



Via Electronic Mail

<Date>

<Requestor Name>

<Title>

<Contributor>

<Address>

THIS IMPORTANT INFORMATION REQUIRES YOUR RESPONSE -DO NOT DISCARD-

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

Dear <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 <Contributor> (Debtor) to pay its past due balance Universal Service Fund (USF) contributions of <\$XX,XXX.XX> (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>.

To make a payment, please visit:

<https://efile.universalservice.org/EFilePayments/Webpay>

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. The requested Payment Plan is an extension of credit by the United States with terms that include paying interest on the unpaid balance, as of the start date, of the Payment Plan. USAC's recommendation to the Commission for final approval of the Payment Plan will include an interest rate



that, at a minimum, is equal to the U.S. Prime Rate as of the date of the indebtedness, plus 9.5%. In addition, the rate may be adjusted upward based on other factors including, but not limited to, Debtor's credit worthiness and commercial lending rates.

- 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 Debtor's Payment Plan request is pending, Debtor must make monthly payments toward the total current charges by the 15th day of each month. Payment will be applied as set forth in the Commission's rule at 47 C.F.R. § 1.1940(f), i.e., first to outstanding penalties and administrative cost charges, second to accrued interest, and third to the outstanding principal. Beginning in the second calendar month following the date of Debtor's acknowledgement of this letter, Debtor must make extra monthly payments in order to reduce the Debt. Debtor is 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 Debt. Upon execution of the promissory note, the payment amounts and dates shall be determined as set forth therein.
- Financial Documentation
 - Debtor 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.
 - 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.
- Debtor must have no other delinquent debts or payments to the United States, current federal USF charges must be paid by the invoice payment due date, and all other amounts owed to 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:

Qudsia Hairat
Universal Service Administrative Company



Sample Acknowledgement Letter

700 12th Street NW
Suite 900
Washington, DC 20005

This is a summary of the obligations Debtor must fulfill to obtain a Payment Plan. If Debtor decides to proceed, and Debtor's request is granted, Debtor will be required to execute a promissory note and other applicable documentation.

If Debtor still seeks to have the Federal Communications Commission ("FCC" or "Commission") consider your Payment Plan request, no later than 30 days from the date of this letter, Debtor must deliver to USAC the attachments to this letter executed by a duly authorized representative of Debtor and the required Financial Documentation, including copies of Debtor's most current financial statements. Specifically, Debtor 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 Debtor does not have audited financial statements, Debtor may submit unaudited financial statements, executed under penalty of perjury. In addition, Debtor may be required to obtain audited financial statements at its expense at a later date if its request for a Payment Plan is granted and if so requested. Finally, Debtor 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 by U.S. postal service, courier, fax, or email attachment, accompanied by an affidavit or declaration pursuant to 47 C.F.R. §1.16 (See Attachment D) within 30 days of the date of this letter. Deliver the Financial Documentation by U.S. postal service, courier, fax, or email attachment to:

Qudsia Hairat
Universal Service Administrative Company

Sample Acknowledgement Letter



Sample Acknowledgement Letter

700 12th Street NW Suite
900
Washington, DC 20005
Facsimile number: (202) 776-0080
Email: COLLECTIONS@USAC.ORG

Please understand that no decision has been made regarding the Payment Plan request. This letter acknowledges receipt of the request, notifies Debtor of certain obligations associated with Payment Plans, and requires Debtor's affirmative response requesting the Commission to approve its request.

If Debtor elects to withdraw its request, or if it fails to comply with the requirements set forth in this letter, USAC will dismiss Debtor's request for a Payment Plan. The full amount of the Debt, including accrued charges, fees and interest will be currently due and payable until a Payment Plan is approved.

If you have any questions concerning the foregoing, please contact Qudsia Hairat, Manager of Contribution Operations, at 202-776-0200.

Sincerely,

USAC



Attachment A

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

I, a duly authorized representative of _____ (“Debtor”), certify that Debtor requests that the Universal Service Administrative Company (“USAC”) and the Federal Communications Commission consider Debtor’s request to enter into a Payment Plan that will include, among other things, execution of a promissory note and security agreement and submission of certain other required documentation. I certify that Debtor has provided to USAC the financial documentation specified in the letter accompanying this Attachment A, and has completed the applicable attachments and that Debtor has remitted to USAC a good faith payment in the amount of 10% of the Debt as defined in the letter.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Company/Debtor: _____



Attachment B

Billing of Federal USF Certification

I, a duly authorized representative of _____ (“Debtor”), certify that during the time in which the delinquent Debt (as specified in the letter accompanying this Attachment B) 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, a duly authorized representative of _____ (“Debtor”), certify that I have set forth below a complete and accurate list of Debtor and its affiliates that are required to contribute to the federal Universal Service Fund and/or that receive funds from one or more of the Federal Universal Service Support Mechanisms, 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

498 ID	Company Name	Holding Company Name



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, a duly authorized representative of _____ (“Debtor”), declare under penalty of perjury that the financial statements submitted by Debtor, in accordance with the requirements set forth in the letter accompanying this Attachment D, with respect to its request for a contribution Payment Plan and the information included in such financial statements, are true and correct. Signature:

Executed On: _____