues not included in the end-user contribution base. This amount includes ~~total~~ revenues reported as service provided to other contributors and ~~all~~ service identified as international to international. Calculate this amount as the sum of the amounts in ~~column (a)~~ for Lines (203) through (214) plus the amount on Line (224). This total does not include information service, customer premises equipment and other revenues included on Line (231). *asks for carriers to check yes or no if they have other contributor revenue (resold or international only revenue). Information service, customer premises equipment, billing and collection, published directory, dark fiber and non-telecommunications service revenue are excluded as they are not considered other contributor revenue.*

Enter the **total** end-user contribution base on Line (325). The **total** end-user contribution base is the amount calculated on Line (230) (203) in **column (a)**.

Carriers that are required to make NANPA contributions but whose total end-user contribution base revenues are \$0 must file a minimum payment of \$100. Thus, carriers with *yes checked* positive amounts on Line (324) and \$0 on Line (325) should enter \$100 on Line (327). Carriers with positive amounts on Line (325) should calculate their NANPA contribution as the amount on Line (325) times the NANPA contribution rate on Line (326), rounded up to the next dollar, and should enter the result on Line (327). Calculated amounts must be \$1 or greater.

G. Block 7: Certification.

An officer of the contributor must examine the data provided in the Telecommunications Reporting Worksheet and certify that the information provided therein is accurate. An officer is a person who occupies a position specified in the corporate by-laws (or partnership agreement), and would typically be president, vice president for operations, vice president for finance, comptroller, treasurer, or a comparable position. If the contributor is a sole proprietorship, the owner must sign the certification.

Enter the TRS Company Code at the top of Block 7 and copy the legal name of the reporting entity from Line (1) into Line (401).

47 C.F.R. § 43.21(c) of our rules requires "each miscellaneous common carrier (as defined in 47 C.F.R. § 21.2 of this chapter) with operating revenues for a calendar year in excess of the indexed revenue threshold, as defined in § 32.9000" to file data on "operating revenues for that year and the value of its total communications plant" with the Chief of the Common Carrier Bureau.⁴ Such reports are due on April 1, each year. Carriers may use the check box in Line (402) to certify that they will comply with this section of the rules by separate letter.

⁴ 47 C.F.R. § 43.21(c).

The carrier can use the Telecommunications Reporting Worksheet to satisfy these requirements by checking the second box and permitting the FCC to use and publish total gross plant information and total ~~total~~ **operating** revenue information ~~{the total of Lines (210) through (214) and (223) through (230)}~~. Carriers checking this box should also provide in the space provided an estimate of the gross value of the reporting entities telecommunications plant in service at the end of the prior calendar year **as well as the total annual operating revenue at the end of the prior calendar year**. This figure may be rounded to the nearest hundred million dollars. **Carriers checking the second box need not make a separate filing under 47 C.F.R. § 43.21(c).**

Enter the total contribution required for local number portability administration on Line (403). This is the amount calculated on Line (320). If this amount is less than \$1200, the this amount must be remitted to the local number portability administration. If this amount is equal to \$1200 or more, then contributors may elect to make 12 equal payments. Contributors should enter the amount of the first payment on Line (404). ~~Line (404) should be \$0 for the September 1 filing.~~

Enter the total contribution required for TRS on Line (405). This is the amount calculated on Line (323). If this amount is less than \$1200, the this amount must be remitted to the TRS administrator. If this amount is equal to \$1200 or more, then contributors may elect to make 12 equal payments. Contributors should enter the amount of the first payment on Line (406). ~~Line (406) should be \$0 for the September 1 filing.~~

Enter the total contribution required for NANPA on Line (407). This is the amount calculated on Line (327). If this amount is less than \$1200, the this amount must be remitted to the local number portability administration. If this amount is equal to \$1200 or more, then contributors may elect to make 12 equal payments. Contributors should enter the amount of the first payment on Line (408). ~~Line (408) should be \$0 for the September 1 filing.~~

Section II - B above provides directions for mailing the completed Telecommunications Reporting Worksheet and checks for amounts due. Where carriers elect monthly billing, the contributions must be received by the first day of each month. Thus, the first payment would be due April 1 of the filing year and the 11 subsequent payments would be due May 1 of the filing year through March 1 of the following year. Boxes on Lines ~~(303), (404)~~ (406), and (408) are provided so that contributors can request monthly payment reminders. These reminders will be mailed to the address shown in Line (116). Contact the respective administrators to make other arrangements. Failure to receive a reminder notice will not justify late payment.

So that the public might better assist the Commission to monitor and identify faulty or incomplete information, the Commission intends to make available to the public the names of carriers that file, the regions in which they operate, the carrier type categories checked, the corporate headquarters addresses, the mechanisms contributed to, the telephone numbers provided for customer inquiries, the categories of revenue filed, and agent for service of process information.

Section 255 (c) of the Communications Act requires that

A provider of telecommunications service shall ensure that the service is accessible to and usable by individuals with disabilities, if readily achievable.

Line (409) is included on the worksheet to remind carriers of this obligation and to permit them to certify that they have met this requirement.

As explained above, the Form 499 Telecommunications Reporting Worksheet is intended to satisfy a number of requirements. Not all reporting entities must contribute to the provision of universal service, local number portability, TRS, and NANPA. In some cases this will be obvious from other information provided on the form. For example, a carrier whose universal service contribution would be less than \$10,000 based on the formula in Figure 2 will be exempt from the universal service contribution requirement even if it must file for other purposes. However, reporting entities are exempt from other contribution requirements if they do not operate as common carriers. An entity might best describe itself as a shared tenant service provider but may have some common carrier revenues. Check boxes are provided so that carriers can certify which contributions they are exempt from making.

Line (410) would be used to certify that a reporting entity is exempt from federal universal service support requirements because it and all affiliates provide either intrastate services only or international services only. The definition of interstate, however, is very broad. See Section II-A-4.

Line (411) would be used to certify that a reporting entity is exempt from the TRS contribution requirement because it and all affiliates provide intrastate services only; ***or because the reporting entity derives all revenue from providing private carrier services and did not derive any revenue from providing common carrier services.*** ~~Again, See Section II-A-4.~~

Line (412) would be used to certify that a reporting entity is exempt from local number portability or NANPA funding requirements because it provided pay telephone service and did not derive any revenue from any carrier services.

Line (413) would be used to certify that a reporting entity is exempt from local number portability, TRS or NANPA funding requirements because it provided shared tenant service and did not derive any revenue from providing carrier services.

~~Line (414) would be used to certify that a reporting entity is exempt from the TRS funding requirement because it provided private carrier service and did not derive any revenue from providing common carrier services.~~

Check the box in Line (415) if you would like to request Commission nondisclosure of the contact names and revenue information contained on the Worksheet. By checking this box, the officer of the company signing the Worksheet certifies that the information contained on the Worksheet is privileged

or confidential commercial or financial information and that disclosure of such information would likely cause substantial harm to the competitive position of the company filing the Worksheet. This box may be checked in lieu of submitting a separate request for confidentiality pursuant to section 0.459 of the Commission's rules. 47 C.F.R. § 0.459. All decisions regarding disclosure of company-specific information will be made by the Commission.

H. Obligation to file revisions

Line (420) provides check boxes to show whether the Worksheet is the original filing or a revised filing for the year. Contributors generally close their books for financial purposes by the end of March. Accordingly, for such contributors, the filing due by April 1 should be based on closed books. ~~The filing due by September 1 should be based on books as of June 30 of the filing year.~~ Contributors should not include (carry back or bring forward) routine out-of-period adjustments to revenue data unless such adjustments would affect a reported amount by more than ten percent. Contributors should not file a revised Form 499 Telecommunications Reporting Worksheet to reflect mergers, acquisitions, or sales of operating units. In the event that a contributor that filed a Form 499 no longer exists, the successor company to the contributor's assets or operations is responsible for continuing to make payments, if any, for the funding period.

A contributor must file a revised April 1 Worksheet containing whole year data if it discovers an error that would change its total contribution obligations by more than \$100. ~~Carriers should not file a revised September 31 filing unless it discovers an error that would change its universal service contribution by 5% or more for the first two quarters of the calendar year. Note that the universal service administrator will base contribution requirements for the third and fourth quarters on whole year revenue data minus data filed for the first half of the year. Thus, a carrier paying too little for the first half of the year would overpay by roughly the same amount in the second half of the year.~~

IV. Electronic Filing

Not available at this time.

V. Reminders

- **Each affiliate or subsidiary must file separately.** Each affiliate or subsidiary should show the same holding company name on Line (5).
- Provide data for all lines that apply. **Show a zero for all items for which the contributor had no revenues for the filing period.**
- ~~**Some contributors must file twice a year.** Contributors must provide revenue data for January 1 through June 30 by September 1 of each year.~~ Contributors must provide revenue data for January 1 through December 31 of the prior year by April 1 of each year.
- Wherever possible, revenue information should be taken from the contributors' books of account and subsidiary records.
- **The Worksheet must be signed by an officer of the reporting entity.** An officer is a person who occupies a position specified in the corporate by-laws (or partnership agreement), and would typically be president, vice-president for operations, comptroller, treasurer, or a comparable position.
- **Write the legal name of the contributor and the TRS Company Code on the check.** Include a photocopy of the check with the filed paper copy of the Worksheet.
- **Do not mail the worksheet to the FCC.** See Section II-B for filing instructions.

For further information regarding the Worksheet and instructions, contact any of the following:

Universal Service Administration	(973) 560-4400.
TRS Administration	(973) 418-0948
NANPA Billing and Collection Agent	(973) 884-8542
Local Number Portability Administrators	
Common Carrier Bureau Industry Analysis Division	(202) 418-0940
TTY (Network Services Division)	(202) 418-0484

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