



## **E-Rate Quick Instructions**

### **Instructions for Completing Form 470 (December 2013) for Basic Telephone Services**

*The Form 470 is the Schools and Libraries Universal Service Description of Services Requested and Certification Form. A library completes the form to describe desired services and the form is posted to the Universal Services website for potential service providers to review and submit bids.*

~The Form 470 is the first form a library must file in the E-Rate Application Process~

#### **When to File**

Libraries should begin filing a Form 470 for the upcoming Funding Year in July of each year.

#### **How to File**

WVLC suggests libraries file online at <http://www.usac.org/sl/tools/forms/default.aspx>

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

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#### **Applicant's Form Identifier**

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

#### **Form 470 Application Number**

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

#### **Block 1 – Applicant Address and Identification**

All of the information requested in Block 1 is informational.

- Item 1:** Fill in the name of the Library/Library System/Service Center that is filing the Form 470
- Item 2:** Provide the funding year for which you are applying (July 1, 20xx – June 30, 20xx)
- Item 3:** Provide your Entity Number – the six-digit number assigned to the library by USAC as a means of identification.
- Items 4a-c:** Fill in the contact information of the Library/Library System/Service Center from Item 1.
- Item 5a:** Select "Library"
- Item 5b:** Select "Public"
- Item 5c:** Enter the number of libraries receiving services (i.e. a library with 3 branches would enter 4).
- Item 6a-e:** Provide the name and information of the person best qualified to answer any questions regarding the form.
- Item 7:** Leave this item blank.

## Block 2 – Summary of Description of Needs or Services Requested

**Item 8** Priority One Services (Telecommunications and/or Internet Access)

**Item 8a or b:** Select Item “b”. **DO NOT** select Item “a”

**Service:** Describe the Services of Functions (i.e. Local Voice Service) and  
**Quantity and/**

**or Capacity:** Number of lines (i.e. 20 lines in 4 library buildings) that the library wishes to purchase.

**Item 9:** Reserved.

**Item 10** Internal Connections Other Than Basic Maintenance

**Item 10a or b:** Select Item “b”. **DO NOT** select Item “a”

**Service:** Describe the Services of Functions (i.e.) and  
**Quantity and/**

**or Capacity:** Number of lines (i.e. 20 lines in 4 library buildings) that the library wishes to purchase.

**Item 11** Basic Maintenance of Internal Connections

**Item 11a or b:** Select Item “b”. **DO NOT** select Item “a”

**Service:** Describe the Services of Functions (i.e.) and  
**Quantity and/**

**or Capacity:** Number of lines (i.e. 20 lines in 4 library buildings) that the library wishes to purchase.

**Item 12:** Complete the name, title, telephone number, fax number and email address of the library contact personnel for erate.

**Item 13:** Use this space to describe any restrictions imposed by purchasing laws and procedures, if any.

## Block 3 – [Reserved]

## Block 4 – Recipients of Service

**Item 15:** Enter the entity number and the name of the library or libraries that will pay the vendor directly.

## Block 5 – Certification and Signature

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

**Item 16:** Select “b”

**Item 17:** Select “Or I certify that no technology plan is required by Commission rules”

**Item 18-24:** *The signer should read statements 18-24, check that they have complied and certify online via PIN or paper.*

**Item 25-27g:** Signature of authorized person, date, printed name of authorized person, title/position of authorized person, leave 27b unchecked, street address, city, state, zip, phone number, fax number, email address and name of authorized person’s employer (i.e. library name).

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For more detailed instructions, or if you a filing for more than basic telephone and long distance service, download the FCC Form Instructions at <http://www.usac.org/sl/tools/forms/default.aspx>

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

Rebecca J. Rice, State E-Rate Coordinator  
West Virginia Library Commission  
Culture Center  
1900 Kanawha Blvd. E.  
Charleston, WV 25305  
Phone: 304-558-2041, Ext. 2080  
In-State Toll Free: 800-642-9021, Opt. 1  
Fax: 304-558-2044  
[rebecca.j.rice@wv.gov](mailto:rebecca.j.rice@wv.gov)

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

<http://www.librarycommission.wv.gov/services/libraries/erate/Pages/default.aspx>