



E-Rate Quick Instructions

Instructions for Completing Form 471 December 2013 for Description of Services Ordered and Certification

The Form 471 is the Schools and Libraries Universal Service Description of Services Ordered and Certification Form. A library completes the form to list the eligible services they have ordered and estimate the annual charges for them in order that the Fund Administrator can set aside sufficient support to reimburse providers for services.

~The Form 471 is the second form a library must file in the E-Rate Application Process~

When to File

A Form 471 and all associated materials (Item 21 Attachment and Certification) must be filed during the "Filing Window" (generally during Mid-November to Mid-February) and after the corresponding Form 470 has been posted for 28-days. **For Funding Year 2014-2015, the Form 471 has a deadline of March 26, 2013, at 11:59 PM EST.**

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).

Applicant's Form Identifier

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

Form 471 Application Number

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

Block 1 – Billed Entity Information

All of the information requested in Block 1 is informational.

- Item 1:** Fill in the name of the Library/Library System/Service Center that is filing the Form 471
- Item 2:** Provide the funding year for which you are applying (July 1, 20xx – June 30, 20xx)
- Item 3a:** Provide your Entity Number – the six-digit number assigned to the library by USAC as a means of identification.
- Item 3b:** Provide your FCC Registration Number
- 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 6a-e:** Provide the name and information of the person best qualified to answer any questions regarding the form.
- Item 6f:** If you would like to identify an alternate person in case the contact person is unavailable, do so here.
- Item 6g:** Leave this item blank.

Block 2 – [Reserved]

Block 3 – [Reserved]

Block 4 – Discount Calculation Worksheet

Most of the information required for this worksheet will come from the Funding Year 20xx Discount Calculation Excel spreadsheet provided by the WVLC.

- Item 9a:** Enter the library system name and the entity number.

For a library outlet/branch, complete **columns 1-7** and **11**.

For a library system complete **columns 1-7** and **11** for each library outlet/branch, total **column 7** and complete **column 13**.

Block 5 – Discount Funding Request

The information supplied in this block translates into a Funding Request Number (FRN). You will need a separate Block 5 for each account of service.

- FRN:** The SLD will assign and insert the Funding Request Number. Leave this item blank.
- Item 10:** This box is used for duplicate funding requests. You most likely will not check this box.
- Item 11:** Select telecommunications.
- Item 12:** Enter 15-digit Form 470 application number where the services were described.
- Item 13:** Enter the 9-digit SPIN for the service provider.
- Item 14:** Enter the Service Provider name i.e., Verizon, Frontier, etc.
- Item 15a:** Check this box if you have not signed a contract for these services.
- Item 15b:** Enter "MTM" for month-to-month services or "T" for tariff services.
- Item 15c:** Will most likely leave this item blank.
- Item 15d:** Will most likely leave this item blank.
- Item 16a:** Enter your billing account number.
- Item 16b:** Will most likely leave this check box blank.
- Item 17:** This will automatically fill in from your Form 470 .
- Item 18:** Do not complete this item if you are receiving month-to-month or tariff services.
- Item 19:** Enter July 1 of the funding year.
- Item 20a:** If you are filing MTM enter June 30 of the end of the funding year.
- Item 20b:** If you have a contract, enter the expiration date.
- Item 21:** If not filing online, submit a copy of the summary page of your phone bill.
- Item 22:** Answer "a" if services from this account are only provided to the library building. Answer "b" if services are shared by more than one building and reference the Block 4 Worksheet.
- Item 23a-k:** Calculate monthly recurring charges. Some of these fields will automatically fill in.

Item 24: If you are filing for telecommunications services check the box under Item 24. Leave a, b and c blank.

Block 6 – Certification and Signature

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

Item 25: Check box 25, and 25b. Leave 25a blank.

Item 26: Check box 26. Item 26a-e will automatically fill in. Leave 26f blank.

Item 27: Leave Item 27 blank, but check the “Or” box.

Item 28-38: Check all.

The signer should read all statements in Items 25-38 before certifying online via PIN or signing Item 39.

Items 39-43e: Enter the name, position, address, phone, fax, e-mail and employer of the authorized person who has signed the form in the appropriate boxes.

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

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>