

FCC Form 498

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The Basics

What is the FCC Form 498?

Applicants who choose the BEAR payment method from USAC receive a direct reimbursement of their discount amounts rather than receiving funds through the service provider.

Applicants will continue to use an FCC Form 472, Billed Entity Applicant Reimbursement (BEAR) Form to request the reimbursement.

However, an FCC Form 498, Service Provider and Billed Entity Identification Number and Contact Information Form must be on file in order to provide USAC with banking account information for direct deposits.

When do I file a Form 498?

The Form 498 must be submitted and processed before you can receive any BEAR reimbursements via direct deposit against a funding commitment. Once completed, an approved 498 ID will be established.

If you do not have an approved 498 ID, you will not be able to file a BEAR.

What if I have filed a Form 498?

Once you have filed a Form 498 and you have received an approved 498 ID, you do not need to file another Form 498 in subsequent funding years unless your banking information changes.

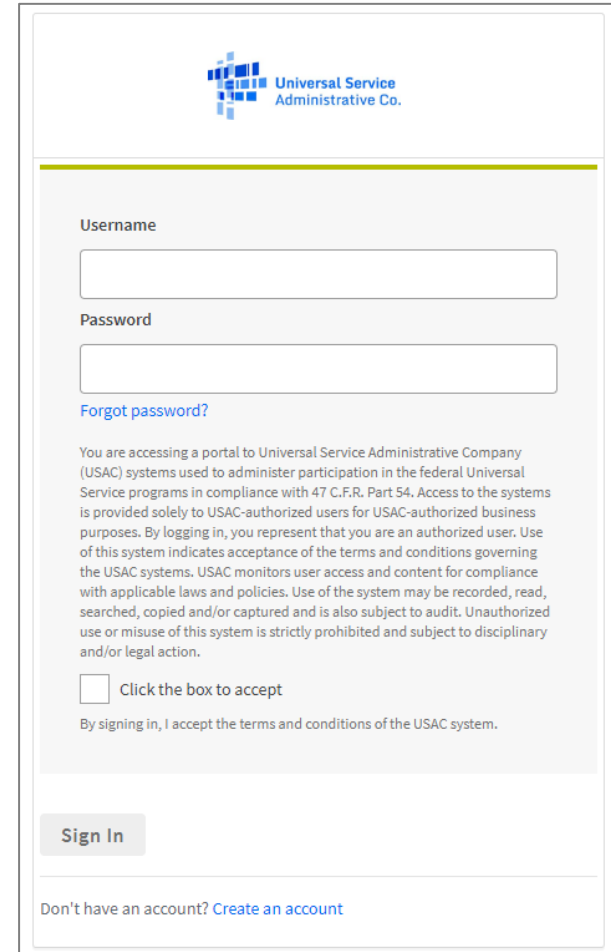
What information will I need?

- Federal Employer Identification Number (EIN)
- Data Universal Numbering System (DUNS) number
 - Check to see if your organization has a DUNS number at:
<https://iupdate.dnb.com/iUpdate/companylookup.htm>
 - If you need to obtain a DUNS number, apply for one at:
<http://www.dnb.com/get-a-duns-number.html>
- FCC Registration Number (FCC RN)
- Bank name
- Bank account number – the number assigned by your bank to identify your account
- Routing number – a nine-digit number that identifies the specific bank

Log In

① Navigate to
<https://forms.universalservice.org/portal>

② Log into One Portal with your username
(your full email address) and One Portal password



The screenshot shows the login interface for the Universal Service Administrative Co. (USAC). At the top, the USAC logo is displayed. Below it, there are two input fields: one for 'Username' and one for 'Password'. A link for 'Forgot password?' is located below the password field. A paragraph of text explains that the user is accessing a portal to administer participation in federal Universal Service programs, and that access is provided solely to USAC-authorized users. Below this text is a checkbox labeled 'Click the box to accept' and a statement: 'By signing in, I accept the terms and conditions of the USAC system.' At the bottom, there is a 'Sign In' button and a link for 'Don't have an account? Create an account'.

Universal Service
Administrative Co.

Username

Password

[Forgot password?](#)

You are accessing a portal to Universal Service Administrative Company (USAC) systems used to administer participation in the federal Universal Service programs in compliance with 47 C.F.R. Part 54. Access to the systems is provided solely to USAC-authorized users for USAC-authorized business purposes. By logging in, you represent that you are an authorized user. Use of this system indicates acceptance of the terms and conditions governing the USAC systems. USAC monitors user access and content for compliance with applicable laws and policies. Use of the system may be recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized use or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action.

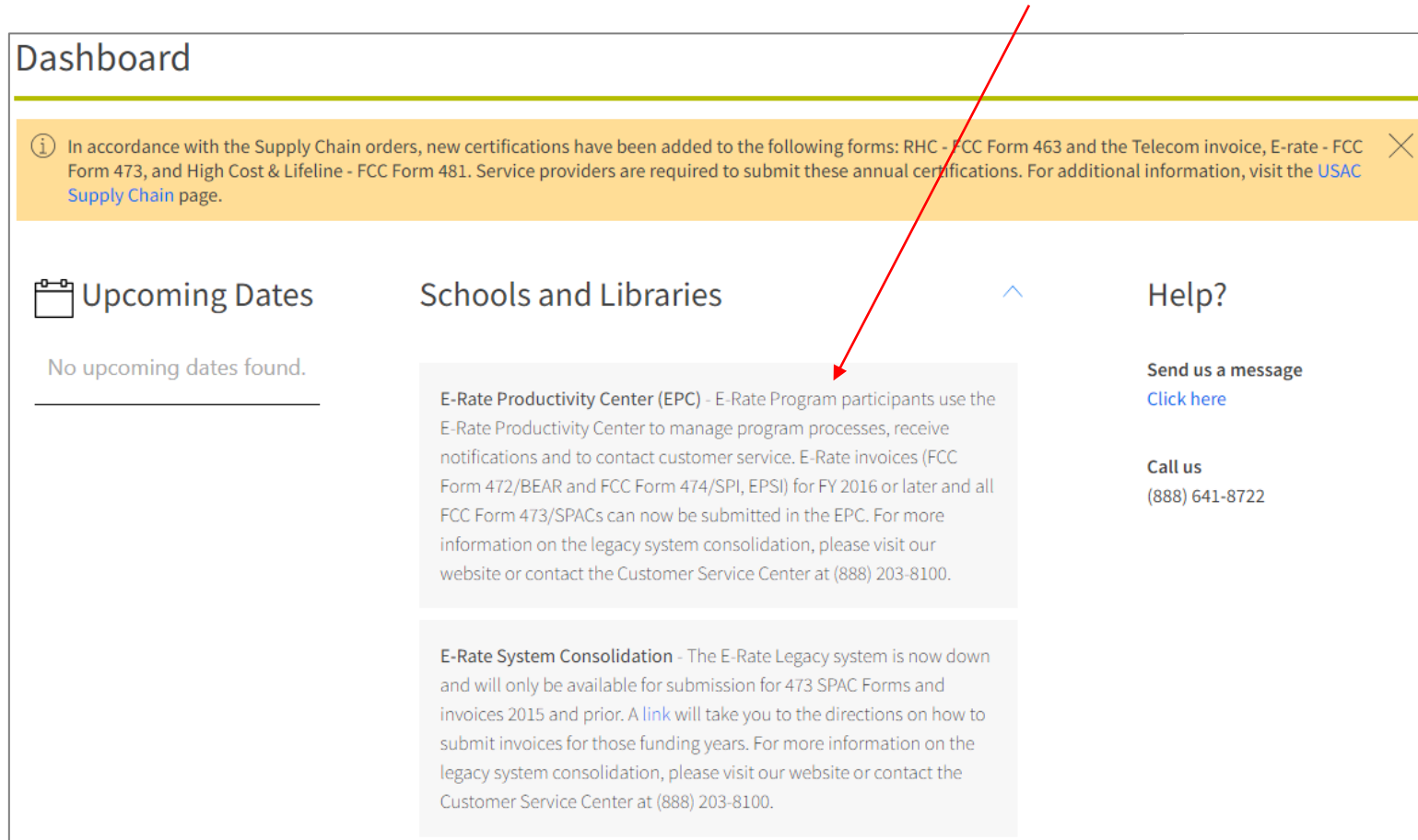
☐ Click the box to accept

By signing in, I accept the terms and conditions of the USAC system.

Sign In



Don't have an account? [Create an account](#)


- ③ Complete the steps as prompted to obtain and enter a one-time verification code
- ④ Once you have successfully logged into One Portal and are viewing its dashboard, access EPC by clicking on the gray block for “E-Rate Productivity Center (EPC)”




The screenshot shows the One Portal dashboard. At the top is a yellow notification banner with an information icon and text about supply chain orders. Below the banner are three main sections: 'Upcoming Dates' (with a calendar icon and 'No upcoming dates found.'), 'Schools and Libraries' (with an upward arrow icon), and 'Help?' (with 'Send us a message' and 'Call us' links). A red arrow points from the instruction text above to a gray block within the 'Schools and Libraries' section titled 'E-Rate Productivity Center (EPC)'. This block contains text about using the EPC for program processes, notifications, and submitting FCC forms. Below it is another gray block titled 'E-Rate System Consolidation' with text about the legacy system being down.

Dashboard

 In accordance with the Supply Chain orders, new certifications have been added to the following forms: RHC - FCC Form 463 and the Telecom invoice, E-rate - FCC Form 473, and High Cost & Lifeline - FCC Form 481. Service providers are required to submit these annual certifications. For additional information, visit the [USAC Supply Chain](#) page. 

 **Upcoming Dates**

No upcoming dates found.

Schools and Libraries 

E-Rate Productivity Center (EPC) - E-Rate Program participants use the E-Rate Productivity Center to manage program processes, receive notifications and to contact customer service. E-Rate invoices (FCC Form 472/BEAR and FCC Form 474/SPI, EPSI) for FY 2016 or later and all FCC Form 473/SPACs can now be submitted in the EPC. For more information on the legacy system consolidation, please visit our website or contact the Customer Service Center at (888) 203-8100.

E-Rate System Consolidation - The E-Rate Legacy system is now down and will only be available for submission for 473 SPAC Forms and invoices 2015 and prior. A [link](#) will take you to the directions on how to submit invoices for those funding years. For more information on the legacy system consolidation, please visit our website or contact the Customer Service Center at (888) 203-8100.


Help?

Send us a message
[Click here](#)

Call us
(888) 641-8722

Your EPC Landing Page will display

My Applicant Landing Page



**Universal Service
Administrative Co.**

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [EPC E-Rate Invoicing](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Welcome, [School District 6!](#)

Pending Inquiries

Type

Application/Request

Funding Year

Pending COMAD Inquiries are not included.

Application/Request Number	Type	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	↑	Extn.	Status
No items available									

Set User Permissions

Set User Permissions


① On the Landing Page, click on either organization name link

A in the “Welcome ___!” line

B in the “My Entities” section

In most cases this will be the school district unless the organization is listed in EPC as an independent school

My Applicant Landing Page



Universal Service
Administrative Co.

Welcome, School District 6! **A**

Pending Inquiries

Type -- Select a Type -- Application/Request -- Enter an Application/Request ID or Nickname --

Funding Year -- Select a Funding Year --

APPLY FILTERSCLEAR FILTERS

Pending COMAD Inquiries are not included.

Application/Request Number	Type	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	↑	Extn.	Status
No items available									

Notifications

Notification Type Please select a value Status ? ☒ All ☐ Generated ☐ Not Generated

Funding Year -- Select a Funding Year --

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Entity	Entity Number	City	State	Zip Code
School District 6 B	116	Springfield	ME	04487
School District 6 School A	117	Springfield	ME	04487
School District 6 School B	118	Springfield	ME	04487
School District 6 NIF	119	Springfield	ME	04487



[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [EPC E-Rate Invoicing](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Set User Permissions

② Click on the “MANAGE USER PERMISSIONS” button

Records / Applicant Entities

#116 - School District 6

 [CREATE A NEW USER](#) [ADD OR REMOVE EXISTING USERS](#) [MANAGE USER PERMISSIONS](#) 

[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) [Discount Rate](#) [Contracts](#) [FCC Forms](#) [FRN Appeals](#) [News](#) [Related Actions](#)

Organization Details

Name	School District 6	Applicant Type	School District
Entity Number	116	Status	Active
FCC Registration Number	1234564560		

Contact Information

Physical Address	100 Main Street Springfield, ME 04487	Phone Number	555-555-7878
Mailing Address	100 Main Street Springfield, ME 04487	Email	school.district6.user1@mailinator.com
		Website URL	

Set User Permissions

Manage User Permissions

Organization Details

Name	School District 6	FCC Registration Number	0027012228
Address	100 Main Street Springfield, ME 04487 Penobscot	Organization Type	Applicant
Mailing Address	100 Main Street Springfield, ME 04487 Penobscot	Phone Number	555-555-7878
		Email	school.district6.user1@mailinator.com

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.
- Post-Commitment Full and Partial rights user can start, complete, and submit Spin Change and Service Substitution requests. Post-Commitment View Only rights can view the submitted Spin Change and Service Substitution requests.

Name	Email	Apply All	470 Permission	471 Permission	BEAR/472 Permission	498 Permission	Post-Commitment Permission	486 Permission	Appeals Permission
School District 6 User 1	school.district6.user1@mailinator.com	<input type="button" value="v"/>	Full <input type="button" value="v"/>	Full <input type="button" value="v"/>	Full <input type="button" value="v"/>	School or Library Official <input type="button" value="v"/>	Full <input type="button" value="v"/>	Full <input type="button" value="v"/>	Full <input type="button" value="v"/>

④ Click on the “SUBMIT” button

③ Choose at least one user to be designated as a “School or Library Official” in the “498 Permission” column

Note:

*The School or Library Official can file and certify the FCC Form 498.
The General Financial Contact can complete the information on the form, but must send the form through EPC to the School or Library Official for certification.*

File the Form 498


① On the Landing Page, click on either organization name link

A in the “Welcome __!” line

B in the “My Entities” section

In most cases this will be the school district unless the organization is listed in EPC as an independent school

My Applicant Landing Page



Universal Service Administrative Co.

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [EPC E-Rate Invoicing](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Welcome, School District 6! **A**

Pending Inquiries

Type -- Select a Type --

Application/Request -- Enter an Application/Request ID or Nickname --

Funding Year -- Select a Funding Year --

APPLY FILTERS
CLEAR FILTERS

Pending COMAD Inquiries are not included.

Application/Request Number	Type	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	Extn.	Status
No items available								

Notifications

Notification Type Please select a value

Funding Year -- Select a Funding Year --

Status ? ☒ All
☐ Generated
☐ Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Entity	Entity Number	City	State	Zip Code
School District 6 B	116	Springfield	ME	04487
School District 6 School A	117	Springfield	ME	04487
School District 6 School B	118	Springfield	ME	04487
School District 6 NIF	119	Springfield	ME	04487

Records / Applicant Entities

#116 - School District 6

[CREATE A NEW USER](#) [ADD OR REMOVE EXISTING USERS](#) [MANAGE USER PERMISSIONS](#) [...](#)

[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) [Discount Rate](#) [Contracts](#) [FCC Forms](#) [FRN Appeals](#) [News](#) [Related Actions](#)

Organization Details

Name	School District 6	Applicant Type	School District
Entity Number	116	Status	Active
FCC Registration Number	1234564560		

Contact Information

Physical Address	100 Main Street Springfield, ME 04487	Phone Number	555-555-7878
Mailing Address	100 Main Street Springfield, ME 04487	Email	school.district6.user1@mailinator.com
		Website URL	

② Choose the “Related Actions” item in the menu at the top

Records / Applicant Entities

#116 - School District 6



Summary Customer Service Modifications Additional Information Discount Rate Contracts FCC Forms FRN Appeals News **Related Actions**



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.



Manage Organization

This function allows you to update information about an entity or BEN.



Modify Account Administrator

This process allows you to transfer the Account Administrator function to another individual.



Create a Customer Service Case

This function allows you to submit a question about an E-rate form or topic. You can also submit a specific request or an attachment.



Manage General Contact

This function allows you to designate the general contact for your entity.



Manage Organization Relationships

Process to relate an Organization to another Organization



Create FCC Form 470

This function allows you to create an FCC Form 470 for your entity.



Create FCC Form 471

This function allows you to create an FCC Form 471 for your entity.



Create FCC Form 498

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

③ Select the link to “Create FCC Form 498”

*You are now creating a new FCC Form 498,
and the Basic Information screen will display*

[Basic Info]

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

School District 6 - -

Basic Information

General Financial
Contact

Organization Numbers

Remittance
Information

Associated BENs

Principal
Communication Types

School or Library
Official Certification

Application Nickname

Please enter an application nickname here *

Organization Information

Name

School District 6

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

Holding Company Name

Business Type (Select what type of business(es) best describes your organization. Select up to three types.)*

Please select a value ▼

Mailing Address

100 Main Street
Springfield, ME 04487
Penobscot

Federal EIN, or TAX ID Number of Holding Company

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

DELETE FORM

SAVE AND CONTINUE

① Fill out the first four fields with the appropriate information

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

School District 6 - -

[Basic Information](#)[General Financial
Contact](#)[Organization Numbers](#)[Remittance
Information](#)[Associated BENs](#)[Principal
Communication Types](#)[School or Library
Official Certification](#)

Application Nickname *(Not all fields are required)*

Please enter an application nickname here *



Organization Information

Name

School District 6

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



Holding Company Name



Business Type (Select what type of business(es) best describes your organization. Select up to three types.)*

Please select a value

Mailing Address

100 Main Street
Springfield, ME 04487
Penobscot

Federal EIN, or TAX ID Number of Holding Company



Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

[DELETE FORM](#)[SAVE AND CONTINUE](#)

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

School District 6 - My Form 498 -

Basic Information

General Financial
Contact

Organization Numbers

Remittance
Information

Associated BENs

Principal
Communication Types

School or Library
Official Certification

Application Nickname

Please enter an application nickname here*

My Form 498

Organization Information

Name

School District 6

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

Holding Company Name

Business Type (Select what type of business(es) best describes your organization. Select up to three types.)*

Please select a value



Mailing Address

100 Main Street
Springfield, ME 04487
Penobscot

Federal EIN, or TAX ID Number of Holding Company

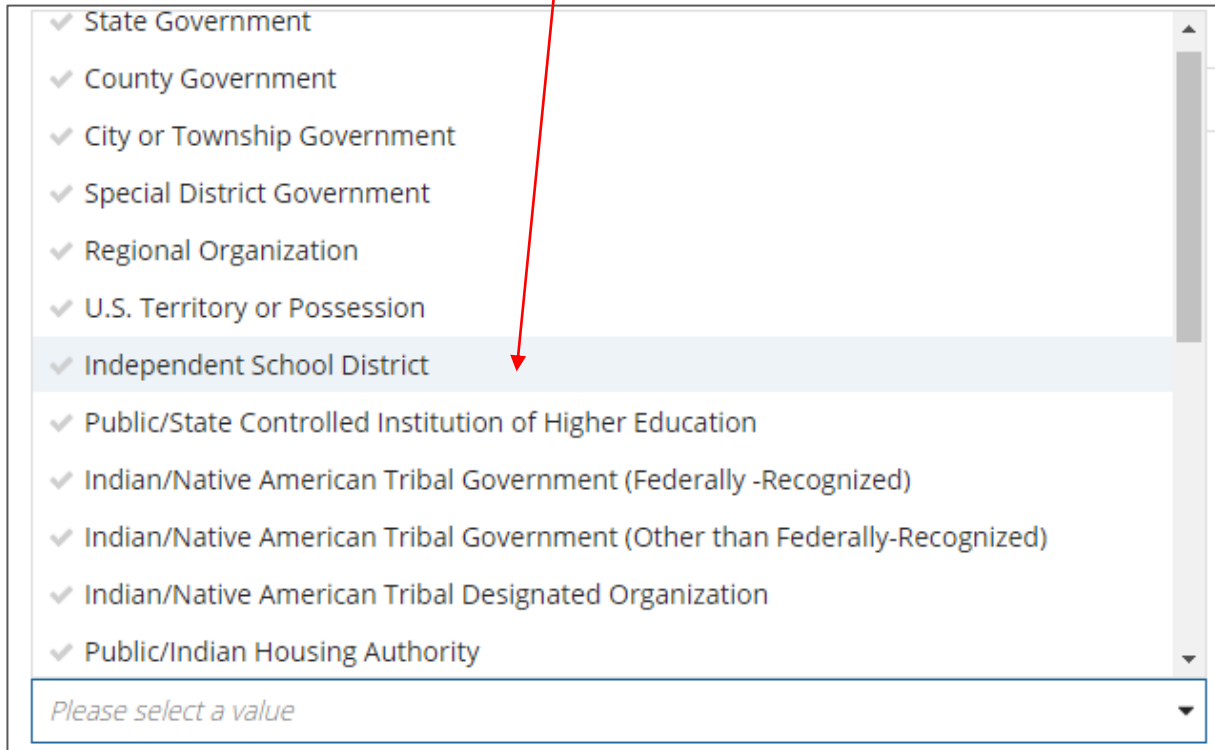
② Click on the “Business Type” drop down menu to view the options

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

DELETE FORM

SAVE AND CONTINUE

③ Select the option(s) that best match your organization



A screenshot of a web form's dropdown menu. The menu is open, showing a list of organization types, each preceded by a checkmark. A red arrow points to the 'Independent School District' option, which is highlighted with a light blue background. The options are: State Government, County Government, City or Township Government, Special District Government, Regional Organization, U.S. Territory or Possession, Independent School District, Public/State Controlled Institution of Higher Education, Indian/Native American Tribal Government (Federally -Recognized), Indian/Native American Tribal Government (Other than Federally-Recognized), Indian/Native American Tribal Designated Organization, and Public/Indian Housing Authority. At the bottom of the dropdown is a text box with the placeholder 'Please select a value'.

- ✓ State Government
- ✓ County Government
- ✓ City or Township Government
- ✓ Special District Government
- ✓ Regional Organization
- ✓ U.S. Territory or Possession
- ✓ Independent School District
- ✓ Public/State Controlled Institution of Higher Education
- ✓ Indian/Native American Tribal Government (Federally -Recognized)
- ✓ Indian/Native American Tribal Government (Other than Federally-Recognized)
- ✓ Indian/Native American Tribal Designated Organization
- ✓ Public/Indian Housing Authority

Please select a value

There will be various choices to select from in this drop down box, many of which will not be appropriate as these options were designated to be used by all federal agencies. You may select up to three types.

Use your best judgement – there is no right or wrong answer.

Potential selections:

Independent School District

Nonprofit with 501C3 IRS Status (Other than an Institution of Higher Education)

Nonprofit without 501C3 IRS Status (Other than an Institution of Higher Education)

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

School District 6 - My Form 498 -

Basic Information

General Financial
Contact

Organization Numbers

Remittance
Information

Associated BENs

Principal
Communication Types

School or Library
Official Certification

Application Nickname

Please enter an application nickname here*

My Form 498

Organization Information

Name

School District 6

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

Holding Company Name

Business Type (Select what type of business(es) best describes your organization. Select up to three types.)*

Independent School District

Mailing Address

100 Main Street
Springfield, ME 04487
Penobscot

Federal EIN, or TAX ID Number of Holding Company

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

DELETE FORM

SAVE AND CONTINUE

④ Click on the "SAVE AND CONTINUE BUTTON"

A new screen will display, and a number will now be listed adjacent to your form nickname ----

this is both the Form 498 Form Number and your 498 ID

① Write the 498 ID number down – you will need this number later

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

School District 6 - My Form 498 - 443000225

← THIS IS YOUR 498 ID!!!

Basic Information

General Financial Contact

Organization Numbers

Remittance Information

Associated BENs

Principal Communication Types

School or Library Official Certification

General Financial Contact of School District 6

Enter General Financial Contact *

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

DELETE FORM

PREVIOUS

SAVE AND CONTINUE

① On the General Financial Contact screen, begin entering the name of a user to be listed as the General Financial Contact. A list of matching names will appear. Select the desired user.

Note:

- This must be a user that already exists in your EPC profile
- The Financial Contact may be the user who was designated as “School or Library Official” when setting the 498 permissions

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

School District 6 - My Form 498 - 443000225

Basic Information

**General Financial
Contact**

Organization Numbers

Remittance
Information

Associated BENs

Principal
Communication Types

School or Library
Official Certification

General Financial Contact of School District 6

Enter General Financial Contact *



Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

DELETE FORM

PREVIOUS

SAVE AND CONTINUE

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

School District 6 - My Form 498 - 443000225

Basic Information

General Financial
Contact

Organization Numbers

Remittance
Information


Associated BENs

Principal
Communication Types

School or Library
Official Certification

General Financial Contact of School District 6

Enter General Financial Contact *

 School District 6 User 1 x

First

School District 6

Middle Initial

Last

User 1

Phone Number

555-555-5555

Phone Number Extension

E-mail

school.district6.user1@mailinator.com

Street Address

100 Main Street

Address Line 2

City

Springfield

State

ME

Zip Code

04487

Zip Code Extension

*That user's contact
information will display*

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

② Click on the "SAVE AND CONTINUE" button

DELETE FORM

PREVIOUS

SAVE AND CONTINUE

The Organization Numbers screen will display

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

School District 6 - My Form 498 - 443000225

Basic Information	General Financial Contact	Organization Numbers	Remittance Information	Associated BENs	Principal Communication Types	School or Library Official Certification
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Further Details

Federal Employer Identification Number *

Dun and Bradstreet Number (DUNS) *

FCC Registration Number

0027012228

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

DELETE FORM

PREVIOUS

SAVE AND CONTINUE

① Enter the requested information

EIN = 9 digits

DUNS = 9 digits

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

School District 6 - My Form 498 - 443000225

Basic Information

General Financial
Contact

Organization
Numbers

Remittance
Information

Associated BENs

Principal
Communication Types

School or Library
Official Certification

Further Details

Federal Employer Identification Number *



Dun and Bradstreet Number (DUNS) *



FCC Registration Number

0027012228

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

DELETE FORM

NOTE: The system will validate the EIN information with the FCC Registration Number information in the FCC's CORES file

PREVIOUS

SAVE AND CONTINUE

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

School District 6 - My Form 498 - 443000225

Basic Information

General Financial
Contact

Organization
Numbers

Remittance
Information

Associated BENs

Principal
Communication Types

School or Library
Official Certification

Further Details

Federal Employer Identification Number *

123456789

Dun and Bradstreet Number (DUNS) *

987654321

FCC Registration Number

0027012228

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

DELETE FORM

PREVIOUS

SAVE AND CONTINUE

② Then click on the “SAVE AND CONTINUE” button

The Remittance Information screen will display

[Remittance Info]

School District 6 - My Form 498 - 443000225

Basic Information

General Financial
Contact

Organization Numbers

**Remittance
Information**

Associated BENs

Principal
Communication Types

School or Library
Official Certification

Remittance Contact

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

☐ Yes

Contact Information

First Name *

Last Name *

Middle Initial

Title *

Phone Number *

Phone Number Extension

Email Address *

Financial Information

Remittance Financial Institution *

Financial Institution Account Number for ACH *

ACH Financial Institution Transit Number *

Please ensure any "0"s at the front of your financial institution account number are included.

Please ensure any "0"s at the front of your ACH financial institution transit number are included.

*

UPLOAD  Drop file here

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

DELETE FORM

PREVIOUS

SAVE AND CONTINUE

School District 6 - My Form 498 - 443000225

[Basic Information](#)[General Financial
Contact](#)[Organization Numbers](#)[Remittance
Information](#)[Associated BENs](#)[Principal
Communication Types](#)[School or Library
Official Certification](#)

Remittance Contact

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

☐ Yes

Contact Information

First Name *

Last Name *

Middle Initial

Title *

Financial Information

Remittance Financial Institution *

ACH Financial Institution Transit Number *

Please ensure any "0"s at the front of your ACH financial institution transit number are included.

*

UPLOAD  Drop file here

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

[DELETE FORM](#)[PREVIOUS](#)[SAVE AND CONTINUE](#)

① Check the box to denote the Remittance Contact is the same as the General Financial Contact or enter the requested contact information for a different person. The Remittance Contact does not have to be a user in EPC.

School District 6 - My Form 498 - 443000225

Basic Information

General Financial
Contact

Organization Numbers

**Remittance
Information**

Associated BENS

Principal
Communication Types

School or Library
Official Certification

Remittance Contact

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

☒ Yes

Contact Information

First Name

School District 6

Last Name

User 1

Middle Initial

Title

Administrator

Phone Number

555-555-5555

Phone Number Extension

Email Address

school.district6.user1@mailinator.com

Financial Information

② Enter the requested financial information

Remittance Financial Institution *

★

ACH Financial Institution Transit Number *

★

Please ensure any "0"s at the front of your ACH financial institution transit number are included.

*

UPLOAD

Drop file here

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

DELETE FORM

PREVIOUS

SAVE AND CONTINUE



The system will test to verify that the ACH Financial Institution Transit Number (routing number) is valid. If an error message displays, check the number and enter a valid value.


▲ Financial Information

Remittance Financial Institution *

ACH Financial Institution Transit Number *

Please ensure any "0"s at the front of your ACH financial institution transit number are included.
ACH Transit Number is not part of the approved list, please enter a valid transit number
*

UPLOAD

 Drop file here

Financial Institution Account Number for ACH *

Please ensure any "0"s at the front of your financial institution account number are included.

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

DELETE FORM

PREVIOUS

SAVE AND CONTINUE


Financial Information

Remittance Financial Institution *

ACH Financial Institution Transit Number *

Please ensure any "0"s at the front of your ACH financial institution transit number are included.

*

 Drop file here

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

③ Create a file that provides verifying bank information. Drag the file onto the upload area or use the “UPLOAD” button. Examples of acceptable documentation include:

- A clear image of a voided check
- The first page of a banking statement that clearly indicates the name of the entity, bank name, routing number, and account number


Financial Information

Remittance Financial Institution *

ACH Financial Institution Transit Number *

Please ensure any "0"s at the front of your ACH financial institution transit number are included.

*

 **check image**
PNG – 74.57 KB

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

Financial Institution Account Number for ACH *

Please ensure any "0"s at the front of your financial institution account number are included.

DELETE FORM

PREVIOUS

SAVE AND CONTINUE

④ Click on the “SAVE AND CONTINUE” button

The Associated BENs screen will display

School District 6 - My Form 498 - 443000195

Basic Information

General Financial Contact

Organization Numbers

Remittance Information

Associated BENs

Principal Communication Types

School or Library Official Certification

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 Numbers that are to be associated with this FCC Form 498.

Billed Entity Number	Billed Entity Name
116	School District 6

Add Additional BEN Number

Add to List

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

DELETE FORM

PREVIOUS

SAVE AND CONTINUE

School District 6 - My Form 498 - 443000195

[Basic Information](#)[General Financial
Contact](#)[Organization Numbers](#)[Remittance
Information](#)[Associated BENs](#)[Principal
Communication Types](#)[School or Library
Official Certification](#)

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

Billed Entity Number	Billed Entity Name
116	School District 6

Add Additional BEN Number

[Add to List](#)

Once 'Save and Continue' is clicked, you will be ab

DELETE FORM

PREVIOUS

SAVE AND CONTINUE

① Enter any additional Billed Entity Numbers to be associated with this Form 498 (e.g. a child school listed as the applicant on a previous year Form 471 when the applicant is now the school district due to the constraints of EPC)

② Then click on the "SAVE AND CONTINUE" button

The Principal Communication Types screen will display

School District 6 - My Form 498 - 443000195

Basic Information General Financial Contact Organization Numbers Remittance Information Associated BENs **Principal Communication Types** School or Library Official Certification

Service Identification

Principal Communication Type School/Library or other Billed Entity Recipient

[DELETE FORM](#) [PREVIOUS](#) [CONTINUE TO CERTIFICATION](#)

① Click on the “CONTINUE TO CERTIFICATION” button

Once submitted for certification, information in this FCC Form 498 can only be edited by a School or Library Official until it is certified. Do you wish to continue?

- ① Read the warning in the popup message and click on the “YES” button to continue

The School or Library Official Certification screen will display

School District 6 - My Form 498 - 443000195

Basic Information

General Financial Contact

Organization Numbers

Remittance Information

Associated BENs

Principal Communication Types

School or Library Official Certification

Review Data

Please carefully review the data entered on the form for accuracy.

[FCC Form 498 #443000195](#)

☐ I have reviewed this form and have determined the information to be accurate.

I certify that I am a School or Library Official of the above-named entity, and that I am authorized to submit this FCC Form 498 data on behalf of the above named entity.

Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, as amended, 47U.S.C. Secs. 220(e), 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

☐ I certify.

Select the checkbox to certify your FCC Form 498 My Form 498

A download link will appear under Tasks when the PDF version of the certified form is ready to be downloaded

REJECT AND DELETE FORM

PREVIOUS

CERTIFY

School District 6 - My Form 498 - 443000195

Basic Information

General Financial
Contact

Organization Numbers

Remittance
Information

Associated BENs

Principal
Communication Types

School or Library
Official Certification

Review Data

Please carefully review the data entered on the form for accuracy.

[FCC Form 498 #443000195](#)

② Review the form by clicking on its link

☒ I have reviewed this form and have determined the information to be accurate.

I certify that I am a School or Library Official of the above-named entity, and that I am authorized to submit this FCC Form 498 data on behalf of the above named entity.

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☒ I certify.

Select the checkbox to certify your FCC Form 498 My Form 498

A download link will appear under Tasks when the PDF version of the certified form is ready to be downloaded

REJECT AND DELETE FORM

PREVIOUS

CERTIFY

③ Check the box for each certification

④ Then click on the "CERTIFY" button

⑤ To obtain a PDF copy, click on the “Tasks” tab in the blue navigation bar then locate and click on the task to “Download PDF” for the Form 498 you created

Post Certification Actions

After USAC reviews the form and documentation, the General Financial Contact will be emailed a notification that the 498 ID for the entity has been approved. This ID will be used when filing BEAR forms.

If you have not heard from USAC after 2 business days, you may contact them at finops-processing@usac.org

To view the status of a Form 498:

- ① Go to the “Records” tab in the blue navigation bar
- ② Then choose the “FCC Forms 498” option
- ③ A list of all Form 498s for your entity will appear with the status

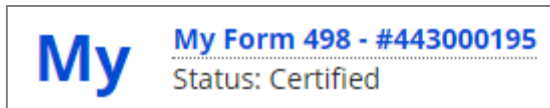
My My Form 498 - #443000234
Status: In Progress

My My Form 498 - #443000195
Status: Certified

Modifying a Certified Form 498

Modify a Form 498

- ① If you need to modify an existing form, go to the “Records” tab in the blue navigation bar and then choose the “FCC Forms 498” option
- ② A list of all Form 498s for your entity will appear
- ③ Select the form to be modified (note that in progress forms may only be modified by going to the “Tasks” tab and selecting the task to create that form)



- ④ When the form displays, click on the “Modify FCC Form 498” button and walk thorough the steps of the form to modify whatever requires updating and certify the changes

