



**ITEM 21 ATTACHMENT URGENT REMINDER LETTER  
(Funding Year 2011: 07/01/2011 - 06/30/2012)**

Date: April 27, 2011

[Redacted]

RE: Billed Entity Number: [Redacted]  
Form 471 Application Number: [Redacted]  
Form 471 Form Identifier: [Redacted]

This letter is to remind you of the deadline for submitting your Form 471 Item 21 Attachment(s). An Item 21 Attachment is a detailed description of the products and services for which you are requesting discounts. You must submit an Attachment for EACH Block 5 Funding Request Number (ERN) on your Form 471.

**THIS IS YOUR ONLY REMINDER.** The Attachment is a window filing requirement for FY 2011. You have 20 days from the date of this letter to submit your Attachment with no penalty. If you fail to submit your Attachment by 05/17/2011 your discount funding request(s) that are missing Attachment(s) may be denied. You are advised to retain dated proof of submission.

Each Attachment and any cover page or letter must include your:

- Billed Entity Number (BEN)
- Form 471 Application Number
- Form Identifier
- Funding Request Number (FRN)

You can submit your Attachment on or before the above deadline using any of the methods below:

- Online from the Apply Online page on the USAC website.
- Via email to [attachments@sl.universalservice.org](mailto:attachments@sl.universalservice.org).
- Via FAX to 973-599-6511.
- Via USPS to:
  - SLD Forms
  - Form 471-Item 21 Attachment
  - PO Box 7026
  - Lawrence, KS 66044-7026
- Via USPS Return Receipt Requested or courier service to:
  - SLD Forms
  - Form 471-Item 21 Attachment
  - 3833 Greenway Drive
  - Lawrence, KS 66046
  - Phone: 1-888-203-8100

Guidance on preparing and submitting Item 21 Attachments is available in the Reference Area of our website. You may also contact our Client Service Bureau via email using the "Submit a Question" feature on our website, toll-free via fax at 1-888-276-8736 or toll-free via phone at 1-888-203-8100.

Schools and Libraries Division  
Universal Service Administrative Company

Schools and Libraries Division - Correspondence Unit  
30 Lanidex Plaza West, PO Box 685, Parsippany, NJ 07054-0685  
Visit us online at: [www.usac.org/sl](http://www.usac.org/sl)