

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

Includes:

- Adding UEI
- Changing Banking Information
- Filing New Form 498 if no previous form in EPC



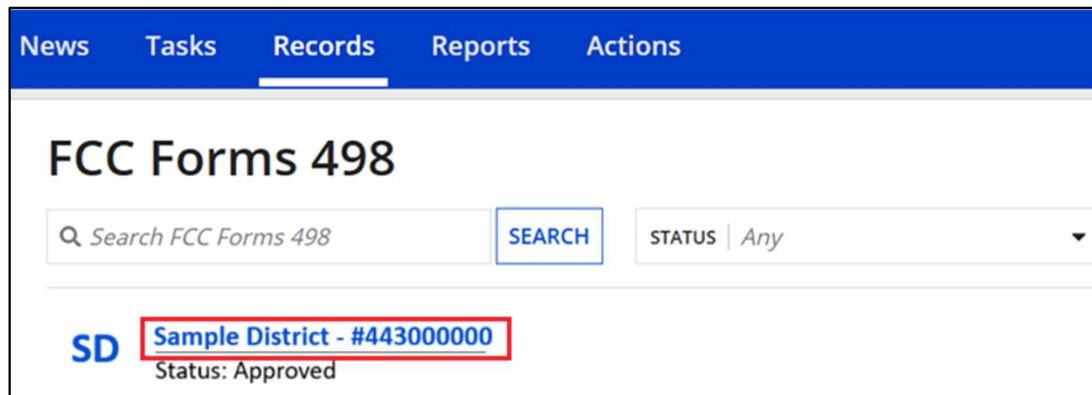
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Purpose of the Form 498

- **All** E-Rate BEAR reimbursements are sent electronically via ACH (Automated Clearing House) directly to the school or library's bank account
- 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
 - If changes/corrections are needed, you must modify the existing Form 498. **DO NOT FILE A NEW ONE!!**
- **NOTE: The Form 498 is only required if using the BEAR invoicing method.**

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 the 498 with the status of "Approved" if one is showing



The screenshot shows the 'Records' section of the EPC system. The top navigation bar includes 'News', 'Tasks', 'Records', 'Reports', and 'Actions'. The main heading is 'FCC Forms 498'. Below the heading is a search bar with the placeholder text 'Search FCC Forms 498' and a 'SEARCH' button. To the right of the search bar is a dropdown menu for 'STATUS' with 'Any' selected. Below the search bar, a single record is displayed: 'SD Sample District - #443000000' with a status of 'Approved'. The record ID is highlighted with a red box.

- If no 498 is showing, then there isn't one on file/approved with USAC
- 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

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...

If filing a new Form 498, you will need:

- Name of General Financial Contact
- Name of Remittance Contact
- Name of Bank
- School or Library's Federal EIN 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: DUN and Bradstreet Number is not a required field!**

Note About UEI Numbers

- The UEI is a required field on the Form 498
- **UEI's must be renewed annually**
- 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>

Verify Who Has Permission to Create Form

- From your EPC Landing Page:

My Landing Page

Universal Service Administrative Co.

Funding Request Report | FCC Form 470 | FCC Form 471 | Manage Users | Manage Organizations | USAC Website | Contact Us | Help

Welcome, OWEN J ROBERTS SCHOOL DISTRICT!

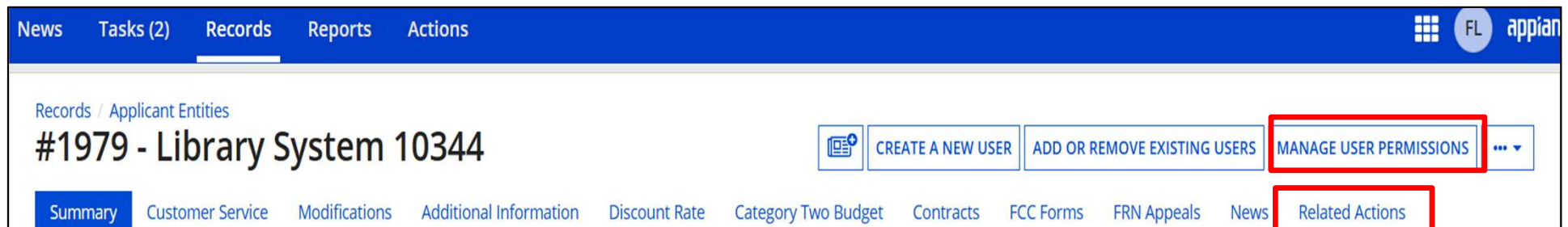
My Entities

Click on District Name

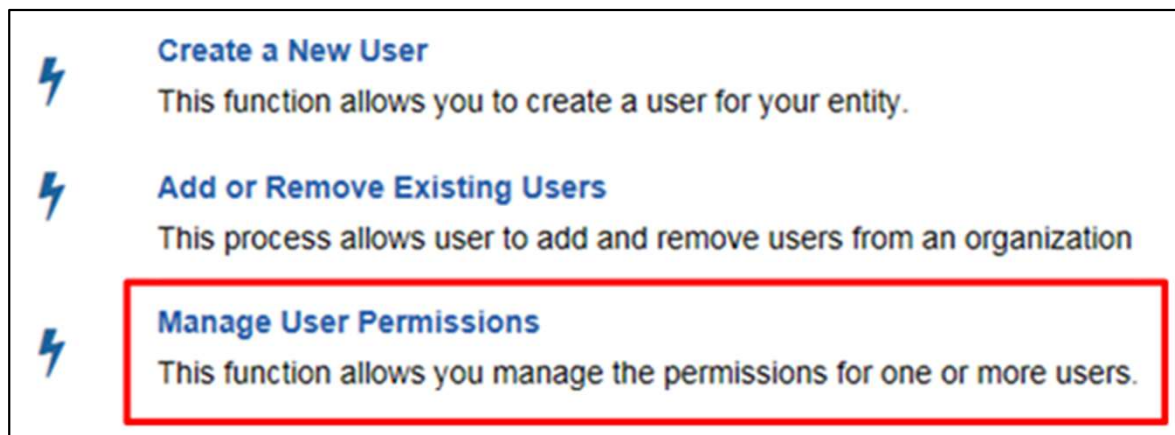
Entity	Entity Number	City	State	Zip Code
OWEN J ROBERTS SCHOOL DISTRICT	126238	POTTSTOWN	PA	19465
NORTH COVENTRY ELEM SCHOOL	20977	POTTSTOWN	PA	19465
EAST COVENTRY ELEM SCHOOL	20979	POTTSTOWN	PA	19465

Who Has Permission to Create the Form

- Select the "Related Actions" menu option or the "Manage User Permissions" button if shown.
- If you clicked on "Related Actions," then select "Manage User Permissions" from the Lightning Bolt list



The screenshot shows the Appian user interface. At the top, there is a navigation bar with tabs for News, Tasks (2), Records, Reports, and Actions. The 'Records' tab is active. Below the navigation bar, the breadcrumb path is 'Records / Applicant Entities'. The main content area displays '#1979 - Library System 10344'. To the right of the title, there are three buttons: 'CREATE A NEW USER', 'ADD OR REMOVE EXISTING USERS', and 'MANAGE USER PERMISSIONS'. The 'MANAGE USER PERMISSIONS' button is highlighted with a red box. Below the buttons, there is a horizontal menu with several options: Summary, Customer Service, Modifications, Additional Information, Discount Rate, Category Two Budget, Contracts, FCC Forms, FRN Appeals, News, and Related Actions. The 'Related Actions' option is highlighted with a red box.



The screenshot shows the 'Related Actions' menu. It contains three items, each with a lightning bolt icon:

- 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.

The 'Manage User Permissions' item is highlighted with a red box.

Identifying BEAR & 498 Permissions

User Permissions

- EPC User Permissions
- CBR 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.
- Post-Commitment Full and Partial rights user can start, complete, and submit Spin Change and Service Substitution requests. Post-Commitment View Only rights can view the submitted Spin Change and Service Substitution requests.

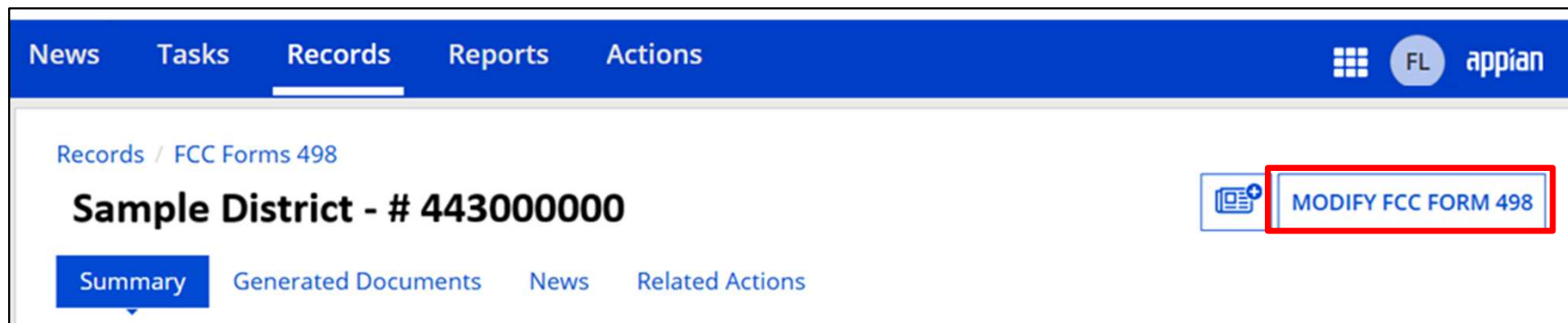
Name	Email	Apply All	470 Permission	471 Permission	BEAR/472 Permission	498 Permission	Post-Commitment Permission	486 Permission	Appeals Permission
FirstName LastName	ls_user_10344@mailinator.com	▼	Full ▼	Full ▼	Full ▼	School or Library Official ▼	Full ▼	Full ▼	Full ▼
Mary Jones	mary.jones@abclibrary.org	▼	Full ▼	Full ▼	Full ▼	School or Library Official ▼	Full ▼	Full ▼	Full ▼

- All users in your EPC portal will be shown here, along with their permissions for each form.
- In addition to the Form 498 rights, also make sure appropriate users have rights to the **BEAR/Form 472**

- To draft and submit 498 form, permission must be “School or Library Official.”
- To draft form only, permission will be set to “General Financial Contact.”

How to Add The UEI to Existing 498

- To add the UEI to an existing Form 498, log into EPC > Records > Form 498s > Click on the 498 > Related Actions > Modify Form 498



- Again, do NOT create a new Form 498:
 - 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

How to Add The UEI to Existing 498

- Click on “Save and Continue” until you reach the “Organization Numbers” page:

Basic Information General Financial Contact **Organization Numbers** Remittance Information Associated BENs Principal Communication Types School or Library Official Certification

Further Details

Federal Employer Identification Number *
123456789

Dun and Bradstreet Number (DUNS)
[Empty]

FCC Registration Number
987456321

SAM.gov Unique Entity ID (UEI) *
F1ABC2DEF3G4

SAM.gov Electronic Funds Transfer (EFT) Optional
[Empty]


VERIFY **EDIT**

- Enter the UEI and click on “Verify”. Once verified, click “Save and Continue” until you reach the option to certify.

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
- Click on “Save and Continue” until you reach the “Remittance Information” page to see “Financial Information.”

Financial Information

Remittance Financial Institution *	Financial Institution Account Number for ACH *
<input type="text" value="Enter Bank Name"/>	<input type="text" value="123654987"/>
ACH Financial Institution Transit Number *	Please ensure any "0"s at the front of your financial institution account number are included.
<input type="text" value="042200295"/>	
Please ensure any "0"s at the front of your ACH financial institution transit number are included.	
<input type="button" value="UPLOAD"/>  Drop or paste file here	

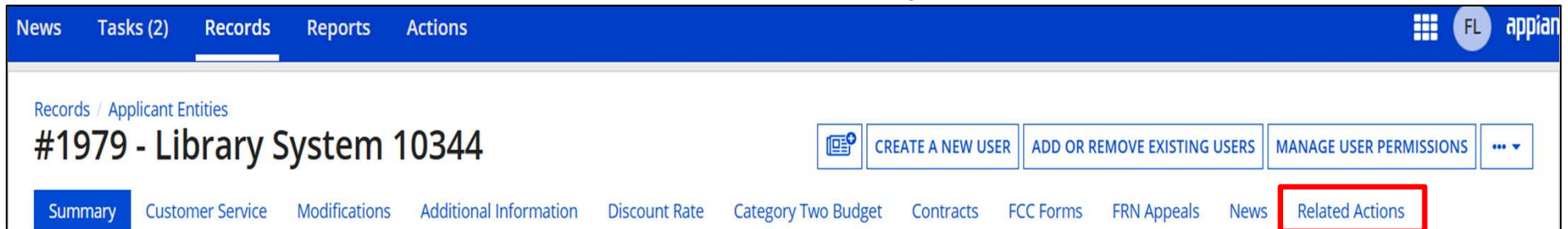
Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

- Provide the new bank information
- Be sure to upload a copy of a voided check or other bank document showing the new banking information so USAC can validate it and approve the changes in their system.

Filing a New Form 498

Finding the Form 498 in EPC

- Select the "Related Actions" menu option



The screenshot shows the EPC interface for record #1979 - Library System 10344. The top navigation bar includes 'News', 'Tasks (2)', 'Records', 'Reports', and 'Actions'. The 'Records' tab is active. Below the navigation bar, the record title '#1979 - Library System 10344' is displayed. To the right of the title are three buttons: 'CREATE A NEW USER', 'ADD OR REMOVE EXISTING USERS', and 'MANAGE USER PERMISSIONS'. Below these buttons is a horizontal menu with several options: 'Summary', 'Customer Service', 'Modifications', 'Additional Information', 'Discount Rate', 'Category Two Budget', 'Contracts', 'FCC Forms', 'FRN Appeals', 'News', and 'Related Actions'. The 'Related Actions' option is highlighted with a red rectangular box.

- Select "Create FCC Form 498" from the Lightning Bolt list



The screenshot shows a list of actions, each preceded by a lightning bolt icon. The list includes:

- 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.

The 'Create FCC Form 498' option is highlighted with a red rectangular box.

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.

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

Federal Employer Identification Number *

123456789

Provide the EIN and UEI

Dun and Bradstreet Number (DUNS)

013664552 ←

(DUNS or D-U-N-S) is not a required field and may be left blank

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

Financial Institution Account Number for ACH *

031202084

ACH Financial Institution Transit Number *

111111111

This is your **Account Number**.

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

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
<input type="text"/>

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