

Modifying Your Form 498 (Direct Deposit) Filing Guide



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Why Do I Have to Update My Form 498?

- All federal agencies, including USAC, are required to comply with the Digital Accountability and Transparency Act of 2014, or Data Act.
 - This Act requires the federal government to change its spending information into open data. The goal is to make the data on federal expenditures more easily accessible by establishing government-wide standards for identifying entities receiving federal funds, including E-rate funds.
- USAC is now taking steps to become compliant with the Act and is asking E-rate applicants to modify their existing Form 498s to provide the information required by this Act.

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**
 - See slide 13 for instructions on changing 498 editing permissions

Finding the Existing Form 498






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News Tasks (2) **Records** Reports Actions

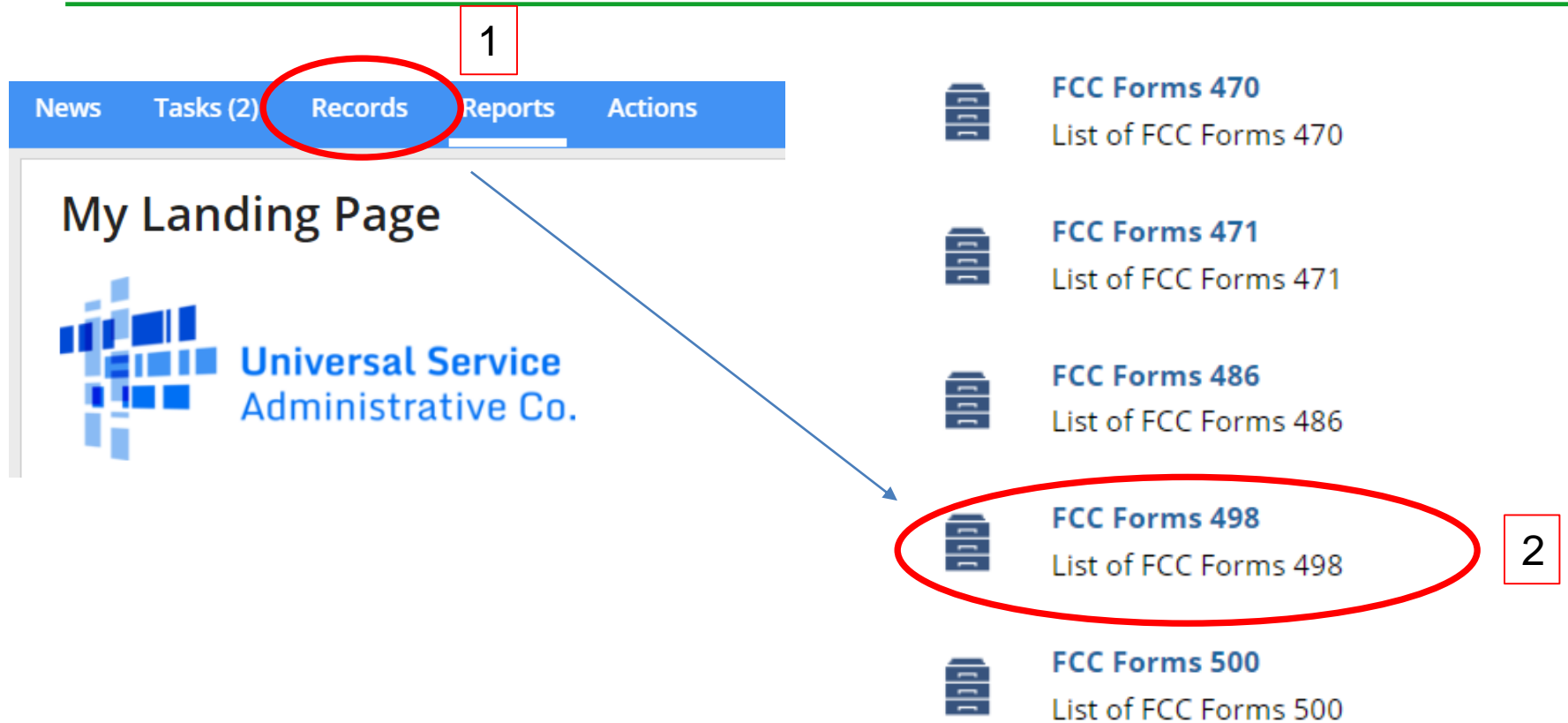
My Landing Page



Universal Service
Administrative Co.

-  **FCC Forms 470**
List of FCC Forms 470
-  **FCC Forms 471**
List of FCC Forms 471
-  **FCC Forms 486**
List of FCC Forms 486
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-  **FCC Forms 500**
List of FCC Forms 500

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Finding the Existing Form 498

News Tasks (2) Records Reports Actions

FCC Forms 498

Q 443003381



SEARCH

STATUS | Any

OW

Owen J Roberts 498 - #443003381

Status: Certified

Modifying Existing Form 498

Records / [FCC Forms 498](#)

Owen J Roberts 498 - #443003381



- Summary**
- Generated Documents
- News
- Related Actions

Application Information

Nickname Owen J Roberts 498

Form Number 443003381

Status Certified

Created Date 6/16/2016 12:49 PM EDT

Created By psanfran@ojrsd.com

Certified Date 6/16/2016 12:51 PM EDT

Certified By psanfran@ojrsd.com

Last Modified Date 6/16/2016 12:51 PM EDT

Last Modified By psanfran@ojrsd.com

General Information

Form Nickname Owen J Roberts 498

Organization Name OWEN J ROBERTS SCHOOL DISTRICT

Mailing Address 901 RIDGE RD
POTTSTOWN, PA
19465

DBA or FKA Name

Holding Company Name

Federal EIN 231663321

FCC Registration Number 0003263845

Select Appropriate Business Type

Organization Information

Name

OWEN J ROBERTS SCHOOL DISTRICT

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

Mailing Address

901 RIDGE RD
POTTSTOWN, CHESTER, PA 19465-8423

Federal EIN, or TAX ID Number of Holding Company

231663321

Holding Company Name

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

Independent School District ▼

Julie Suggestions:

- Public School Districts** - Independent School District
- IUs, Library Systems, and 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 is no wrong answer. Use your best judgement. ~

Enter DUNS Number, if Blank

Further Details

Federal Employer Identification Number *

231000000

Dun and Bradstreet Number (DUNS) *

013664500

FCC Registration Number

0003263845

If you don't know your DUNS number, go to:
<https://www.dnb.com/duns-number/lookup.html> to search for your organization and then have your DUNS number e-mailed to you.

Check the Remittance Contact

Please look at the Remittance Contact especially as this is the person who receives the electronic BEAR Remittance Statements via e-mail. Make sure this person is still the appropriate individual to receive these messages at your school or library.

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 *

Other fields

- Don't edit any other field, unless the data has changed.
- If you update your banking account data, then e-mail USAC a voided/cancelled check for verification
 - Form will need re-approved by USAC
- If only adding Business Type/DUNS info, do not e-mail voided check
 - Form is automatically approved

Proceeding to Certification

- If a School or Library Official completed the form, they can click Continue to Certification to submit the form

CONTINUE TO CERTIFICATION

- If a General Financial Contact completed the form, they must click Send for Certification in order to send the Form 498 to a “School or Library Official” in EPC for their approval


SEND FOR CERTIFICATION

Review Data, Check Boxes and Certify

Review Data

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

FCC Form 498 #443000152

 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 Form 498 for School District 6

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

Changing 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.”
- Consultants can **draft** the form, but cannot submit.