E-rate Form 498 (Banking Data) Filing Guide FY 2019

Purpose of the Form 498

- Beginning July 1, 2016, *all* E-rate BEAR reimbursements will be sent via ACH (Automated Clearing House) directly to the school or library's bank account
  - For any BEAR filed as of 7/1/2016 regardless of the FRN's funding year
- The Form 498 identifies the bank and account information where the BEAR reimbursements should be electronically deposited
- It's a simple form to complete, but must be certified AND approved by USAC before any BEARs can be submitted
- <u>Before</u> you file the BEAR, you must have an approved Form 498 but <u>you do not need to complete the Form 498 annually</u>
  - If you have an approved 498 on file with USAC, the online BEAR system already has your banking data on file
- Unsure if you already have an approved Form 498?
  - Log into EPC
  - Records
  - Form 498s
  - Click on 498 if one is showing to see the Status.
  - If no 498 is showing, then there isn't one on file/approved with USAC
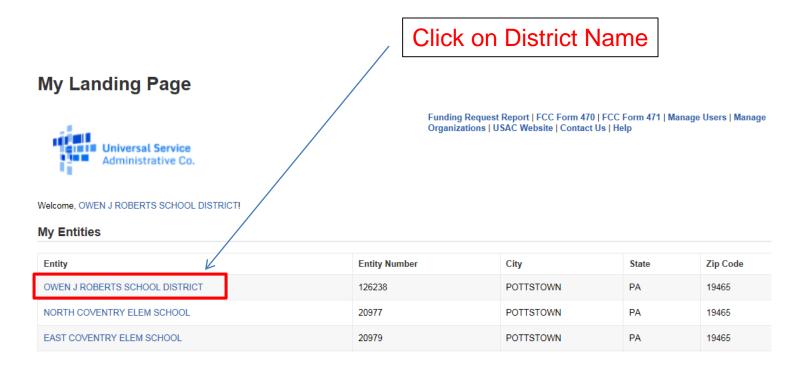
Who Can Submit the Form 498?

- EPC User Permission Settings dictate who can create/submit the Form 498
    - "School or Library Officials" can start, complete, submit, certify, modify, and deactivate Forms 498
        - Important: Consultants <u>cannot</u> be designated as "School or Library Officials"
    - "General Financial Contacts" can start, complete, and submit Forms 498, <u>but cannot certify</u> new or updated Forms 498 or deactivate existing Forms 498
        - Consultants <u>CAN</u> be designated as "General Financial Contacts" and may draft the Form, but it must be sent to a School or Library Official for submission/certification

Information You'll Need…

- Name of General Financial Contact
- Name of Remittance Contact
- Name of Bank
- School or Library's Federal EIN Number
- DUN and Bradstreet Number (DUNS)
  - Look-up tool available
- Financial Institution Account Number for ACH
- ACH Financial Institution Transit Number
- Copy of Voided Check or Bank Statement
  - Uploaded to USAC to verify banking data submitted on the Form 498

Verify Who Has Permission to Create Form

- From your EPC Landing Page:

Click on District Name

My Landing Page

Universal Service
Administrative Co.

Funding Request Report | FCC Form 470 | FCC Form 471 | Manage Users | Manage Organizations | USAC Website | Contact Us | Help

Welcome, OWEN J ROBERTS SCHOOL DISTRICT!

My Entities

Entity	Entity Number	City	State	Zip Code
OWEN J ROBERTS SCHOOL DISTRICT	126238	POTTSTOWN	PA	19465
NORTH COVENTRY ELEM SCHOOL	20977	POTTSTOWN	PA	19465
EAST COVENTRY ELEM SCHOOL	20979	POTTSTOWN	PA	19465

Who Has Permission to Create the Form

- Select 'Related Actions' from left toolbar, then 'Manage User Permissions' from Lightning Bolt list

Universal Service Administrative Co.

Summary

News

Related Actions ▸

Customer Service

Additional Information

Discount Rate

Contracts

FCC Forms

Create a New User

This function allows you to create a user for your entity.

Add or Remove Existing Users

This process allows user to add and remove users from an organization
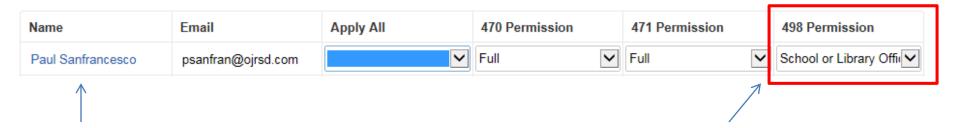
Manage User Permissions

This function allows you manage the permissions for one or more users.

Identifying 498 Permissions

User Permissions

In the table below, you can designate the permissions that you wish to give to each of your users for the various tasks you can complete in the portal. This table will continue to grow as more functionality comes online.

- Full rights users can start, complete, submit and certify forms.
- Partial rights users can start and enter data in the form, but cannot submit and certify them.
- View Only users can only see forms created by other people in your organization but cannot create forms themselves.
- Form 498 School or Library Officials can start, complete, submit, certify, modify, and deactivate Forms 498.
- Form 498 General Financial Contacts can start, complete, and submit Forms 498, but cannot certify new or updated Forms 498 or deactivate existing Forms 498.

Name	Email	Apply All	470 Permission	471 Permission	498 Permission
Paul Sanfrancesco	psanfran@ojrsd.com		Full	Full	School or Library Offi

All users in your EPC portal will be shown here, along with their permissions for each form.

- To Draft and Submit form, permission must be "School or Library Official."
- To Draft form only, permission will be set to "General Financial Contact."

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Let's Complete a Form 498

Finding the Form 498 in EPC

- Select Related Actions from left toolbar, then Create Form 498 from Lightning Bolt list (it's near the bottom of the list)

Universal Service Administrative Co.

Summary
News
Related Actions ▸
Customer Service
Additional Information
Discount Rate
Contracts
FCC Forms

⚡ **Manage Contracts**
Create, edit, and remove contracts for your organization

⚡ **Create FCC Form 498**
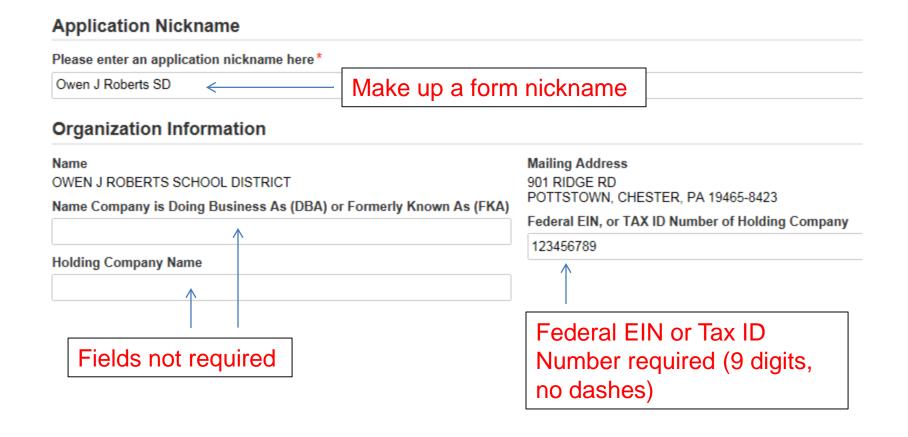This function allows you to create an FCC Form 498 for your entity.

⚡ **Manage Connectivity Questions**
Form for Entities to answer required Connectivity Questions.

⚡ **Upload Entity Profile Data**
This function allows you to bulk upload your child schools details.

General Information

Application Nickname

Please enter an application nickname here *

Owen J Roberts SD   ← Make up a form nickname

Organization Information

Name
OWEN J ROBERTS SCHOOL DISTRICT

Name Company is Doing Business As (DBA) or Formerly Known As (FKA)

Holding Company Name

Fields not required

Mailing Address
901 RIDGE RD
POTTSTOWN, CHESTER, PA 19465-8423

Federal EIN, or TAX ID Number of Holding Company

123456789

Federal EIN or Tax ID Number required (9 digits, no dashes)

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General Financial Contact

General Financial Contact of OWEN J ROBERTS SCHOOL DISTRICT

Enter General Financial Contact *

- Name entered must match a "user" in EPC
- Can be any user, even a consultant

Federal ID and DUNS Numbers

Further Details

Federal Employer Identification Number *

123456789

Dun and Bradstreet Number (DUNS) *

013664552

FCC Registration Number
0003263845

All of these key pieces of data are required.

"Data Universal Numbering System" number (DUNS or D-U-N-S) is a proprietary system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity.

Note: The FCC Registration Number should pre-populate (note: this is not the same as the Form 471 FRN number).

Don't Know Your DUNS Number?

- The easiest way to look it up is at: https://iupdate.dnb.com/iUpdate/companylookup.htm
- Also can apply for a DUNS Number from this site

Remittance Contact

- If the Remittance Contact is the same as the General Financial Contact on the previous page, check the "Yes" box and data will be prepopulated below.

Remittance Contact

Is the Remittance Contact the same as the General Financial Contact?

☑ Yes

Contact Information

First Name	**Phone Number**
Julie	717-730-7133
Last Name	**Phone Number Extension**
Tritt Schell	
Middle Initial	**Email Address**
	jtschell@comcast.net
Title	
Consultant	

Remittance Contact

- The Remittance Contact will receive e-mail notifications when funds have been transferred into the applicant's bank account
  - Note: The BEAR Contact Person also will receive confirmation that the BEAR has been approved (via paper until an e-mail notification process has been established)
- If the Remittance Contact is NOT the same as the General Financial Contact on the previous page, don't check "yes" box and enter the data below. *Note: The Remittance Contact does NOT have to be a user in EPC.*

Remittance Contact

Is the Remittance Contact the same as the General Financial Contact?
☐ Yes

Contact Information

First Name*	Phone Number*

Last Name*	Phone Number Extension

Middle Initial	Email Address*

Title*

Financial Information

Financial Information

Remittance Financial Institution *

NAME OF APPLICANT'S BANK

Financial Institution Account Number for ACH *

031202084

ACH Financial Institution Transit Number *

111111111

This is your **Account** Number.

This is your **Bank's** Transit #.

Be 100% certain that the Bank Transit Number and Your Account Number are accurate and placed in the correct fields.

The order of these fields is reversed from how these items are commonly displayed.

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More Than 1 BEN Connected to the Same Bank Account?

- If your school or library has more than one Billed Entity connected to this bank account, you can list that additional BEN number here.
- Most applicants will leave this blank.
  - If you have a district and consortium Billed Entity Number, list the additional entity number here.

Block 14: Billed Entity Number/FCC Form 498 Association

If you are an entity that has chosen to receive your E-rate Program payments directly (BEAR invoicing), please enter the Billed Entity this FCC Form 498.

Billed Entity Number	Billed Entity Name
126238	OWEN J ROBERTS SCHOOL DISTRICT

Add Additional BEN Number

Add to List

Certifying

- If a School or Library Official completed the form, they can click on **Continue to Certification**
- If a General Financial Contact completed the form, they must click on in order to send the Form 498 to a "School or Library Official" in EPC for their approval. **Send for Certification**

USAC Verification Process

- After the 498 is certified, the applicant must provide third party documentation that verifies the banking information submitted on the Form 498
- Third Party Bank Documentation
  - A clear image of a voided check or
  - A statement from your financial institution that includes the bank name and your account number
- Documentation may be submitted one of two ways to USAC:
  - Upload at: https://efile.universalservice.org/ServiceProviderManagement/V1/BankValidation
  - E-mail to: 498bankverification@usac.org
  - Include the applicant name, BEN, and 498 Filer ID
  - The 498 Filer ID is a 9-digit number (that begins with 443) and is shown on the Form 498 that you just filed
- If you are having problems with the Form 498, you may contact USAC at (888) 641-8722 and select option 5, then Option 1, or e-mail finopsprocessing@usac.org

USAC Verification Process

- After bank account proof is sent to USAC, USAC will send an "Approved Form 498" email to the General Financial Contact
- After receiving this email, you may file your Form 472 BEAR and the reimbursements will be deposited directly into your bank account
- Both the Form 498 Remittance Contact and the BEAR Contact will receive copies of the BEAR Approval Letter/Remittance Statements after the BEAR has been approved which will look like this:

BEAR Form Remittance Statement

SCHOOLS AND LIBRARIES BEAR PROGRAM REMITTANCE STATEMENT
AS OF OCTOBER 10, 2016

Attn 498 Remittance Contact
NEW
APPLICANT NAME

RE: FCC Form 498 ID   443######

This notice provides an explanation of your entity's Billed Entity Applicant Reimbursement (BEAR) payment for the following invoices.

Date of Notice/Vendor SPIN/Vendor Name/FRN/Applicant's BEAR ID/Applicant's Name/SLD Invoice #/BEAR Notification Letter Date/Line Item Detail # (system assigned)/BEAR Requested Amount/Funds remaining for disbursement

Approved

10/10/2016 143001398 Verizon Pennsylvania LLC. 2835021   *APPLICANT BEAR ID* $229,983.60
      Applicant Name: APPLICANT NAME   :SLD Invoice Number:2446902;BEAR
      Letter Date:10/10/2016;Line Item Detail Number:8205345;Amount
      Requested:231911.40;Partial Paymnt, Inv > Remaining Commitment;1201;

How to Update 498 Banking Data

- If you need to update your 498 Banking Data, log into EPC > Records > Form 498s > Click on the 498 > Related Actions > Modify Form 498
  - If you log into the Online BEAR System, and a Form 498 ID doesn't appear in the form, it means you don't have an approved 498 on file with USAC
- Be sure to upload a copy of the new banking information to USAC so they can validate it and approve the changes in their system
  - Refer to slide 20 for instructions