

E-rate Form 498 (Banking Data) Filing & Updating Guide



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Purpose of the Form 498

- Beginning July 1, 2016, *all* E-rate BEAR reimbursements are sent electronically 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 funding year
- The Form 498 identifies the bank and account information where the BEAR reimbursements should be electronically deposited
- The Form 498 must be certified AND approved by USAC before any BEARs can be submitted
- Before you file the BEAR, you must have an approved Form 498 but you do not need to complete the Form 498 annually
 - If you have an approved 498 on file with USAC, the online BEAR system already has your banking data on file

How Do I Know if I Have a 498 Approved?

- **Unsure if you already have an approved Form 498?**
 - Log into EPC
 - Select 'Records' from top toolbar
 - Select '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 cannot be designated as “School or Library Officials”
 - “General Financial Contacts” can start, complete, and submit Forms 498, but cannot certify new or updated Forms 498 or deactivate existing Forms 498
 - Consultants CAN 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...

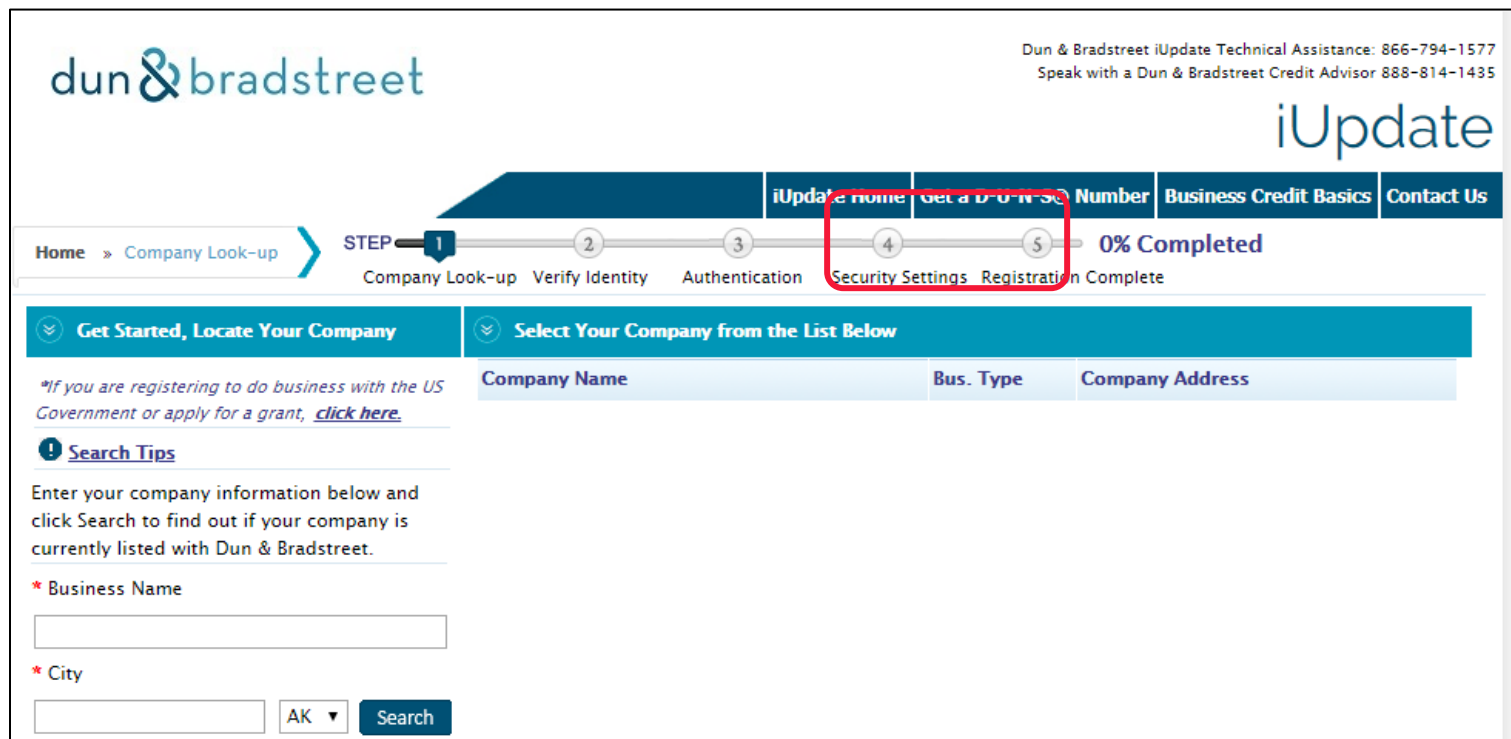
- Name of General Financial Contact
- Name of Remittance Contact
- Name of Bank
- School or Library's Federal EIN Number
- DUN and Bradstreet Number (DUNS)
 - Look-up tool available
 - See slide 7 for help finding your DUNS number
- **UEI Number**
 - See slide 6 for more info about UEI numbers
- Financial Institution Account Number for ACH
- ACH Financial Institution Transit Number
- Copy of Voided Check or Bank Statement
 - Uploaded during 498 completion to verify banking data

Note About UEI Numbers

- The UEI is a new field on the Form 498
- Form 498s will only be approved by USAC if:
 - The SAM.gov registration for your entity is active;
 - The Employer Identification Number (EIN) for the UEI matches the EIN for the FCC Registration Number in the **CORES** system; and
 - The EIN for the UEI matches the EIN on the Form 498.
- Without the UEI, an active SAM.gov account, and matching EIN in the FCC's CORES system, no BEARs will be processed when the requirement eventually becomes effective
- *Note: It often takes several months to obtain a UEI number from the federal government, so please begin this process early*
- <https://sam.gov/content/entity-registration>

Don't Know Your DUNS Number?

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



The screenshot shows the Dun & Bradstreet iUpdate website. The top navigation bar includes links for 'iUpdate home', 'Get a DUNS Number', 'Business Credit Basics', and 'Contact Us'. A progress bar indicates the current step is 'Security Settings', which is highlighted with a red box. The progress bar shows five steps: 1. Company Look-up, 2. Verify Identity, 3. Authentication, 4. Security Settings, and 5. Registration Complete. The '0% Completed' status is shown at the end of the progress bar. Below the progress bar, there are two main sections: 'Get Started, Locate Your Company' and 'Select Your Company from the List Below'. The 'Select Your Company from the List Below' section contains a table with columns for 'Company Name', 'Bus. Type', and 'Company Address'. Below the table, there are search fields for 'Business Name' and 'City', along with a 'Search' button. The 'City' field has a dropdown menu showing 'AK'.

dun & bradstreet

Dun & Bradstreet iUpdate Technical Assistance: 866-794-1577
Speak with a Dun & Bradstreet Credit Advisor 888-814-1435

iUpdate

Home > Company Look-up > STEP 1 2 3 4 5 0% Completed
Company Look-up Verify Identity Authentication Security Settings Registration Complete

Get Started, Locate Your Company

Select Your Company from the List Below

*If you are registering to do business with the US Government or apply for a grant, [click here](#).

Search Tips

Enter your company information below and click Search to find out if your company is currently listed with Dun & Bradstreet.

* Business Name

* City

AK

Verify Who Has Permission to Create Form

- From your EPC Landing Page:

Click on District Name

My Landing Page



[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



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 | <input type="checkbox"/> | Full <input type="checkbox"/> | Full <input type="checkbox"/> | School or Library Offi <input type="checkbox"/> |

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.”

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 so they can validate it and approve the changes in their system
- Do NOT create a new Form 498 if your bank account information changes
 - Doing so will give you two 498 IDs which will make your BEAR filings much more challenging
 - Simply update the existing Form 498 in EPC

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)



- 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)

Select Appropriate Business Type

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

Please select a value ▼

- Choose up to 3 options from dropdown menu
- Dropdown menu choices are derived from DATA Act - the Digital Accountability and Transparency Act of 2014
 - DATA Act requires federal government to transform spending information into open data
 - Government-wide data standards must be used for reporting on all expenditures
 - DATA Act requires each E-rate applicant to designate their “business type”
 - Use your best judgment. There is no right or wrong answer.
 - See next slide for suggestions

Business Types – Choose up to 3

Some Suggestions:

- **Public School Districts** - Independent School District
- **IUs, ESAs, Library Systems & most consortia** - U.S. Regional Organization
- **Private Schools, Charter Schools, and Independent Libraries** – Nonprofit with 501C3 IRS Status (Other than an Institution of Higher Education), or “Other”

There are no right or wrong answers and your funding is not at risk based on the way you answer the question.

- ✓ Public/Indian Housing Authority
- ✓ Nonprofit with 501C3 IRS Status (Other than an Institution of Higher Education)
- ✓ Nonprofit without 501C3 IRS Status (Other than an Institution of Higher Education)
- ✓ Private Institution of Higher Education
- ✓ Individual
- ✓ For-Profit Organization (Other than Small Business)
- ✓ Small Business
- ✓ Hispanic-serving Institution
- ✓ Historically Black College or University (HBCU)
- ✓ Tribally Controlled College or University (TCCU)
- ✓ Alaska Native and Native Hawaiian Serving Institutions
- ✓ Non-domestic (non-U.S.) Entity
- ✓ Other

Please select a value

General Financial Contact

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

General Financial Contact of OWEN J ROBERTS SCHOOL DISTRICT

Enter General Financial Contact *

Federal ID and DUNS Numbers

Further Details

All of these key pieces of data are required.

Federal Employer Identification Number *

123456789

Dun and Bradstreet Number (DUNS) *

013664552



“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.

FCC Registration Number

0003263845



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

Unique Entity Identification Number (UEI) *

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

Julie

Last Name

Tritt Schell

Middle Initial

Title

Consultant

Phone Number

717-730-7133

Phone Number Extension

Email Address

jtschell@comcast.net

Remittance Contact

- The Remittance Contact will receive e-mail notifications when funds have been transferred into the applicant's bank account
- 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

ACH Financial Institution Transit Number *

111111111

This is your **Bank's** Transit (routing) #.

Financial Institution Account Number for ACH *

031202084

This is your **Account** Number.

UPLOAD



Drop files here

Required: You must upload a copy of a voided check to verify the banking data

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.

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 
- 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.



USAC Verification Process

- After the 498 is certified, USAC will review the banking data with the voided check to verify they match
- If you are having problems with the Form 498, call USAC at (888) 203-8100 for assistance
- After USAC has approved the 498, they 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