

E-RATE FY2025 • ACTION REQUIRED

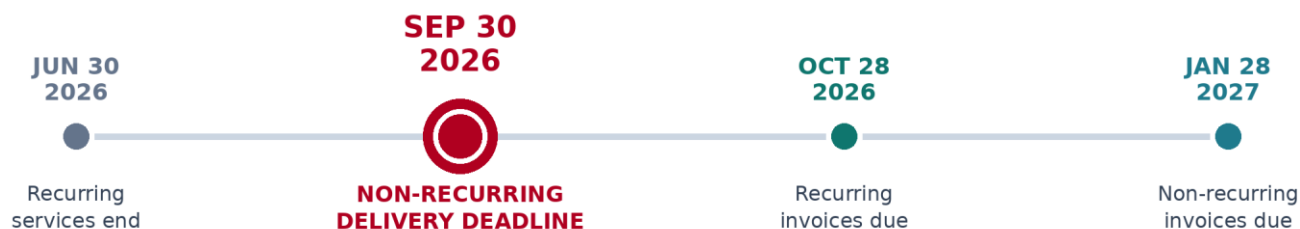
Applicant Checklist

DEADLINE

SEP 30
2026

NON-RECURRING SERVICE DELIVERY • FUNDING YEAR 2025 • FCC FORM 500

Why this matters. Non-recurring services on your FY2025 funding requests — Category Two equipment, internal connections, installation labor, basic maintenance — must be delivered *and installed* by September 30, 2026. Equipment sitting in unopened boxes does not meet the deadline. If work will not finish in time, only **you** can file the FCC Form 500 to request an extension, and it must be filed on or before September 30.



Only the applicant can file the FCC Form 500. If a provider is delayed, YOU must file.

STEP 1 • INVENTORY & VERIFY

☐	Pull a list of all FY2025 FRNs and flag which contain non-recurring components
☐	Confirm the specific service delivery deadline on each FRN — do not assume September 30 applies to all
☐	Walk each site and verify what is physically delivered AND installed
☐	Obtain written delivery and installation dates from each service provider
☐	Update asset inventory: make, model, serial number, location, install date

STEP 2 · EXTENSIONS & FORM 500

☐	Check the FRN Extension Table in EPC for automatic extensions already granted
☐	For at-risk FRNs, confirm which extension criterion applies
☐	Collect supporting documentation from the provider for the certification
☐	File AND certify the FCC Form 500 extension request in EPC on or before September 30, 2026
☐	Update contract expiration dates on Form 500 where contracts expire before installation completes
☐	Cancel or reduce FRNs for services or equipment you will not use

STEP 3 · CLOSE OUT & INVOICE

☐	Confirm the FCDL has been issued and the FCC Form 486 filed and processed for every FRN you intend to invoice
☐	Resolve any outstanding PIA inquiries
☐	If invoicing by BEAR, verify SAM.gov registration, UEI, FCC Form 498, and banking details are current and active
☐	Calendar the invoice deadlines: October 28, 2026 (recurring) and January 28, 2027 (non-recurring)
☐	After the Form 500 is processed, review the Revised FCDL (RFCDL) in EPC and confirm it reflects what you requested

AUTOMATIC EXTENSION? CHECK BEFORE YOU FILE

USAC extends the deadline on its own — no filing needed — if your FCDL was issued on or after March 1 of the funding year, or if USAC approved a SPIN change or service substitution on or after March 1. A Form 500 request is required when the service provider cannot complete the work for reasons beyond its control, or is unwilling to finish because USAC withheld invoice payments for more than 60 days.

If USAC approves the extension, it also extends that FRN's invoice deadline automatically. **Do not file a separate invoice deadline extension request.**

HOW TO FILE THE FCC FORM 500 (FY2016 AND FORWARD)

1. Confirm the FCDL has been issued for the FRN — the Form 500 cannot be filed before that.
2. Log in to One Portal at forms.universalservice.org/portal and open EPC.
3. Click Records.
4. Under Applicant Entities, enter your Billed Entity Number (BEN).
5. In the entity record, open Related Actions.

6. Select Create FCC Form 500, complete it for the affected FRN, and certify it.

The Form 500 does not replace the FCC Form 486. You must file Form 486 to notify USAC that services have started and invoices can be processed.

REFERENCES & RESOURCES



Prepared by Kellogg & Sovereign Consulting

Questions about your FY2025 funding requests, a Form 500 filing, or a service delivery extension? Reach out to us before the September 30 deadline.

- **FCC Form 500 Filing** — usac.org/e-rate/applicant-process/before-youre-done/fcc-form-500-filing/
- **Service Delivery** — usac.org/e-rate/applicant-process/before-youre-done/service-delivery/
- **FCC Form 486 Filing** — usac.org/e-rate/applicant-process/starting-services/fcc-form-486-filing/
- **Program Deadlines calculator** — apps.usac.org/sl/tools/deadlines/Default.aspx
- **E-Rate Productivity Center (One Portal)** — forms.universalservice.org/portal