

## E-RATE REQUEST FOR BILLS

### INSTRUCTIONS:

**Provide KSLLC with representative bills for each billing account that you pay monthly for E-Rate eligible services.** This includes bills for your Internet Access, and Data Connections (e.g. point to point T-1s, wide area network connections). If your E-rate discount is 90%, also include bills for Telephone, Long Distance, Cell Phone Service.

**IF YOUR E-RATE DISCOUNT IS 80% OR BELOW, DO NOT SEND US BILLS FOR VOICE SERVICES**

### **BEST PRACTICES:**

- Send recent bills that are representative of monthly charges.
- For cellular or long distance services, if you have higher usage in a different month, please send the higher bill.
- If you recently added new services that have not yet been billed, please let us know and send us the bill AFTER new services have been installed.
- Be sure to include bills with zero amount due or a credit balance
- Don't send bills for services that are no longer eligible such as web hosting, email, paging.
- Don't send us 12 months of bills. We only need one month.

***DON'T OVERLOOK ACCOUNTS! Send us bills for all your services! Call us if you are unsure.***

✓ **Bill Checklist. Must be completed and returned with complete copy of bills when bid evaluations and signed bids are returned.**

See the Eligible Services List for details: <http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx>

**PLEASE SCAN AND UPLOAD YOUR REPRESENTATIVE BILLS WITH YOUR RETURNED BID PACKET (BID DECISIONS)**

FTP Site: [www.kelloggllc.com/links.aspx](http://www.kelloggllc.com/links.aspx)

Kellogg & Sovereign® Consulting, 1101 Stadium Drive, Ada, OK 74820

Questions? Contact your KSLLC Account Manager or E-mail: [ebills@kelloggllc.com](mailto:ebills@kelloggllc.com)

# CHECKLIST FOR E-RATE BILLS SUBMITTED

Complete the following checklist and return along with copies of your bills.

Name of School/Library: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Type of Service (see below)*	Service Provider (name of vendor)	Billing Account Number	Date of Bill

\*Type of Service: Internet Access, Data Connections, Telephone, Long Distance, Cellular Service

**NOT ELIGIBLE EFFECTIVE FY2015:** Paging, e-mail, voice mail, web hosting, telephone components including directory assistance, text messaging, custom calling features, direct inward dialing, 900/976 call blocking, and inside wire maintenance plans. **PHASING OUT support** for all voice services – reduced by 20% of your E-rate discount each year beginning FY 2015. Includes voice circuits (PRI, SIP, Hosted VoIP). See the Eligible Services List for details: <http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx>

**IF YOUR E-RATE DISCOUNT RATE IS 80% OR LESS  
VOICE SERVICES WILL NOT BE INCLUDED ON YOUR  
2018-19 E-RATE APPLICATION**