

E-rate Form 498 (Banking Data) Filing Guide

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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
- 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 before any BEARs can be submitted to USAC

Who Can Submit the Form 498?

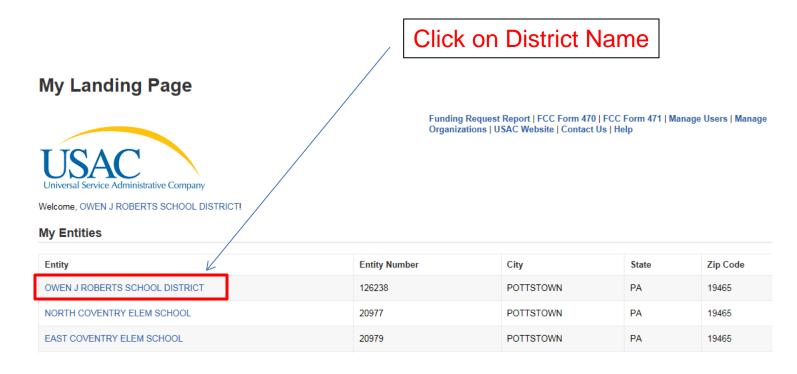
- EPC User Permission Settings dictate who can create/submit the Form 498
 - "School or Library Officials" can start, complete, submit, certify, modify, and deactivate Forms 498
 - Important: Consultants <u>cannot</u> be designated as "School or Library Officials"
 - "General Financial Contacts" can 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

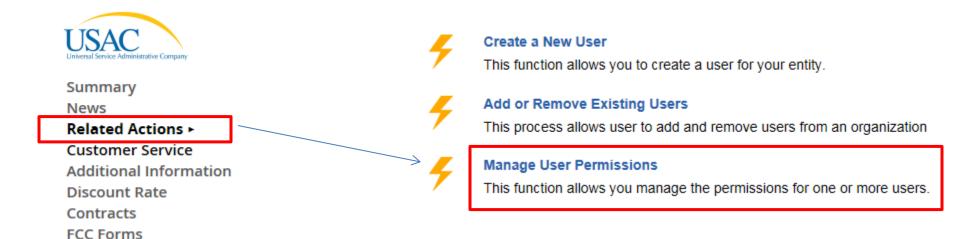
Verify Who Has Permission to Create Form

From your EPC Landing Page:



Who Has Permission to Create the Form

Select 'Related Actions' from left toolbar, then
 'Manage User Permissions' from Lightning Bolt list

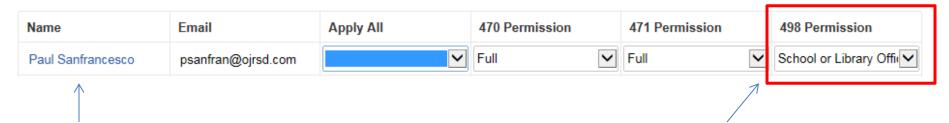


Identifying 498 Permissions

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.



All users in your EPC portal will be shown here, along with their permissions for each form.

- To Draft <u>and</u> Submit form, permission must be "School or Library Official."
- To Draft form only, permission will be set to "General Financial Contact."

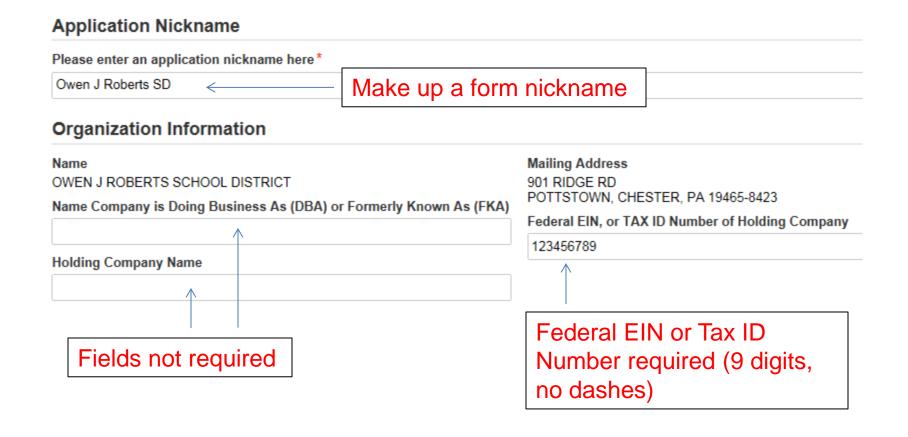
Let's Complete a Form 498

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



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

All of these key pieces of data are required.

Federal Employer Identification Number *

123456789

Dun and Bradstreet Number (DUNS)*

013664552

FCC Registration Number

0003263845

"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 prepopulate (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

D-U-N-S Lookup



Enter your E-rate Billed Entity Number (BEN) and it will search/display results, if available. 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 Phone Number Julie 717-730-7133 Last Name Phone Number Extension Tritt Schell **Email Address** Middle Initial itschell@comcast.net Title Consultant

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.

al Contact?
Phone Number*
Phone Number Extension
Email Address*

Financial Information

Financial Information

Remittance Financial Institution*	Financial Institution Account Number for ACH*
NAME OF APPLICANT'S BANK	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 Send for Certification

USAC Verification Process

- After the 498 is certified, USAC will e-mail the General Financial Contact and ask proof of the bank account information which can be either:
 - A clear image of a voided check, or
 - A statement from your financial institution that includes the bank name and your account number
- Fax the requested documentation to (888) 637-6226
- Include on cover sheet:
 - Attn: Form 498 Processing Team
 - Name of Billed Entity
 - Billed Entity Number

USAC Verification Process

- After bank account proof is sent to USAC, USAC will e-mail you a Form 498 Filer ID
- 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"



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 443XXXXXXX

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: XXXXXXXXXXXXX; SLD Invoice Number: XXXXXXXX;BEAR Letter Date: MM/DD/YYY; Line Item Detail Number: XXXXXXX;Amount Requested: XXXXXXXX;	\$100.00
Document Date	SPIN SP Name FRN Work Order Number Applicant Name: XXXXXXXXXXXX; SLD Invoice Number: XXXXXXXX;BEAR Letter Date: MM/DD/YYY; Line Item Detail Number: XXXXXXX;Amount Requested: XXXXXXXX;	\$100.00
Total Approved	Disbursement	\$200.00
Total Actual Dis	bursement:	\$200.00