



Michelle Garber
Director of Financial Operations

Via Certified Mail

<Date>

<Requestor Name>

<title, if known>

<Contributor>

<Address>

**THIS IMPORTANT INFORMATION
REQUIRES YOUR RESPONSE
-DO NOT DISCARD-**

RE: Federal Universal Service Fund Contribution Payment Extension Plan Request for
<Contributor>, Filer ID #<ID>

Dear <Mr./ Ms. Requestor Name>:

This letter (Acknowledgement) is in response to the inquiry on <Date>, in which You requested permission from the Federal Communications Commission (FCC) for the Filer (Debtor) to pay its past due balance Universal Service Fund (USF) contributions of <\$DEBT> (Debt), on an installment basis, pursuant to a Promissory Note.

In order to be considered for a payment extension plan, You must furnish us with the documents described below and remit a good faith payment in the minimum amount of 10% of the Debt within 30 days of the date of this Acknowledgement, <30 day Date>.

Payments should be sent to:

- U.S. Postal Service/Standard Mail for Payments to: Universal Service Administrative Company; P.O. Box 105056 , Atlanta, GA 30348-5056
- Courier/Overnight Packages to: Bank of America c/o USAC (105056), 1075 Loop Road, Atlanta, GA 30337
- Wire Transfers: Bank Name: Bank of America, Location: 100 West 33rd Street, New York, NY 10001, Bank ABA Routing Number: 026009593, Bank Account Number: 5590045653, Account Type: DDA, Account Name: UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
- Via ACH CCD+ format to: ABA #071000039, Account #5590045653

<Requestor Name>

<Date>

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Before pursuing this course of action, You should be aware that a payment extension plan imposes a number of obligations on a delinquent contributor, including but not limited to execution of a Promissory Note and the following:

- The maturity date of the Promissory Note generally will not exceed 24 months from the date of execution.
- Upon plan approval, interest will be charged on unpaid principal balance based on Prime Rate plus 3.5% plus DCIA Penalty of 6% per annum as of the start date of the payment extension plan.
- Upon execution of the Promissory Note, you will be assessed and must pay a one time administrative charge equal to 0.5% of the Debt with a minimum charge of \$1,000 and a maximum charge of \$7,000.
- While Your plan request is pending, You must make monthly payments by the 15th of each month, beginning in the second calendar month following the date of the Acknowledgement, in order to reduce the Debt. You are encouraged to pay as much as possible toward reduction of the Debt, however, the minimum required monthly payment must be at least 1/24 (one twenty-fourth) of the initial Debt. Upon execution of the Note, the payment amounts and dates shall be determined as set forth therein.
- Financial Documentation
 - You must furnish copies of Debtor's financial statements for the most recently completed fiscal year. The financial statements must show all assets, liabilities, income, and expenses. (See further explanation of Financial Documentation requirements on page 3.)
 - If unaudited, financial statements must be executed under penalty of perjury using the signed declaration to that effect in the form of Attachment D.
 - Interim financial statements for the current calendar or fiscal year must be provided and, thereafter, provided on a quarterly basis while Your plan request is pending.
- The Debtor must have no other delinquent debts, *i.e.*, You cannot be delinquent in any other payments to the United States, and all other charges to the Federal USF and/or the FCC must be brought current within 30 days of the date of this letter and remain current and paid through the execution date of the Promissory Note.
- All FCC Forms 499-Q and 499-A must be current and filed by the due date.
- Debtor must complete and sign Attachments A, B, C, and D (as applicable) of this Acknowledgement and deliver them by U.S. Mail or courier no later than 30 days from the date of this Acknowledgement to:

<Requestor Name>

<Date>

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Mr. Michael Lawrence
Universal Service Administrative Company
2000 L Street, NW
Suite 200
Washington, DC 20036

This is a summary of certain obligations to obtain a payment extension plan and to execute a Promissory Note. You should not proceed with Your request if You are not prepared to execute a Promissory Note and meet other obligations. Consequently, if You decide to proceed, and Your request is granted, You will be required to execute a Promissory Note, and other appropriate documentation. The form of the Promissory Note and Debtor Certificate are available at: <http://www.usac.org/fund-administration/contributors/paying-your-invoice/payment-plans.aspx>.

If You still wish the Commission to consider Your payment extension plan request, no later than 30 days from the date of this Acknowledgement, you must provide the executed Attachments to the Acknowledgement Letter and the required Financial Documentation, including copies of Your most current financial statements. Specifically, You must provide:

- (i) A balance sheet, a statement of income, and a statement of cash flows for the most recently completed fiscal year, together with management's discussion and analysis of such statements and any accompanying report and audit opinion;
- (ii) Interim financial statements for the current fiscal year; and
- (iii) A business plan and Your projected revenue and cash flow projections for the next 12 months.

If You do not have audited financial statements, You may submit unaudited financial statements, executed under penalty of perjury. In addition, You may be required to obtain audited financial statements at Your expense at a later date if Your request for a payment extension plan is granted and if so requested. Finally, You must submit a completed Request to Proceed that includes a Qualified Waiver of the Statute of Limitations applicable to civil violations of the Communications Act and/or the Commission's rules (Attachment A), Billing of Federal USF Certification (Attachment B), Affiliated Entities (Attachment C), and Declaration Regarding Financial Statements (Attachment D) (as applicable).

The requested Financial Documentation should be submitted in duplicate by United States (U.S.) Mail or courier, facsimile, or email attachment, accompanied by an affidavit or declaration pursuant to Section 1.16 of the Commission's rules (*See* Attachment D), of an appropriate officer of the company, within **30 days** of the date of this letter.

Deliver the Financial Documentation by U.S. Mail or courier, facsimile transmission, or electronic mail attachment to:

<Requestor Name>

<Date>

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Mr. Michael Lawrence
Universal Service Administrative Company
2000 L Street, NW
Suite 200
Washington, DC 20036
Facsimile number: (202) 776-0080
Email: mlawrence@universalservice.org

As noted above, the originals of the completed and signed Attachments must be sent to Mr. Michael Lawrence at USAC, at the address above, by U.S. Mail or courier.

Please understand that no decision has been made on your request. This letter acknowledges receipt of your request, notifies you of certain obligations associated with our payment extension plans, and requests your affirmative response requesting the Commission to further consider your request.

If you elect to withdraw your request, or if you fail to comply with the requirements set forth in this Acknowledgement, we will dismiss your request for a payment extension plan and the full amount of the Debt, including accrued charges, fees and interest will be immediately due and payable. In any event, except for this Debt, you must maintain all accounts current and pay all other USF charges by the payment due date and file FCC Forms 499-A and 499-Q by the filing due date.

If you have any questions concerning the foregoing, you should contact Michael Lawrence, USAC Collections Manager, at 202-776-0200.

Sincerely,

Michelle Garber
Director of Financial Operations

Attachment A

***Request to Proceed with Payment Extension Plan
And Promissory Note and Security Agreement***

I, an officer of _____, certify that I am authorized to represent the above named Debtor, and that the Debtor requests the Universal Service Administrative Company (USAC) and the Federal Communications Commission (FCC or Commission) to consider Debtor's request to enter into a payment extension plan that will include, among other things, execution of a Promissory Note and Security Agreement and submission of certain other required documentation (Request). I certify that Debtor has provided to USAC the above described Financial Documents and completed the applicable Attachments and that Debtor has remitted to USAC a Good Faith Payment in the amount of 10% of the Debt.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Company/Debtor: _____

Attachment B

Billing of Federal USF Certification

I, an officer of _____, certify that I am authorized to represent the above named Debtor and that during the time in which the delinquent Debt was incurred _____(quarter/year-to-quarter/year), the Federal USF charge [] **was** or [] **was NOT** charged on _____'s bills to customers or other end users.

I further certify that, presently, the Federal USF charge [] **is** or [] **is NOT** being charged on _____'s bills to customers or other end users.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Company/Debtor: _____

Attachment C

Affiliated Entities

I, an officer of _____, certify that I am authorized to represent the above-named Debtor, and that I have set forth below a complete and accurate list of Debtor and its affiliates¹ that are required to contribute to or that receive funds from the Federal Universal Service Fund, and their respective FCC Form 499 Filer Ids and FCC Form 498 Service Provider Identification Numbers (SPINs).

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Company/Debtor: _____

FCC Form 499

Filer ID Company Name Holding Company Name

FCC Form 498

SPIN Company Name Holding Company Name

¹ The term “affiliate” means “a person that (directly or indirectly) owns or controls, is owned or controlled by, or is under common ownership or control with, another person. For purposes of this paragraph, the term ‘own’ means to own an equity interest (or the equivalent thereof) of more than 10 percent.” See 47 USC § 153(1).

Attachment D

Declaration Relating to Financial Statements

Declaration of _____(name), _____(title),
_____(company), an
_____(type of entity/state), with its chief executive office
located at _____
_____ (“Debtor”) regarding Debtor’s financial statements:

I, _____(name), an officer of Debtor, declare under penalty of perjury that the Financial Statements submitted by Debtor with respect to its request for a Contribution Payment Extension Plan, and the information included in such Financial Statements, are true and correct.

Executed on _____

(Signature)