E-rate Form 498 (Banking Data) Filing Guide

Created by Julie Tritt Schell
PA E-rate Coordinator
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www.e-ratepa.org

Purpose of the Form 498

$ Beginning July 1, 2016, *all* E-rate BEAR reimbursements will be sent via ACH (Automated Clearing House) directly to the school or library's bank account
- Even for FY 2015 BEARs

$ The Form 498 identifies the bank and account information where the BEAR reimbursements should be electronically deposited

$ It's a simple form to complete, but must be certified AND approved by USAC before any BEARs can be submitted

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 <u>cannot</u> be designated as "School or Library Officials"
  - "General Financial Contacts" can start, complete, and submit Forms 498, <u>but cannot certify</u> new or updated Forms 498 or deactivate existing Forms 498
    - Consultants <u>CAN</u> 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
- Financial Institution Account Number for ACH
- ACH Financial Institution Transit Number
- Copy of Voided Check or Bank Statement
  - Uploaded to USAC to verify banking data submitted on the Form 498

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

USAC
Universal Service Administrative Company

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

USAC
Universal Service Administrative Company

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		Full	Full	School or Library Offi

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."

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)

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

Mailing Address
901 RIDGE RD
POTTSTOWN, CHESTER, PA 19465-8423

Federal EIN, or TAX ID Number of Holding Company

123456789

Fields not required

Federal EIN or Tax ID Number required (9 digits, no dashes)

General Financial Contact

General Financial Contact of OWEN J ROBERTS SCHOOL DISTRICT

Enter General Financial Contact *

[   ]

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

Federal ID and DUNS Numbers

Further Details

Federal Employer Identification Number *

123456789

Dun and Bradstreet Number (DUNS) *

013664552 ←

FCC Registration Number
0003263845
↑

All of these key pieces of data are required.

"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.

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

Don't Know Your DUNS Number?

- The easiest way to look it up is at:
http://e-ratecentral.com/us/DUNSLookup.asp

D-U-N-S Lookup

BEN: 126238 ☒

Search

Enter your E-rate Billed Entity Number (BEN) and it will search/display results, if available.

D-U-N-S® Lookup

Try another BEN: D-U-N-S Lookup

Search Results for BEN 126238

DUNS	013664552
Name	Owen J Roberts School District
Address	901 Ridge Rd
	Pottstown, PA 194658423
	Chester

D&B's D-U-N-S database does not include BENs. We did our best to match entity information on file with USAC to D&B's data. If the above results do not match your entity please try D&B's online D-U-N-S® database.

Other Ways to Find DUNS Number

- You can also search for your organization, by name, through D&B's online D-U-N-S database: https://iupdate.dnb.com/iUpdate/companylookup.html
- Or call (866) 705-5711 to speak to a representative
- If your organization does not have a DUNS Number, you can apply online through Dun & Bradstreet's website: http://www.dnb.com/get-a-duns-number.html

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
  - Note: The BEAR Contact Person also will receive confirmation that the BEAR has been approved (via paper until an e-mail notification process has been established)
- 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

Financial Institution Account Number for ACH*

031202084

ACH Financial Institution Transit Number*

111111111

This is your **Account** Number.

This is your **Bank's** Transit #.

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. Many IUs will use this field.

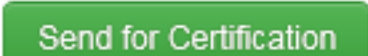**Block 14: Billed Entity Number/FCC Form 498 Association**

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 **Continue to Certification**

- 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. **Send for Certification**

USAC Verification Process

- After the 498 is certified, within 2-4 days, USAC will e-mail the General Financial Contact with a link where you must upload one of the following documents to prove the banking information that was included on the 498:
  - A clear image of a voided check, or
  - A statement from your financial institution that includes the bank name and your account number
- The link is: http://efileweb.usac.org/ContributorManagement/V1/BankValidation
  - Be sure to have your 498 Filer ID handy when you go to this link. The 498 Filer ID is a 9-digit number (that usually begins 443) and is shown on the Form 498 that you just filed
- If you are having problems with the Form 498, you may contact USAC at (888) 641-8722 and select option 5, then Option 2, or e-mail finopsprocessing@usac.org.

USAC Verification Process

- After bank account proof is sent to USAC, USAC will send an "Approved Form 498" e-mail to the General Financial Contact

- After receiving this e-mail, you may file your Form 472 BEAR and the reimbursements will be deposited directly into your bank account

- Both the Form 498 Remittance Contact and the Form 486 Contact will receive copies of the BEAR Approval Letter/Remittance Statements after the BEAR has been approved which will look like this:

BEAR Form Remittance Statement

Email Subject line: "Your E-Rate Program Remittance Statement"

USAC
Universal Service Administrative Company®

Helping Keep Americans Connected | www.usac.org

SCHOOLS AND LIBRARIES BEAR PROGRAM REMITTANCE STATEMENT
AS OF MONTH DAY, YEAR

Attn: Applicant Remittance Contact Person
Applicant Payee Name

RE: FCC Form 498 ID 443XXXXXX

This notice provides an explanation of your entity's Billed Entity Applicant Reimbursement (BEAR) payment for the following invoices.

	Approved
Document Date SPIN SP Name FRN Work Order Number Applicant Name: XXXXXXXXXXXX; SLD Invoice Number:XXXXXXX;BEAR Letter Date:MM/DD/YYY; Line Item Detail Number:XXXXXXX;Amount Requested:XXXXX.XX;	$100.00
Document Date SPIN SP Name FRN Work Order Number Applicant Name: XXXXXXXXXXXX; SLD Invoice Number:XXXXXXX;BEAR Letter Date:MM/DD/YYY; Line Item Detail Number:XXXXXXX;Amount Requested:XXXXX.XX;	$100.00
Total Approved Disbursement	**$200.00**
Total Actual Disbursement:	**$200.00**