

1701 JFK Blvd.

Philadelphia, PA

**E-RATE REIMBURSEMENT FORM**

Dear E-Rate Applicant:

Thank you for choosing Comcast as your service provider for the 2015-2016 E-Rate Funding Years.

In accordance with the Schools and Libraries E-Rate Program; E-Rate Customers are required to notify the provider which reimbursement method they prefer per funding year.  There are two methods that can be used (BEAR) or (SPI), once the applicant has selected a method of reimbursement, that method must be applied for that particular FRN for the remainder of the invoicing process. Note: Discounts or Reimbursements cannot begin until the applicant has received their Funding Decision Notice from USAC and the applicants FCC Form 486 has been submitted and processed by the SLD

Please complete a separate form for each FRN. Your completed form may be emailed or fax to:

Pamela Ervin, [Pamela\_Ervin@cable.comcast.com](mailto:Pamela_Ervin@cable.comcast.com%20)  FAX: 215-286-1797

**Select One**

(Check)\_\_\_\_I request the FCC Form 472, BEAR reimbursement for funding year 2014-2015.

(Check)\_\_\_I request the FCC Form 474 SPI/discounts on invoice for funding year 2014-2015

(\*California Applicants (Check) \_\_\_\_\_\_\_\_\_\_\_\_\_I am CTF Eligible/CFT Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please provide the following information:**

* Applicant / Entity Name:
* Applicant/Entity Main Telephone Number:
* Authorized Contact:
* Authorized Contact Email:
* Funding Request Number:
* 471 Application Number:
* Billing Account Number
* SPIN:

In accordance with program guidelines; applicants are required to pay the non-discount portion of the cost of the goods and services to their service provider(s). Service providers are required to bill applicants for this non-discount portion. Comcast retains the applicant’s reimbursement request on file per FRN, per funding year in accordance with USAC Compliance.