



E-Rate Form 472 (BEAR)

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FCC Form 472 - Invoicing

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
 - Service Provider certification not required
 - May require some information during invoice review
 - Applicants paid directly via electronic transfer

Direct Payment

- BEAR payments only via an electronic transfer to the applicant
- Billed Entities will be paid directly to the bank account listed on the Form 498
 - **If there have been any changes to the bank account, be sure to modify/correct your existing Form 498 prior to filing the BEAR.**
- 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.

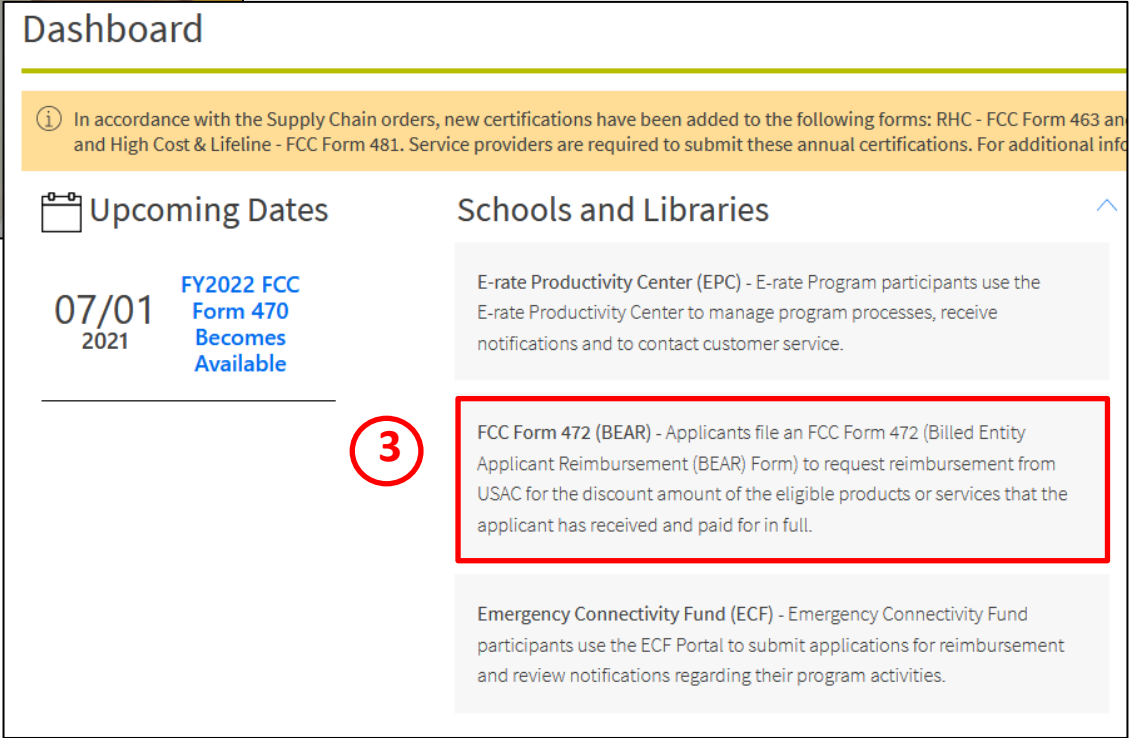
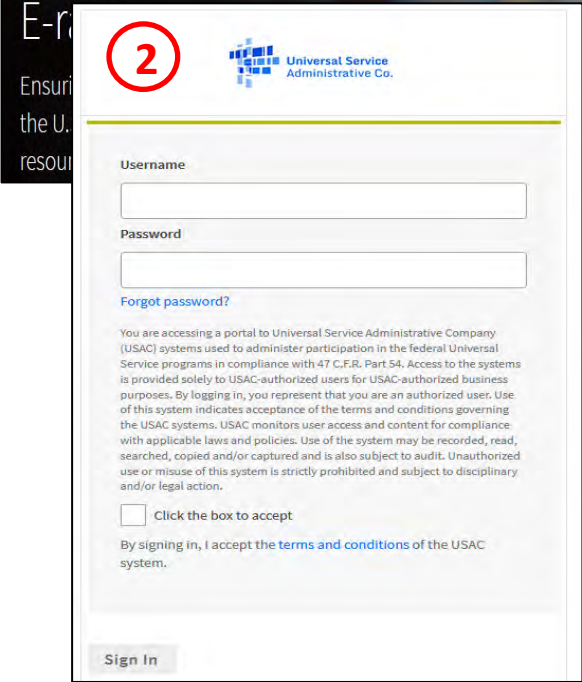
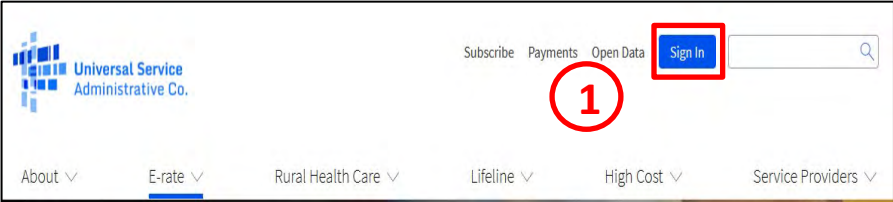
Getting Access

- You must request access to the FCC Form 472 (BEAR) by submitting a customer service case in EPC
- Request must provide the following information via USAC's BEAR Access Template:
 - 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
- For instructions and the BEAR Access Template, go to <https://www.usac.org/e-rate/resources/forms/bear-form-access/>
- Case will be updated, and you'll be notified when access has been granted

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

Filing the ECF Form 471



Go to <https://www.usac.org/e-rate/> and click on “Sign In” and log into OnePortal. You should now see the “**FCC Form 472 (BEAR)**” option listed. Click to select.

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
- Click on “BEN Name” to verify it is correct

The following is no longer required:

- **PIN** – If you need to request a new PIN, submit a case in EPC
- **Email** – email address used when PIN was issued
- **Last Name** – your last name

3. Click **Login** to continue.

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Applicant Login:

BEN:

Email: lorrie.germann@gmail.com

[BEN Name](#) [Login](#)

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 any **incomplete** invoices associated with your Personal Identification Number (PIN). You can click **Edit** to continue your form.

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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:

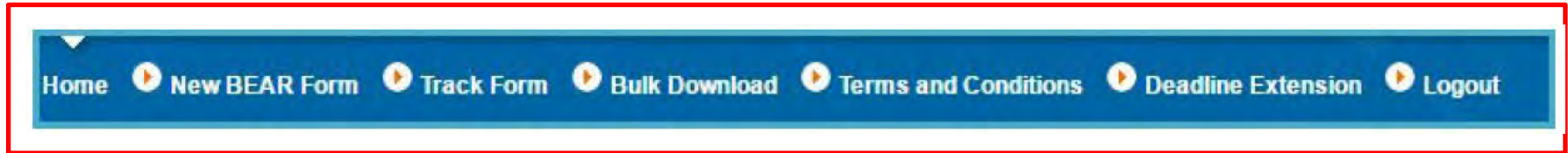
Invoice ID	Applicant Form Identifier	SPIN	Status	Reimbursement Amount	Contact Name	Authorized By	Date Created	Edit
3125854	FY2019 Bandwidth	143001654	INCOMPLETE	\$0	Jane Smith	Jane Smith	7/13/2020 11:20:54 AM	Edit

No Line Items Exist for this BEAR.

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

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.

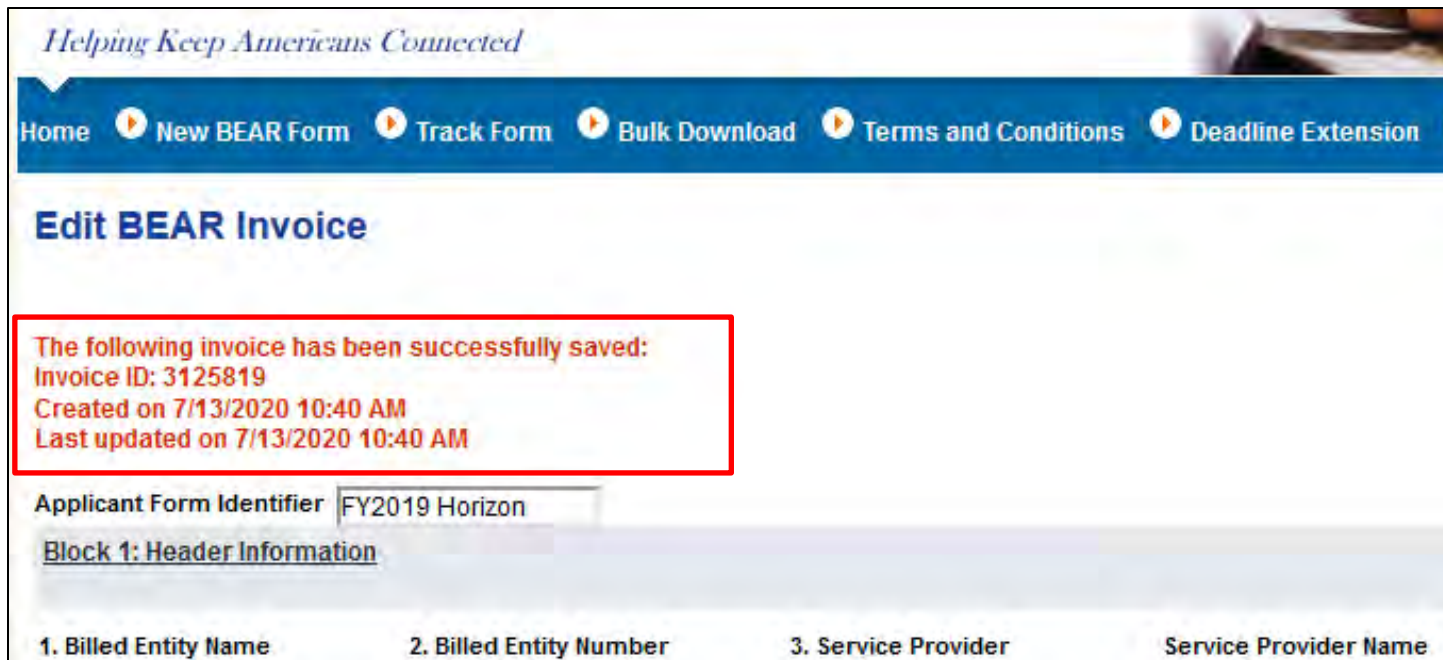
Clear Save Certify and Submit

- 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.



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

Edit BEAR Invoice

The following invoice has been successfully saved:
Invoice ID: 3125819
Created on 7/13/2020 10:40 AM
Last updated on 7/13/2020 10:40 AM

Applicant Form Identifier

Block 1: Header Information

1. Billed Entity Name	2. Billed Entity Number	3. Service Provider	Service Provider Name
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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.

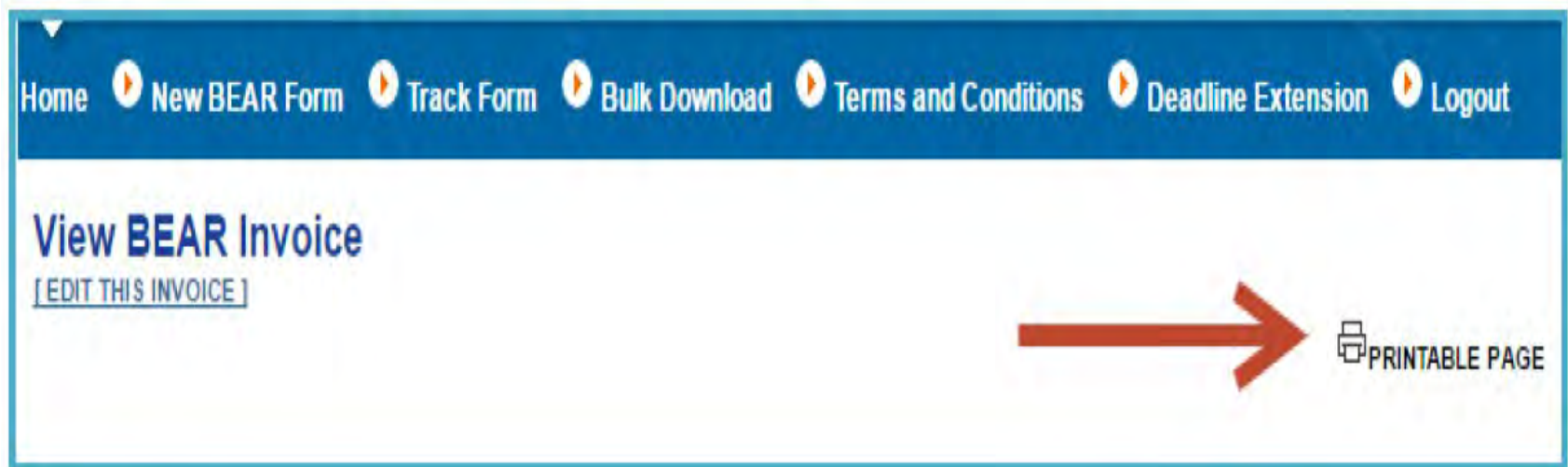
Error! Checkbox E must be selected.

Error! The signature checkbox must be selected.

Click anywhere in this section to close.

Printable Page

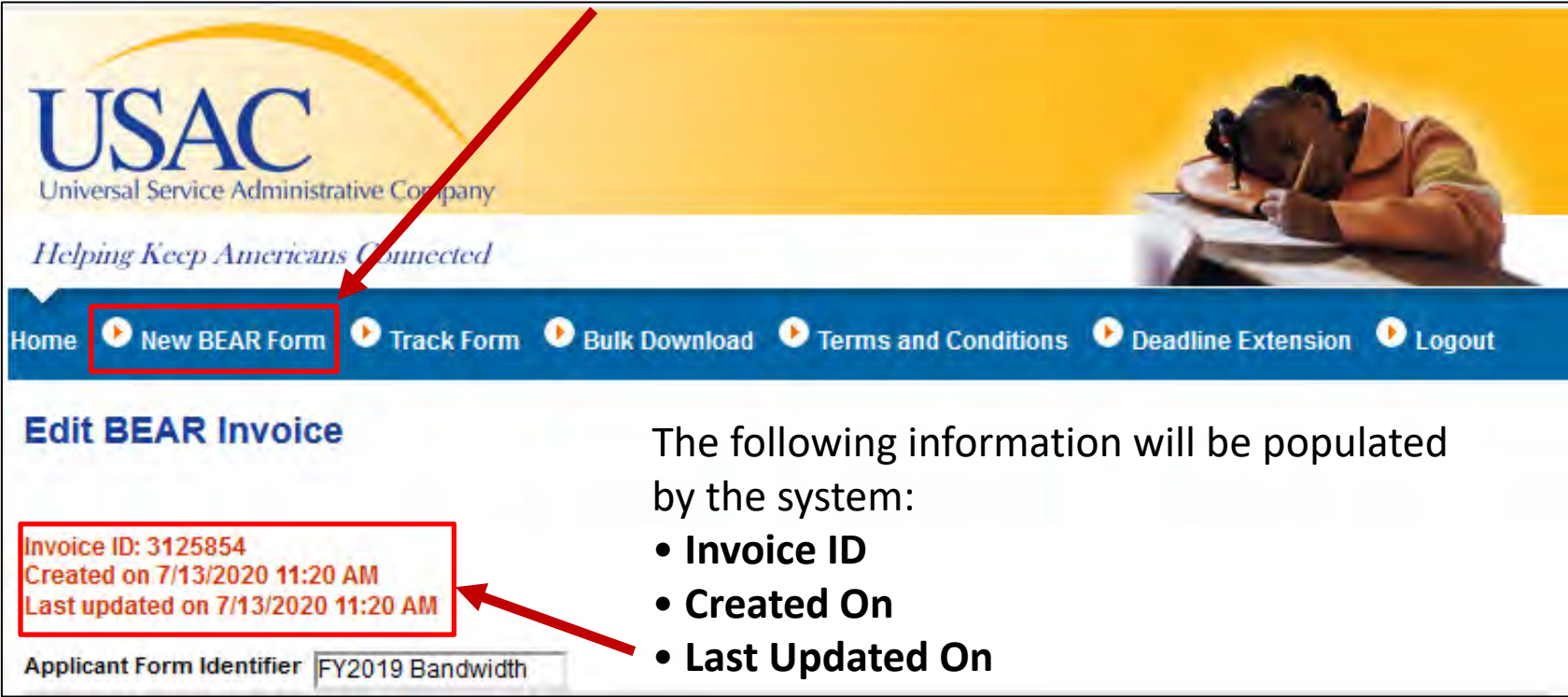
Use the **Printable Page** link in the upper right corner to print a copy of your form.



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

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 red arrow points to the 'New BEAR Form' menu item in the navigation bar. Below the navigation bar, the 'Edit BEAR Invoice' section is visible. A red box highlights the invoice details: Invoice ID: 3125854, Created on 7/13/2020 11:20 AM, and Last updated on 7/13/2020 11:20 AM. A red arrow points from this box to the list of populated information. The 'Applicant Form Identifier' is shown as 'FY2019 Bandwidth'.

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

Edit BEAR Invoice

Invoice ID: 3125854
Created on 7/13/2020 11:20 AM
Last updated on 7/13/2020 11:20 AM

Applicant Form Identifier

The following information will be populated by the system:

- Invoice ID
- Created On
- Last Updated On

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

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

4. Contact Name

5. Contact Telephone Phone
Contact Fax
Contact Email

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

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

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

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) 191019632	1999029606					90	

[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. If it doesn’t, verify the application number and FRN to make sure they are correct.**

FCC Form 472 – Block Two

Block 2: Line Item Information Per Funding Request Number

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) 191019632	1999029606	MONTHLY	07/1/2019			90	

[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

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) 191019632	1999029606	MONTHLY	07/1/2019		7380.00	90	6642.00

[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. **Do not use commas or the “\$” symbol.**
- **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 . 7/15/2020

17. Name Jane Smith

18. Title/Position DIRECTOR OF ITS

20. Address 1 2055 CENTRAL AVENUE

Address 2

City Leesburg

State OH

Zip Code 45000 -

19. Phone Number (555) 222 - 0000 ext.

19a. Fax Number (555) 222 - 4444 ext.

19b. Email jane.smith@leelibrary.org

19c. Name of Authorized Person's Employer Lee County Library

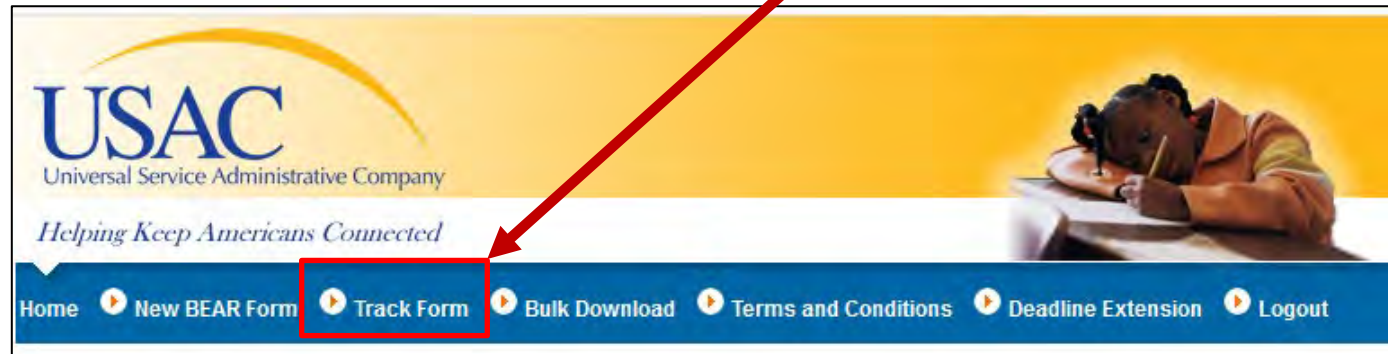
An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

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. **Note: newly created forms will not be displayed until the next day.**



A search tool will open on the next page.

A screenshot of a search tool interface. It contains several input fields for filtering search results: "Created Date Range" with "From:" and "To:" sub-fields and calendar icons; "Dollar Amount" with "Min:" and "Max:" sub-fields; "SPIN:"; "Invoice Id:"; and "Applicant Form Identifier:". Below these fields are radio buttons for "Display Results As:" with options for "BEAR" (selected) and "FRN". A "Search" button is located at the bottom left. A red arrow points from the text to the right towards the "Max:" input field.

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:

Invoice Id	Applicant Form Identifier	SPIN	Status	Reimbursement Amount	Contact Name	Authorized By	Certified By	Date Created	Date Submitted to SLD	Edit
2961291	FY2019 Bandwidth	143001654	COMPLETED	\$28,299.60	Jane Smith	Jane Smith		7/15/2020 11:02:24 AM	7/15/2020 11:02:24 AM	
2961300	FY2019 Cat 2	143005588	<u>INCOMPLETE</u>	\$847.13	Jane Smith	Jane Smith		7/15/2020 11:02:24 AM		Edit

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

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@education.ohio.gov

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