



# PUBLIC NOTICE

Federal Communications Commission  
445 12<sup>th</sup> St., S.W.  
Washington, D.C. 20554

News Media Information 202 / 418-0500  
Internet: <http://www.fcc.gov>  
TTY: 1-888-835-5322

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## Payment Methods and Procedures For Fiscal Year 2005 Regulatory Fees

Licensees and regulatees who are required to pay annual regulatory fees pursuant to 47 U.S.C. 159 (Public Law 103-66) must make their Fiscal Year (FY) 2005 fee payments by 11:59 PM on September 7, 2005. The official fee payment window will open on August 23, 2005, but payments may be sent prior to August 23. Payments received after 11:59 PM on September 7, 2005 will be assessed a 25% late payment penalty. The Commission is required by Congress to collect regulatory fees to recover the regulatory costs associated with its enforcement, policy and rulemaking, user information, and international activities.

Licensees and regulatees pay differing fees dependent on a variety of factors, such as the number of subscribers, number of assigned telephone numbers, or revenue, etc. To find out how FY 2005 regulatory fees were determined for your organization, refer to the industry-appropriate *What You Owe Fact Sheets for FY2005*.

### USE OF THE FCC REGISTRATION NUMBER (FRN) IS MANDATORY

Regardless of the payment procedure that the Commission has in place for you, or the payment method that you choose, you **must** have an FCC Registration Number (FRN) to make your fee payment. If you do not have an FRN, go to [www.fcc.gov](http://www.fcc.gov) and click the link to FCC Registration Number to obtain one.

### LIMITATIONS ON CREDIT CARD TRANSACTIONS

Note that beginning this year, the U.S. Treasury has advised the Commission that it may begin rejecting Credit Card transactions greater than \$99,999.99 from a single credit card in a single day. The U.S. Treasury has published Bulletin No. 2005-03 in which Federal Agencies are directed to limit credit card collections per these rules. The Commission will institute policies to conform to the U.S. Treasury policy. Entities needing to remit amounts of \$100,000.00 or greater should use check, ACH or Fed Wire payment methods.

## **PAYMENT PROCEDURES FOR BILLED ENTITIES**

We will generate pre-printed bills for Interstate Telecommunications Service Providers (ITSPs) with regulatory fee obligations of \$10 or more and licensees of satellite space stations. ITSPs with regulatory fee obligations of \$10 or more will receive a pre-printed FCC Form 159-W with a bill number on it. If you are a billed ITSP, you should follow the guidance provided in the *Fact Sheet: What You Owe—Interstate Telecommunications Service Providers*, and either submit payment along with your Form 159-W to the mailing address below, or have your Form 159-W and payment courier delivered to the courier delivery address below.

If you are a satellite space station licensee, you will receive a pre-printed FCC Form 159-B Bill for Collection for your space station authorizations. Please follow the guidance provided in the *Fact Sheet: What You Owe—International and Satellite Services Licensees—FY2004*, and either submit payment along with your FCC Form 159-B Bill for Collection to the mailing address below, or have your Form 159-B and payment courier-delivered to the courier delivery address below:

Mailing address for payment of billed regulatory fees:

Federal Communications Commission  
Regulatory Fees  
P.O. Box 358365  
Pittsburgh, PA 15251-5365

Courier delivery address for payment of billed regulatory fees to a lockbox:

Federal Communications Commission  
Regulatory Fees  
c/o Mellon Client Service Center  
500 Ross Street, Room 670  
Pittsburgh, PA 15262-0001  
Attn: FCC Module Supervisor

Do not send your Form 159-W (ITSP payers), Form 159-B (satellite space station payers), or payment to the Commission's Washington, DC mailing address. Filings that are erroneously mailed to our Washington, DC address will be forwarded to our Mellon Bank Pittsburgh, PA address for processing. However, this may result in a late receipt of your payment and may subject your payment to the 25% late payment penalty.

## **PAYMENT PROCEDURES FOR ALL OTHER ENTITIES**

All other licensees and regulatees must submit, with payment, a completed FCC Form 159 Remittance Advice and, as necessary, FCC Form 159-C Remittance Advice Continuation

Sheet(s). All other licensees and regulatees includes media services licensees who were recipients of regulatory fee assessment postcards this year, cable television system operators and commercial mobile radio service (CMRS) licensees who were recipients of regulatory fee assessment letters this year, and all other licensees and regulatees with regulatory fee payment obligations who received no such bill, assessment or notice for payment of regulatory fees.

FCC Form 159 Remittance Advice allows payers to report information on one or more payment items (e.g., revenues, call signs, or a combination of any two). Use FCC Form 159-C to report additional payments. Reproduced forms are acceptable. You must list each entity separately on FCC Forms 159/159-C. Written attachments are not acceptable. Failure to properly complete FCC Forms 159/159-C will delay the processing of your regulatory fee payment. Detailed instructions on how to correctly complete FCC Forms 159/159-C are contained in the *What You Owe Fact Sheets* for each service category. Please follow the guidance provided in the appropriate *Fact Sheet: What You Owe* for your service category, and either submit payment along with your FCC Form 159/159-C to the mailing address below, or have your Form 159/ Form 159-C and payment courier delivered to the courier delivery address below:

Mailing address for payment of non-billed regulatory fees:

Federal Communications Commission  
Regulatory Fees  
P.O. Box 358835  
Pittsburgh, PA 15251-5835

Courier delivery address for payment of non-billed regulatory fees to a lockbox:

Federal Communications Commission  
Regulatory Fees  
c/o Mellon Client Service Center  
500 Ross Street, Room 670  
Pittsburgh, PA 15262-0001  
Attn: FCC Module Supervisor

Do not send your Form 159 Remittance Advice or payment to the Commission's Washington, DC mailing address. Filings that are erroneously mailed to our Washington, DC address will be forwarded to our Mellon Bank Pittsburgh, PA address for processing. However, this may result in a late receipt of your payment and may subject your payment to the 25% late payment penalty.

Note that if you are in need of additional copies of the FCC Form 159 Remittance Advice, you may obtain blank copies of the form in a variety of ways. You may download the form at <http://www.fcc.gov/formpage.html>, or request a copy of the form by calling the FCC's Form Distribution Center at 1-800-418-FORM [3676]. You may also pick up the form at the Commission's Washington, DC address in Room TW-B200.

## PAYMENT METHODS

Licenseses and regulatees may pay their regulatory fees by check, money order, credit card, wire transfer or ACH debit. In addition, licenseses and regulatees may submit a hard-copy remittance advice filing with their payment, or they may submit their filing and payment electronically through the FCC's on-line payment system known as Fee Filer. More information regarding specific payment methods is provided as follows:

**Fee Filer On-line Payment System:** The quickest and easiest way for you to pay regulatory fees is through the FCC's on-line payment system, known as Fee Filer. The Fee Filer payment system can be accessed at <http://www.fcc.gov/fees/feefiler.html>. However, please note that Fee Filer is only able to accommodate credit card and ACH Debit payment methods. For technical

assistance regarding the use of Fee Filer, you may call the Commission's Regulatory Fee Help Desk at (877) 480-3201 and select Option 4.

### **Check, Money Order or Credit Card:**

- For fee payments by check or money order, please make the instrument payable to the Federal Communications Commission.
- For fee payments by credit card, we accept Visa, Mastercard, Discover and American Express credit cards. All credit card fax transmittals must be directed to (412) 209-6045.
- **Limitations on Credit Card Transactions:** The U.S. Treasury has advised the Commission that it may begin rejecting credit card transactions greater than \$99,999.99 from a single credit card in a single day. The U.S. Treasury has published Bulletin No. 2005-03 in which Federal Agencies are directed to limit credit card collections per these rules. We will institute policies to conform to the U.S. Treasury policy. Entities needing to remit amounts of \$100,000.00 or greater should use check, ACH or Fed Wire payment methods.
- When paying by credit card, make sure you complete **both**:
  - the "Credit Card Payment Information" section with all the requested credit card information along with your signature, **and**
  - the "Certification" section by signing and dating—be it on the FCC Form 159 Remittance Advice, FCC Form 159-W, or FCC Form 159-B Billing for Collection.

**Wire Transfer:** A wire transfer is a transaction that you initiate through your bank. It authorizes your bank to wire funds from your account to our lockbox bank, the Mellon Bank in Pittsburgh, PA. All payments made by wire transfer (payable to the Federal Communications Commission) must be supported by a completed remittance instrument (Form 159-W, Form 159-B, or Form 159 Remittance Advice, depending on the payment procedure in place for you). The remittance instrument must be faxed to FCC Module – Regulatory Fees (Mellon Bank) at (412) 209-6045 at least one hour before the wire transfer on the same business day, so as to not delay crediting your account. Due to Federal Reserve process, most wire transfers initiated **after 6:00 p.m. (EDT)** will be credited **the next business day**. Indicate on the top of the remittance instrument "Wire Transfer - Regulatory Fee Payment." Filers of the Form 159 should also indicate "358835" in Box (1) Lockbox #, located at the upper left hand corner of their Form 159; while filers of the Form 159-W and Form 159-B should indicate "358365" on the top of their forms.

If you are filing a completed FCC Form 159, Remittance Advice Form for Lockbox 358835, please execute the following:

- 1) Fax a copy of the completed FCC Form 159, Remittance Advice Form to Mellon Bank at (412) 209-6045 one hour before initiating the wire transfer.
- 2) Initiate the wire transfer. Please provide your bank with the following information to complete the transfer:

ABA Routing Number: 043000261  
Receiving Bank: Mellon Pittsburgh  
BNF: FCC/ACV--9116106  
OBI Field: (Skip one space between each information item)  
"REGULATORYPAY"  
PAYER FRN (Exactly as on remittance instrument)  
PAYER NAME (Exactly as on remittance instrument)  
Phone: (Daytime Phone #, exactly as on remittance instrument)  
LOCKBOX 358835 (If filing the Form 159)

**or**

If you are filing a completed FCC Form 159-W or Form 159-B Billing for Collection for Lockbox 358365, please execute the following:

- 1) Fax a copy of the completed FCC Form 159-W or Form 159-B, Bill for Collection to Mellon Bank at (412) 209-6045 one hour before initiating the wire transfer.
- 2) Initiate the wire transfer. Please provide your bank with the following information to complete the transfer:

ABA Routing Number: 043000261  
Receiving Bank: Mellon Pittsburgh  
BNF: FCC/ACV--9116229  
OBI Field: (Skip one space between each information item)  
"BILLPAY"  
PAYER FRN (Exactly as on remittance instrument)  
PAYER NAME (Exactly as on remittance instrument)  
Phone: (Daytime Phone #, exactly as on remittance instrument)  
LOCKBOX 358365 (If filing the **Form 159-W or Form 159-B**)

**ACH Debit:** If you are interested in using Mellon Bank's Customer Initiated Payment Program (CIP), a brief application form must be completed and a personal identification number (PIN) issued by the bank. Arrangements for using this process must be completed 14 days prior to submitting payment of the regulatory fee. After you have been set up for this program, you must submit your payment by **September 6, 2005** to ensure that your payment is processed by the deadline date of September 7, 2005. To obtain information and a copy of the CIP package, go to [www.fcc.gov/fees](http://www.fcc.gov/fees), then search the left side of the screen margin for Customer Initiated Payments

Overview and Set-up Form. You can also contact the Commission's Revenue and Receivable Operations Group at (202) 418-1995 to request a CIP Package.

### **OTHER QUESTIONS REGARDING REGULATORY FEES**

To help you understand your regulatory fee obligations and how to pay your regulatory fees, the following Public Notices and Fact Sheets are available at <http://www.fcc.gov/fees/regfees.html>:

*FACT SHEET: WHAT YOU OWE - CABLE TELEVISION SYSTEMS—FY2005*

*FACT SHEET: WHAT YOU OWE - MEDIA SERVICES LICENSEES—FY2005*

*PUBLIC NOTICE: FCC MAKES LOOK-UP WEBSITE AVAILABLE FOR MEDIA SERVICES LICENSEES OWING FY 2005 REGULATORY FEES*

*FACT SHEET: WHAT YOU OWE - COMMERCIAL WIRELESS SERVICES—FY2005*

*FACT SHEET: WHAT YOU OWE - INTERNATIONAL AND SATELLITE SERVICES LICENSEES—FY2005*

*FACT SHEET: WHAT YOU OWE - INTERSTATE TELECOMMUNICATIONS SERVICE PROVIDERS—FY2005*

*FACT SHEET: USE OF THE FCC REGISTRATION NUMBER (FRN) IS MANDATORY--FY2005*

*FACT SHEET: WAIVERS, REDUCTIONS AND DEFERMENTS OF REGULATORY FEES—FY2005*

*FACT SHEET: REGULATORY FEE EXEMPTIONS—FY2005*

You may also contact the Commission's Regulatory Fee Help Desk with inquiries regarding regulatory fees at (877) 480-3201 Option 4.

### **ADDITIONAL INFORMATION**

If you do not have Internet access, you can obtain FCC forms by calling (800) 418-FORM [3676], or (202) 418-3676. Public Notices and Fact Sheets can be ordered by calling (888) 225-5322. Materials can also be obtained by writing to: Federal Communications Commission, ATTN: Consumer Information Center, 445 12th Street, S.W., Washington, D.C., 20554.

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