

E-rate Form 472 “BEAR” Reimbursement Filing Guide FY 2016



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Purpose of the Form 472 “BEAR”

- If an applicant has not received discounted vendor invoices, they must file the Form 472 “BEAR” to seek reimbursement from USAC for the E-rate eligible amount
 - If the applicant received discounted bills, no BEAR form can be filed and vendor submits the SPI Form (Service Provider Invoice) to USAC
- The BEAR provides USAC with the total amount of E-rate eligible funding spent for an FRN and the system calculates reimbursement amount
 - Cannot be reimbursed more than your funding commitment cap
 - Can only be reimbursed for the eligible amount spent, multiplied by the approved discount
 - Cannot submit a request up to your cap if you didn't spend that much
- BEARs for recurring services can be submitted monthly, quarterly, semi-annually or annually
 - Most applicants submit a single BEAR after the funding year has ended
- BEARs for equipment or one-time services can be submitted after the equipment is received and paid for (or services have been rendered)
- A BEAR must be submitted for each different SPIN
 - Two FRNs with the same SPIN can be submitted on the same BEAR

BEAR Deadlines

- BEARs are due within 120 days from the last day to receive service
 - Recurring Services = October 28, 2017 (for FY 2016)
 - Non-Recurring Services = January 28, 2018 (for FY 2016)
- If the BEAR cannot be submitted by this date, the applicant must submit an Invoice Deadline Extension Request (IDER) to USAC by the invoice deadline
 - One, 120-day extension will automatically be granted
 - No further extensions can be granted
 - FCC will not approve a late-submitted invoice or IDER request

File BEARs in Legacy System (NOT EPC)

- BEARs must be filed using the legacy BEAR system
 - They are NOT filed in EPC
 - File at: <https://www2.sl.universalservice.org/bear/login.aspx>
 - Can no longer file paper BEARs
- Must use the E-rate PIN to access online BEAR
 - The BEAR PIN is different than your EPC log-in
 - If you don't have a BEAR PIN, complete the PIN Request Template at: <http://www.usac.org/res/documents/sl/xls/PIN-request-template.xlsx>
 - And then upload it into EPC by creating a Customer Service Case
- BEARs are no longer approved by vendors
- All E-rate BEAR reimbursements are sent via Direct Deposit directly to the school or library's bank account
 - Reimbursement payments do not flow through the vendor – they are electronically transferred from USAC to the applicant
- Applicants must have a USAC-approved Form 498 prior to filing the BEAR
 - Form 498 identifies the bank and account information where the BEAR reimbursements should be electronically deposited
 - If you already have an approved 498 from last year, do not complete again this year
 - If you need to changing your banking data, log into EPC > Records > Form 498 > Related Actions > Modify Form 498

Let's File a Form 472 BEAR

Go to: <https://www2.sl.universalservice.org/bear/login.aspx>

USAC
Universal Service Administrative Company
Helping Keep Americans Connected

Need Help?

Applicant Login:

BEN:

PIN:

Email:

Last Name:

Login

[Terms and Conditions of PIN Usage](#)

Call 888-203-8100 if PIN doesn't work, if you can't remember the PIN, or need a PIN

Enter Billed Entity Number

Enter E-rate PIN

Enter E-mail Address of PIN User

Enter Last Name of PIN User

How to Start a BEAR

Select "New BEAR Form"

The screenshot shows the top navigation bar of the USAC Billed Entity Applicant Home Page. On the left, the USAC logo is displayed with the tagline "Universal Service Administrative Company" and "Helping Keep Americans Connected". On the right, there is a "Need Help?" dropdown menu and a photograph of a young girl writing at a desk. Below the header is a dark blue navigation bar with several menu items: "BEAR Home", "New BEAR Form", "Track Form", "Bulk Download", "Terms and Conditions", and "Logout". The "New BEAR Form" item is circled in red, and a red callout box with an arrow points to it from the text "Select 'New BEAR Form'".

Billed Entity Applicant Home Page

No Incomplete Invoices are associated with this PIN.

BEAR Form: Block 1

Add BEAR Invoice

Applicant Form Identifier

Applicant chooses
"nickname" for this BEAR

Enter the 9-digit SPIN.
Always begins
143xxxxxx

Block 1: Header Information

[Need Help?](#)

1. Billed Entity Name

ELIZABETHTOWN AREA
SCHOOL DIST

2. Billed Entity Number

125681

**3. Service Provider
Identification Number
(SPIN)**

Service Provider Name

CenturyLink United Telephone Co. of
Pennsylvania FKA Embarq

Applicant FCC Form 498 ID

Form 498 ID is pre-populated. If it's not showing, it means the 498 has not yet been submitted or USAC approved.

4. Contact Name

5. Contact Telephone Phone

() - ext.

Contact Fax

() -

Contact Email

This information
is pre-populated,
but can be
changed.

**6. Total Reimbursement
Amount**

(total from Block 2, Column
14)

\$ 0.00

This amount will be
calculated based on the
data provided in Block 2.

BEAR Form: Block 2

Block 2: Line Item Information Per Funding Request Number

[Need Help?](#)

7. FCC Form 471 Application Number (from Funding Commitment Decision Letter)	8. Funding Request Number (FRN) (from Funding Commitment Decision Letter)	9. Bill Frequency	10. Customer Billed Date	11. Shipping date to Customer or Last Day of Work Performed (mm/dd/yyyy)	12. Total (Undiscounted) Amount for Service	13. Discount Rate	14. Discount Amount Billed to USAC (Column 12 multiplied by Column 13)
1) 160xxxxxx	160xxxxxx	MONTHL	07/01/2016		40000.00	30	12000.00

The system will calculate this amount.

The 471 and FRN numbers can be found on your FCDL

Only complete Item 10 OR Item 11 – not both. Generally, use Item 10 for C1 and list first date you received services in the funding year. Use Item 11 for C2 and use the PO date.

Enter the total pre-discount amount for eligible charges .

The discount rate will pre-populate based on the FRN number listed in Item 8.

Add Line Item

If you have another FRN with this vendor, you can add it here.

BEAR Form: Block 3

Click on each certification box.

Block 3: Billed Entity Certification

Need Help?

I declare under penalty of perjury that the foregoing is true and correct and that I am authorized to submit this Billed Entity Applicant Reimbursement Form on behalf of the eligible schools, libraries, or consortia of those entities represented on this Form, and I certify to the best of my knowledge, information and belief, as follows:

- A.** The discount amounts listed in this Billed Entity Applicant Reimbursement Form represent charges for eligible services and/or equipment delivered to and used by eligible schools, libraries, or consortia of those entities for educational purposes, on or after the service start date reported on the associated FCC Form 486.
- B.** The discount amounts listed in this Billed Entity Applicant Reimbursement Form were already billed by the Service Provider and paid for by the Billed Entity Applicant on behalf of eligible schools, libraries, and consortia of those entities.
- C.** The discount amounts listed in this Billed Entity Applicant Reimbursement Form are for eligible services and/or equipment approved by the Fund Administrator pursuant to a Funding Commitment Decision Letter (FCDL).
- D.** I acknowledge that I may be audited pursuant to this application and will retain for at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification), after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records that I rely upon to complete this form.
- E.** I certify that, in addition to the foregoing, this Billed Entity Applicant is in compliance with the rules and orders governing the schools and libraries universal service support program, and I acknowledge that failure to be in compliance and remain in compliance with those rules and orders may result in the denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with the rules and orders governing the schools and libraries universal service support program could result in civil or criminal prosecution by law enforcement authorities.

BEAR Form: Signatory Data/Submit

Click the "signature" certification box.

Contact Information for Billed Entity Authorized Person:

15. Signature

By logging into your account using your PIN, checking this box, and clicking the "certify" button at the end of the form, you have electronically signed the form. You are reminded that an electronic signature is the same as a handwritten signature on the form. To see a copy of the Terms and Conditions to which you previously agreed, please click on the "Terms and Conditions" menu above.

16. Date : 7/16/2017

17. Name GEORGE LONGRIDGE

18. Title/Position BUSINESS MANAGER

20. Address 1 600 EAST HIGH STREET

Address 2

City ELIZABETHTOWN

State PA

Zip Code 17022 -

19. Phone Number (717) 555 - 1111 ext

19a. Fax Number (717) 555 - 1112 ext

19b. Email

jtschell@comcast.net

19c. Name of Authorized

Person's Employer

htown Area School District

This information is pre-populated, but can be changed.

This information must be manually entered.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Clear

Save

Certify and Submit

Click "Certify and Submit" to submit the BEAR directly to USAC!

What Happens Next?

- After the BEAR is submitted, it is transmitted directly to USAC
 - Vendors no longer approve BEARs
- USAC may review and ask for additional information or copies of invoices/cancelled checks
- After approved, funding is automatically transferred into the bank account listed on the Form 498
 - Reimbursements no longer flow through the vendors
- BEAR Remittance Statements sent to Form 486 contact and Remittance Contact (listed on the 498)
- Applicants could potentially receive BEAR reimbursements within 2-3 days of BEAR submission

New BEAR Approval Letter Sample

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



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:XXXXXXXX;BEAR Letter Date:MM/DD/YYYY; Line Item Detail Number:XXXXXXXX;Amount Requested:XXXXX.XX;	\$100.00
Document Date SPIN SP Name FRN Work Order Number Applicant Name: XXXXXXXXXXXX; SLD Invoice Number:XXXXXXXX;BEAR Letter Date:MM/DD/YYYY; Line Item Detail Number:XXXXXXXX;Amount Requested:XXXXX.XX;	\$100.00
Total Approved Disbursement	<u>\$200.00</u>
Total Actual Disbursement:	<u>\$200.00</u>