



# PUBLIC NOTICE

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## WIRELINE COMPETITION BUREAU RELEASES THE 2024 TELECOMMUNICATIONS REPORTING WORKSHEETS AND ACCOMPANYING INSTRUCTIONS

### WC Docket No. 06-122

The Wireline Competition Bureau (Bureau) announces the release of the (1) annual Telecommunications Reporting Worksheet, FCC Form 499-A (FCC Form 499-A) and accompanying instructions (FCC Form 499-A Instructions) to be used in 2024 to report 2023 revenues,<sup>1</sup> and (2) quarterly Telecommunications Reporting Worksheet, FCC Form 499-Q (FCC Form 499-Q) and accompanying instructions (FCC Form 499-Q Instructions) to be used in 2024 to report projected and collected revenues on a quarterly basis.<sup>2</sup>

The Bureau has delegated authority to revise the FCC Forms and accompanying instructions to, among other things, ensure “sound and efficient administration of the universal service programs.”<sup>3</sup> The

<sup>1</sup> The Communications Act of 1934 (Act), as amended, requires that the Commission establish mechanisms to fund universal service, interstate telecommunications relay services, the administration of the North American Numbering Plan, and the shared costs of local number portability administration. 47 U.S.C. §§ 151, 225, 251, 254. To accomplish these congressionally-directed objectives, the Commission requires telecommunications carriers and certain other providers of telecommunications (including Voice-over-Internet-Protocol (VoIP) service providers) to report each year on the FCC Form 499-A the revenues they receive from offering service. See 47 CFR §§ 52.17(b), 52.32(b), 54.708, 54.711, 64.604(b)(5)(iii)(B). The FCC Form 499-A is due on April 1 of each year. See Universal Service Administrative Company Schedule of Filings, <https://www.usac.org/service-providers/contributing-to-the-usf/when-to-file/> (last visited Sept. 29, 2023).

<sup>2</sup> Sections 54.706, 54.711, and 54.713 of the Commission’s rules require all telecommunications carriers providing interstate telecommunications services, interconnected VoIP providers that provide interstate telecommunications, providers of interstate telecommunications that offer interstate telecommunications for a fee on a non-common carrier basis, and payphone providers that are aggregators to contribute to the universal service fund and file an FCC Form 499-Q on February 1, May 1, August 1, and November 1 each year. 47 CFR §§ 54.706, 54.711, 54.713.

<sup>3</sup> *Changes to the Board of Directors of the National Exchange Carrier Association, Inc.; Federal-State Joint Board on Universal Service*, CC Docket Nos. 96-45, 97-21, Report and Order and Second Order on Reconsideration, 12 FCC Rcd 18400, 18442, para. 81 (1997) (“Because it is difficult to determine in advance precisely the information that will be needed to administer the new universal service programs, the [Common Carrier, now Wireline Competition] Bureau will have delegated authority to waive, reduce, or eliminate contributor reporting requirements that may prove unnecessary. The Bureau also will have delegated authority to require any additional contributor reporting requirements necessary to the sound and efficient administration of the universal service programs.”). Consistent with this authority, the Bureau annually revises the Telecommunications Reporting Worksheet Instructions to provide instructions and guidance for complying with existing rules and requirements. See 47 CFR § 54.711(c). The FCC Forms and accompanying instructions are modified based on experience in administering the universal service program and explicit rulings by the Commission. See, e.g., *Universal Service Contribution Methodology et al.*, WC Docket No. 06-122 et al., Report and Order and Notice of Proposed Rulemaking, 21 FCC Rcd 7518, 7533-50, paras. 24-62 (2006).

Bureau sought comment on the proposed revisions by Public Notice.<sup>4</sup> The Bureau submitted an extension without change of the information collection for the FCC Forms and the accompanying instructions (collection 3060-0855) to the Office of Management and Budget (OMB) for approval pursuant to 44 U.S.C. § 3507 of the Paperwork Reduction Act of 1995 and the extension was approved by OMB on September 25, 2023.<sup>5</sup> The revisions to the information collection were approved by OMB on September 28, 2023.<sup>6</sup>

The revisions to the 2024 FCC Forms 499-A and 499-Q and the accompanying instructions, as applicable, are summarized below. The revised FCC Forms and the accompanying instructions are also attached to this Public Notice for informational purposes only and will be available soon on the Universal Service Administrative Company's (USAC) website at <https://www.usac.org/service-providers/contributing-to-the-usf/forms-to-file/>.

Changes to both the 2024 FCC Form 499-A and FCC Form 499-Q, where applicable, and instructions:

- **Date Changes:** Dates are updated throughout the FCC Forms and instructions. References to “2023” are changed to “2024” and references to “2022” are changed to “2023.”
- **Clarifications and Stylistic Changes:** In a number of instances, additional non-substantive clarifications and minor stylistic changes, such as correcting typographical errors and spacing, are also made.

Changes to the 2024 FCC Form 499-A Instructions:

- **Clarifications:**
  - Table 2 on page 12 is updated to clarify that carriers that hold international section 214 authorizations must designate a Washington, D.C.-based agent for service of process who is a U.S. citizen or lawful permanent resident.
  - Page 16 is updated to add the reference to the Broadband Data Collection (BDC) system and indicate that entities required to submit information to the BDC system should use the same single name that is used in the entity information associated with the FCC Form 477 subscription data and/or the biannual submissions of BDC availability.
  - Page 18 is updated to clarify that carriers that hold international section 214 authorizations must designate a Washington, D.C.-based agent for service of process who is a U.S. citizen or lawful permanent resident.
  - Page 28 is updated to clarify that line 305.2 should not include revenue from interconnected VoIP service provided by the Filer and resold as interconnected VoIP service by reseller customers of the Filer. However, revenue from private

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<sup>4</sup> *Wireline Competition Bureau Seeks Comment on Proposed Changes to the FCC Form 499-A, FCC Form 499-Q, and Accompanying Instructions*, Public Notice, DA 23-488 (rel. June 8, 2023) (*2024 Form 499 Public Notice*).

<sup>5</sup> See Notice of Office of Management and Budget Action (NOA) (dated Sept. 25, 2023), <http://reginfo.gov/public/do/PRAOMBHistory?ombControlNumber=3060-0855> (ICR Reference Number 202306-3060-017) (last visited Sept. 29, 2022).

<sup>6</sup> See Notice of Office of Management and Budget Action (NOA) (dated Sept. 28, 2023), <http://reginfo.gov/public/do/PRAOMBHistory?ombControlNumber=3060-0855> (ICR Reference Number 202309-3060-016) (last visited Sept. 29, 2022).

line/business data service provided by the Filer and resold as interconnected VoIP service by reseller customers of the Filer should be included.

- Page 32 is updated to clarify that Line 311 should include long distance using interconnected VoIP provided to contributing resellers.
- Page 48 is updated to provide examples of exemptions from paying certain regulatory fees.
- Page 49 is updated to clarify that line 514(a) should be used for contributions funding IP Relay and Video Relay Service (VRS) in addition to IP Captioned Telephone Service (CTS).

Changes to the 2023 Form 499-Q Instructions:

- **Circularity Factor Update:** The circularity factor is updated in the Form 499-Q instructions based upon the quarterly contribution factors subsequent to the Fourth Quarter 2023 contribution factor announcement.
- Page 10 is updated to add the reference to the BDC system and indicate that entities required to submit information to the BDC system should use the same single name that is used in the entity information associated with the FCC Form 477 subscription data and/or the biannual submissions of BDC availability.

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People with Disabilities: To request materials in accessible formats for people with disabilities (Braille, large print, electronic files, audio format), send an e-mail to [fcc504@fcc.gov](mailto:fcc504@fcc.gov) or call the Consumer & Governmental Affairs Bureau at 202-418-0530 (voice), 202-418-0432 (TTY).

For further information, please contact Matthew Baker, Telecommunications Access Policy Division, Wireline Competition Bureau, at [Matthew.Baker@fcc.gov](mailto:Matthew.Baker@fcc.gov) or at (202) 418-0556.

**Attachments:**

Attachment A: 2024 FCC Form 499-A  
Attachment B: 2024 FCC Form 499-A Instructions  
Attachment C: 2024 FCC Form 499-Q  
Attachment D: 2024 FCC Form 499-Q Instructions

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