

Instructions for Completing Form 471 for Basic Telephone Services

The Form 471 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 a potential service providers to review and submit bids.

~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 2013 – 2014, the Form 471 has an extension deadline of March 14, 2013, at 11:59 PM EST** due to Storm Sandy.

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 – Impact of Services Ordered on Schools

Only Complete the right-hand column titled “Libraries”

Item 7a: Enter the total service population for the library or library system that is listed in Item 1. For a Service Center who is filing one application that includes their affiliates, enter the total service population of the Service Center plus the affiliates.

Item 7b: Indicate how many library buildings have and/or will have telephone service.

Item 7c-g: Since the application is for basic telephone service and long distance, leave these items blank.

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 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 16: Enter your billing account number.

Item 17: Enter the date you chose your service provider. Must be after the ACD listed on your Form 7470 RNL.

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 20: 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-e:** Calculate monthly recurring charges.
- Item 23f-h:** Calculate the one-time charges, if any.
- Item 23i-j:** Calculate total charges of Funding Commitment Request.

Block 6 – Certification and Signature

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

- Item 24:** Every library will select **b**.
- Item 25:** Check this box.
- Item 25a:** Add the entries from Item 23i on all Block 5 requests.
- Item 25b:** Add the entries from Item 23k on all Block 5 requests.
- Item 25c:** Subtract 25b from 25a.
- Item 25d:** Enter the amount the library has budgeted to pay for the non-discount share. (Should not be less than 25c).
- Item 25e:** Add Items 25c and 25d.
- Item 25f:** Most libraries will not check this box.
- Item 26:** Because the application is for basic telephone and long distance service, select **c**.

*The signer should read all statements in **Items 24-37** before certifying online via PIN or signing Item 38.*

Items 39-42e: 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 are 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:

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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>