

## E-RATE REQUEST FOR BILLS

### INSTRUCTIONS:

**Provide KSLLC with a representative bill for each Internet Access and Data Connection account that you currently have.**

#### Dos & Don'ts:

- **DO** provide bill that is dated within the range of July 2018-current month
  - **DO** send us the bill AFTER new services have been installed or existing services have been upgraded.
  - **DO** 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 currently only need one month.
  - **DON'T** send bills for any telephone, cellular, VoIP, long-distance service, or any other ineligible voice service.
- ✓ **DEADLINE:** Please email, mail, or upload your bills along with the CHECKLIST FOR E-RATE BILLS no later than **November 30<sup>th</sup>, 2018.**
- ✓ Failure to comply with the November 30<sup>th</sup>, 2018 deadline could delay your application filing.

#### **Please return your Representative Bills by:**

- A. Emailing to your account manager or ebills@kelloggllc.com
  - B. Uploading to your SharePoint account
- OR
- C. Mailing a hard copy to:  
Kellogg & Sovereign® Consulting  
1101 Stadium Dr.  
Ada, OK 74820

If you have any questions or submit your Representative Bills in any way other than those listed above, please contact your account manager immediately.

# 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, T-1s, Point-to-Point

**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. **ALL VOICE SERVICES ARE 100% PHASED OUT AND WILL NOT BE INCLUDED ON THE 2019-20 E-RATE APPLICATION**

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

**VOICE SERVICES ARE NO LONGER ELIGIBLE FOR  
E-RATE SUPPORT AND WILL NOT BE INCLUDED ON  
THE 2019-20 E-RATE APPLICATION**