



E-Rate Form 472 (BEAR)

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Invoicing

FCC Form 472

**a.k.a Billed Entity Applicant
Reimbursement (BEAR) Form**

FCC Form 472: Billed Entity Applicant Reimbursement

- Purpose of FCC Form 472 (BEAR)
 - Applicants file to request reimbursement for the discount amount on eligible services that have already been billed by the service provider and paid in full by the applicant to the service provider
- Recent Changes
 - No longer requires Service Provider certification
 - May require some information during invoice review
 - Applicants paid directly via electronic transfer

Direct Payment

- Payments scheduled twice a week when invoice approved – no longer two-week delay for Service Provider notification
- BEAR payments only via electronic transfer to applicant
- Billed Entities will be paid directly to bank account
- BEAR Notification Letters still issued
- Remittance Statement sent to General Financial Contact when paid

Before You Begin

ALL of the following conditions must occur before the applicant prepares and submits an FCC Form 472 to USAC:

- The applicant receives a Funding Commitment Decision Letter (FCDL) from USAC which approves discounts for services; AND
- The applicant is already receiving or has received these services and has already paid the full cost of the services, including the price of the discounts; AND
- The applicant has filed an FCC Form 486, Receipt of Service Confirmation and Children's Internet Protection Act Certification Form; AND
- The applicant has filed an FCC Form 498, Service Provider and Billed Entity Identification Number and General Contact Information Form, to provide banking information; AND
- The service provider has filed an FCC Form 473, Service Provider Annual Certification Form.

How Many FCC Forms 472 Should You File

- You must submit a separate FCC Form 472 for each service provider with a separate Service Provider Identification Number (SPIN) whose services you have already received and paid for since your actual service start date.
- Your FCC Form 472 should contain information for each and every one of the FRNs for services delivered under that SPIN AND for which you have received your FCDL.
- You may submit the FCC Form 472 once a year for reimbursement of the discounts for services delivered during the entire year, or you may file more frequently (e.g., quarterly, bimonthly, monthly)

Deadline to File

- The FCC Form 472 deadline is 120 days after the last day to receive service or 120 days after the date of the FCC Form 486 Notification Letter, whichever is later.
- For most applicants, the invoice deadline for recurring services is 120 days after June 30th, which is October 28th.
- For most applicants, the invoice deadline for non-recurring services is 120 days after September 30, the last day to deliver non-recurring services, or January 28th.

Extension to File

- USAC can grant one 120-day extension of the invoice deadline. Either the Billed Entity or Service Provider must request the extension on or before the invoice deadline.
 - For example, if your deadline is October 28, you must submit your request on or before October 28.
- You can request an extension using the [Invoice Deadline Date Extension Request](#) within EPC.

Getting a PIN

- A PIN is needed to enter the online BEAR, which is located on USAC's legacy system.
- However, you will need to submit a case in EPC to request a PIN
 - Request must provide the following information :
 - BEN , Billed Entity Name, Full Name, Employer Name, Date of Request
 - Street Address, City, State, Zip Code, Zip+4
 - Email address
 - Note: Must be a user on the Billed Entity's profile. If not, contact the Account Administrator for the BEN to be added as a user
- Case will indicate when PIN has been issued
- May take one to two weeks

FCC Form 472 Applicant Process

- Provide service provider identification number (SPIN)
- Provide FCC Form 471 Application Number, Funding Request Numbers, Dates, Amounts for that SPIN
- Review, certify, and submit information
 - Again, no service provider certification required

FCC Form 472

From the USAC webpage at www.usac.org/sl, click on “Forms”, and then “File Online” under “FCC Form 472”.

The image shows a screenshot of the USAC website. The top left features the USAC logo and the text "Universal Service Administrative Co.". Below this is a navigation bar with "About USAC", "Schools and Libraries", and "Rural". A secondary navigation bar includes "USAC Home", "Schools and Libraries Program", and "Forms".

The main content area is divided into two columns. The left column has sections for "ABOUT THE PROGRAM" (with links like "Getting Started", "Eligible Services List", etc.) and "RESOURCES & TOOLS" (with links like "Apply for E-rate", "Forms", "Blog: File Along with Me", etc.). The right column has a "FORMS" section with a "Personal Ident" link and a list of forms: "FCC Form 470", "File Online in E...", "FCC Form 471", and "File Online in E...".

A red box highlights the "Forms" link in the "RESOURCES & TOOLS" section. A red arrow points from this box to another red box that highlights "FCC Form 472" and "File Online" in the "FORMS" section.

The right side of the screenshot shows a zoomed-in view of the "Applicant Login" form. It includes input fields for "BEN:", "PIN:", "Email:", and "Last Name:", along with a "Login" button. Below the form is a link for "Terms and Conditions of PIN Usage".

Navigation Within the Form

Billed Entity Applicant Homepage

Once you are logged in to the form, you will be taken to the Billed Entity Applicant Home Page, and will display a table with all of the incomplete invoices associated with your Personal Identification Number (PIN).

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Need Help?

Home New BEAR Form Track Form Bulk Download Terms and Conditions Deadline Extension Logout

Billed Entity Applicant Home Page
Incomplete Invoices associated with this PIN:

BEAR:								
Invoice ID	Applicant Form Identifier	SPIN	Status	Reimbursement Amount	Contact Name	Authorized By	Date Created	Edit
			INCOMPLETE	\$0			1/27/2017 3:03:18 PM	Edit

BEAR Form Menu

You can navigate to the various functions within the form by using the links in the blue menu at the top of the page.



- **New BEAR Form** - File a new form
- **Track Form** - View a certified form or continue an incomplete form
- **Bulk Download** - Download information for external record keeping
- **Terms and Conditions** - View the Applicant Terms and Conditions for filing online.
- **Deadline Extension** - Request a 120-day extension of the deadline to submit invoices for an FRN.
- **Logout** - Log out of the system.

Clear, Save, and Certify and Submit Buttons

At the bottom of every screen, you are given three options. These will allow you to clear the information you entered, save the form, or certify and submit the form.

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.

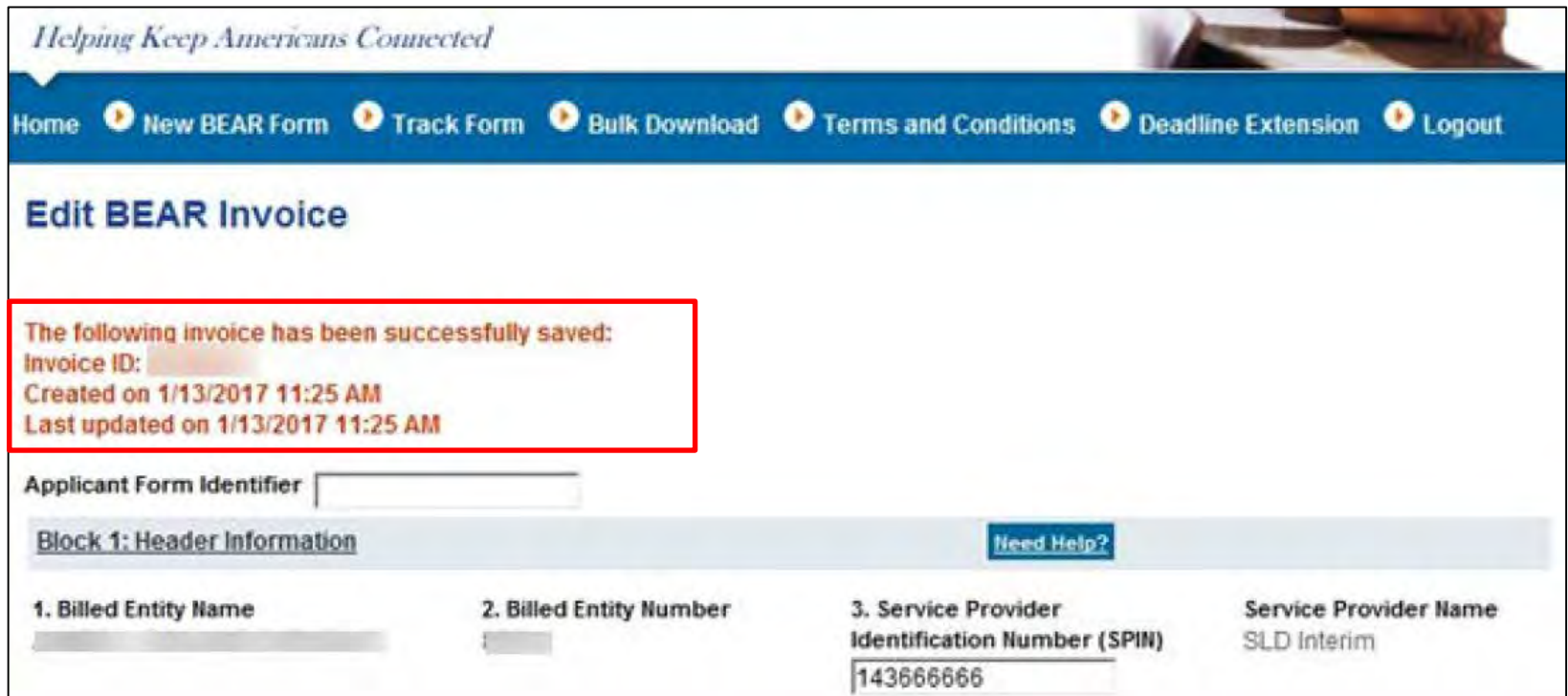
Clear Save Certify and Submit

- If you select **Clear** you will discard all of the information entered in the form.
- If you select **Save**, you will save the information entered in the form. You can return to the form to complete it at a later time.
- If you select **Certify and Submit**, the form will be submitted to USAC.

Exiting the Form and Returning Later

If, after completing part of your form, you want to save your work and return to it later, click the **Save** button at the bottom of the page.

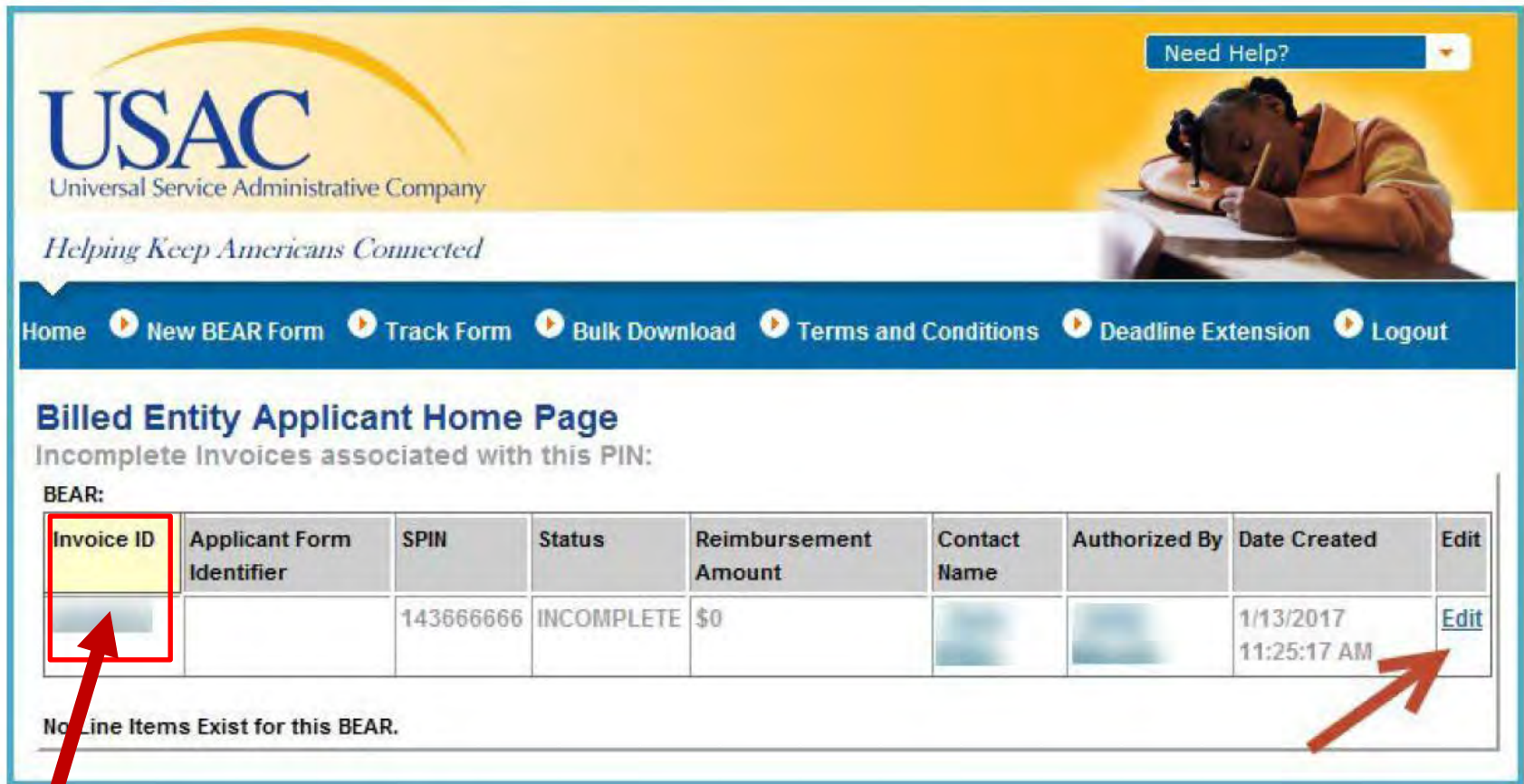
An orange message will appear at the top of your form to let you know that your form has been saved.



The screenshot displays the 'Edit BEAR Invoice' page. At the top, there is a navigation bar with links: Home, New BEAR Form, Track Form, Bulk Download, Terms and Conditions, Deadline Extension, and Logout. Below the navigation bar, the page title is 'Edit BEAR Invoice'. A red-bordered box highlights an orange message: 'The following invoice has been successfully saved: Invoice ID: [redacted] Created on 1/13/2017 11:25 AM Last updated on 1/13/2017 11:25 AM'. Below the message, there is a text input field for 'Applicant Form Identifier'. A light blue bar contains the text 'Block 1: Header Information' and a 'Need Help?' button. Below this bar, there are four columns of form fields: '1. Billed Entity Name' (with a greyed-out field), '2. Billed Entity Number' (with a greyed-out field), '3. Service Provider Identification Number (SPIN)' (with a field containing '143666666'), and 'Service Provider Name SLD Interim' (with a greyed-out field).

Exiting the Form and Returning Later

When you log back in to the system, you will see the incomplete form on your Billed Entity Applicant Home Page. Click **Edit** to continue your form.



The screenshot shows the USAC (Universal Service Administrative Company) Billed Entity Applicant Home Page. The page header includes the USAC logo and the tagline "Helping Keep Americans Connected". A navigation bar contains links for Home, New BEAR Form, Track Form, Bulk Download, Terms and Conditions, Deadline Extension, and Logout. A "Need Help?" dropdown menu is also present. The main content area displays the heading "Billed Entity Applicant Home Page" and a sub-heading "Incomplete Invoices associated with this PIN:". Below this, a table lists BEARs (Billed Entity Administrative Records) with columns for Invoice ID, Applicant Form Identifier, SPIN, Status, Reimbursement Amount, Contact Name, Authorized By, Date Created, and Edit. The first row shows an invoice with a status of "INCOMPLETE" and a reimbursement amount of "\$0". The "Invoice ID" column and the "Edit" link in the first row are highlighted with red boxes and red arrows. Below the table, a message states "No Line Items Exist for this BEAR."

Invoice ID	Applicant Form Identifier	SPIN	Status	Reimbursement Amount	Contact Name	Authorized By	Date Created	Edit
		143666666	INCOMPLETE	\$0			1/13/2017 11:25:17 AM	Edit

NOTE: If you click the **Invoice ID** link, you can view the form, but you will not be able to edit it until you click the **Edit This Invoice** link at the top of the page.

Red System Prompts

While you are filling out your form, you may receive system messages in red which provide information about data validation or mandatory fields.

Validation Error



Please fix the following errors before submitting the form.

Error! The authorized person's phone number must be provided.

Error! The authorized person's fax number must be provided.

Error! The SPIN must be provided.

Error! Payee Id (FCC Form 498 Id) must be provided.

Error! The contact e-mail must be in user_name@institution.ext format.

Error! The reimbursement amount must be provided.

Error! Checkbox A must be selected.

Error! Checkbox B must be selected.

Error! Checkbox C must be selected.

Error! Checkbox D must be selected.

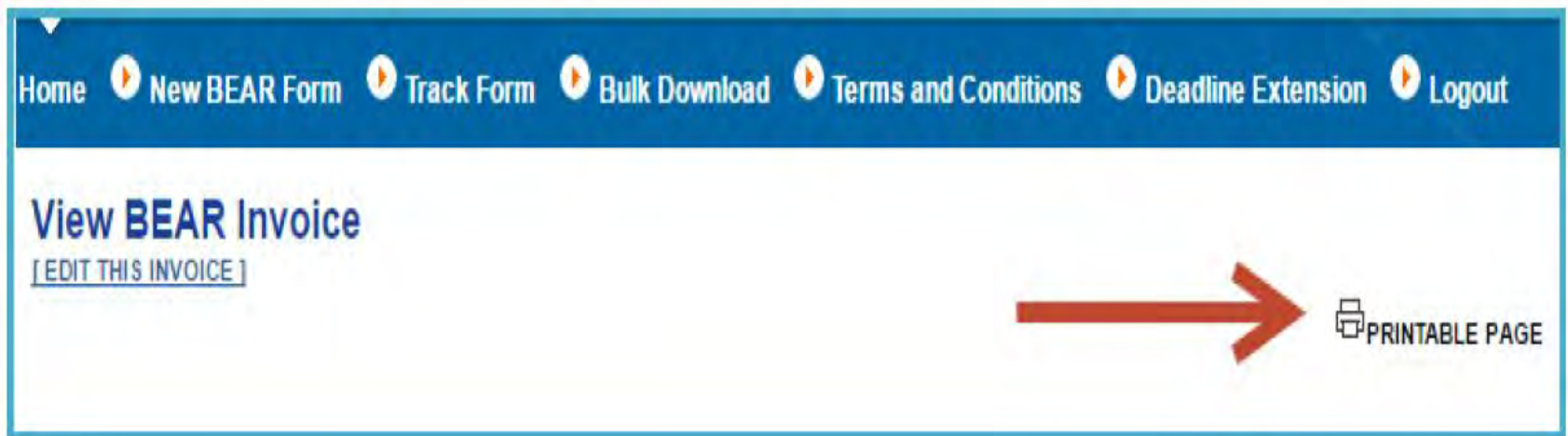
Error! Checkbox E must be selected.

Error! The signature checkbox must be selected.

Click anywhere in this section to close.

Printable Page

Use the **Printable Page** link in the upper right corner to print a copy of your form.



After certifying and submitting your FCC Form 472, print or save a copy of the form for your records.

FCC Form 472 – Login Screen

1. Log in to the FCC Form 472.

2. Enter the following information:

- **Billed Entity Number (BEN)** – the Billed Entity Number of the entity filing the form
- **PIN** – If you need to request a new PIN, submit a case in EPC
- **Email** – your email address
- **Last Name** – your last name

3. Click **Login** to continue.

Need Help?

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Applicant Login:

BEN:

PIN:

Email:

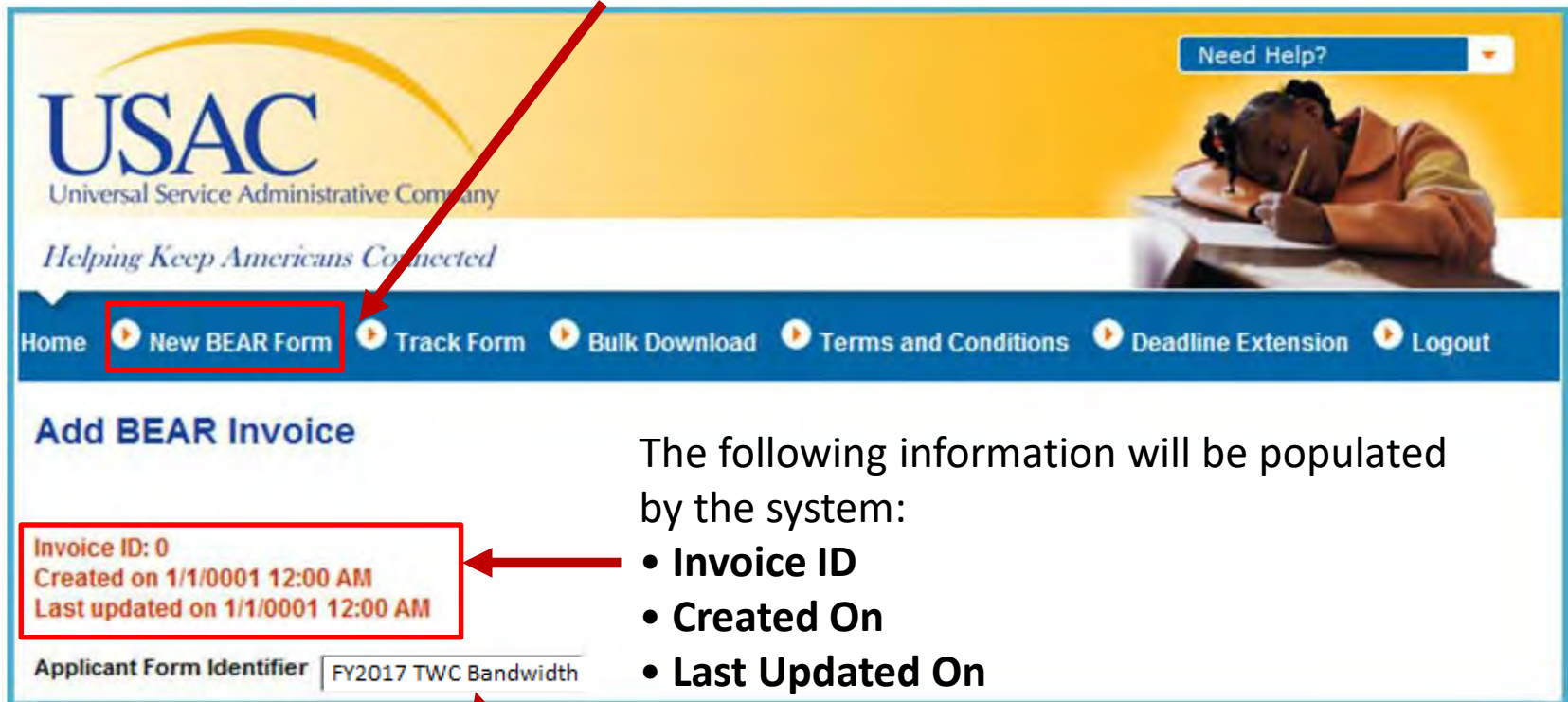
Last Name:

Login

[Terms and Conditions of PIN Usage](#)

New BEAR Form

To begin your form, click **New BEAR Form** in the menu at the top of the page.



The screenshot shows the USAC website header with the logo and tagline. A navigation menu at the top contains several items, with 'New BEAR Form' highlighted by a red box and a red arrow pointing to it. Below the menu, there is a section titled 'Add BEAR Invoice' which displays a preview of form data. This data is also highlighted by a red box and a red arrow. To the right of the preview, a list of fields that will be populated by the system is shown. At the bottom of the preview, there is a text input field for the 'Applicant Form Identifier' with the value 'FY2017 TWC Bandwidth' entered. A red arrow points to this field.

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Need Help?

Home **New BEAR Form** Track Form Bulk Download Terms and Conditions Deadline Extension Logout

Add BEAR Invoice

Invoice ID: 0
Created on 1/1/0001 12:00 AM
Last updated on 1/1/0001 12:00 AM

Applicant Form Identifier

The following information will be populated by the system:

- Invoice ID
- Created On
- Last Updated On

Create an identifier for your own reference in the **Applicant Form Identifier** field.

FCC Form 472

FCC Form 472 – Block One

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BEAR Home New BEAR Form Track Form Bulk Download Terms and Conditions Logout

Add BEAR Invoice

Applicant Form Identifier FY2017 Bandwidth

Block 1: Header Information

1. Billed Entity Name Lee County District Library	2. Billed Entity Number 127832	3. Service Provider Identification Number (SPIN) 143001192	Service Provider Name AT&T Corp.
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Applicant FCC Form 498 ID
143000000

4. Contact Name
Scott Harken

5. Contact Telephone Phone
(209) 834 - 0556 ext. 209

Contact Fax
(209) 834 - 0087

Contact Email
postoom@csmccentral.c

6. Total Reimbursement Amount
(total from Block 2, Column 14)
\$ 0.00

Review the information in **Items 1 and 2.**

If the Form 498 has been approved, the ID number will auto-populate

Enter the information requested in **Items 3 through 5.**

Remember, only one SPIN is permitted per FCC Form 472. Once entered, the SP Name will auto-populate.

Item 6 will auto-populate the total reimbursement.

FCC Form 472 – Block Two

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) 17100000	12345645					80	

[Add Line Item](#)

- The information requested in the above columns should be completed for each Funding Request Number (FRN) for which you are requesting reimbursement.
- Remember that all FRNs included on this FCC Form 472 must be associated with the same service provider whose SPIN is listed in Item (3) of **Block 1**.
- Begin by entering the Form 471 Application Number and FRN, and press “Tab”. The “Discount Rate” will auto-populate.

FCC Form 472 – Block Two

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) 17100000	12345645	Monthly	07/01/2017			80	

[Add Line Item](#)

- **Column (9) – Bill Frequency.** Choose from the dropdown list indicating the frequency with which you are billed for this FRN.
- Enter date in either Column 10 or 11, not both.
- **Column (10) – Customer Billed Date** is for recurring service, and the date should be the first date in the funding year that you are asking for reimbursement, typically July 1st of the funding year, using (mm/dd/yyyy) format.

FCC Form 472 – Block Two

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) 17100000	12345645	Monthly	07/01/2017		12000.00	80	9600.00

[Add Line Item](#)

- **Column (11) – Shipping Date or Last Day of Work Performed.** Use this column for reimbursement for non-recurring services billed one time only such as Internal Connections.
- **Column (12) – Total (Undiscounted) Amount for Service per FRN.** The total undiscounted amount represents the full cost of the services delivered on this FRN for the period indicated.
- **Column (14) – Amount Billed to USAC.** This column is calculated by multiplying the **Total (Undiscounted) Amount** in Column 12 by the applicant's **Discount Rate** in Column (13). **If you are requesting less than the calculated amount please change the value to the lower value.**

If there are multiple funding requests from the same Service Provider, click on “Add Line Item”, and continue adding each.

FCC Form 472 - Certification

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 488.
- 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.

Check each certification box.

FCC Form 472 - Signature

Check the “Signature” box, enter your contact information, and click on “Certify and Submit”

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 9/20/2018

17. Name	DWAYNE ALTON	19. Phone Number	(555) 222 - 0000 ext. <input type="text"/>
18. Title/Position	DIRECTOR OF ITS	19a. Fax Number	(555) 222 - 4444 ext. <input type="text"/>
20. Address 1	2055 CENTRAL AVENUE	19b. Email	DWAYNEA@LEE.K12.FL.US
Address 2	<input type="text"/>	19c. Name of Authorized Person's Employer	Lee County Library
City	FORT MYERS		
State	FL		
Zip Code	33901 - <input type="text"/>		

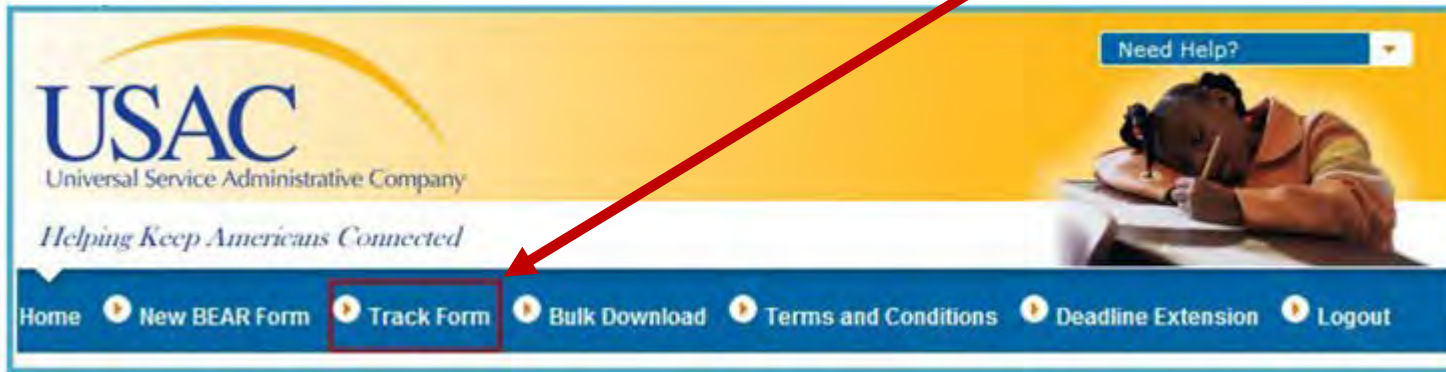
An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

OMB Number 3060 - 0356 Form 472

WARNING: If you select **Clear**, all data will be reset and no entries will be saved!

Track Form

To view a certified form or to continue an incomplete form, click **Track Form** in the menu at the top of the page.



A search tool will open on the next page.

A screenshot of the "Track BEAR Forms" search tool interface. The title is "Track BEAR Forms" and the instruction is "Please choose from one or more of the following search options:". The search options are: "Created Date Range" (with "From:" and "To:" fields and calendar icons), "Dollar Amount" (with "Min:" and "Max:" fields), "SPIN:" (with a text field), "Invoice Id:" (with a text field), and "Applicant Form Identifier:" (with a text field). Below these options are radio buttons for "Display Results As:" with "BEAR" selected and "FRN" unselected. A "Search" button is located at the bottom left of the form area. A red arrow points from the text to the right of the form to this search tool.

Use the search filter by entering the information for:

- **Created Date Range**
- **Dollar Amount**
- **SPIN**
- **Invoice ID**
- **Applicant Form Identifier**

Click the **Search** button to receive a list of results.

Track Form

From the results list, click the hyperlinked **Invoice ID** number to view a specific form OR click the **Edit** link to return to an incomplete form.

Display Results As: BEAR FRN

Search Results

<u>Invoice Id</u>	<u>Applicant Form Identifier</u>	<u>SPill</u>	<u>Status</u>	<u>Reimbursement Amount</u>	<u>Contact Name</u>	<u>Date Created</u>	<u>Edit?</u>
			COMPLETED	\$692.31		10/15/2015 4:52:24 PM	
			COMPLETED	\$553.19		10/15/2015 5:13:49 PM	
			COMPLETED	\$4,560.36		10/15/2015 3:57:41 PM	
			INCOMPLETE	\$0.00		1/13/2017 11:25:17 AM	Edit

Invoice Review Issues

Common Invoicing Issues

- Services must be delivered, and by service provider approved on FCDL
- Services must be eligible, and billed to party on FCC Form 471
- Services must be listed on application line item (Item 21)
- Services must be delivered within funding year
- Services must be delivered to location on FCC Form 471
- Service provider FCC Form 473 not on file
- Name on bill does not match FCC Form 471



Contact Information



E-Rate Support and Information

Lorrie Germann: 740-253-1153

E-mail: lorrie.germann@gmail.com

To subscribe to the E-Rate list, send an email with no message to join-erate@list.em.ohio.gov.