

# **E-rate Form 498 for Libraries**

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Kentucky Department for  
Libraries & Archives

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# Disclaimers



- These instructions represent my unofficial interpretation of the FCC's E-rate rules and regulations. **Official guidance can come only from the Federal Communications Commission (FCC) and the Universal Service Administrative Company (USAC).**
- What I present today is correct to the best of my knowledge, but what you see in the E-rate Productivity Center may be different.

# Basics of the Form 498

- **Purpose:** Provides direct deposit information for E-rate invoicing
- **Who files it?** The Form 498 is required only for libraries that use Billed Entity Applicant Reimbursement (BEAR) forms to receive funding after paying the vendor's full invoice upfront
- **When do I file or modify the form?** Only required once – modify if banking information or contact person changes
- **How quickly are direct deposits made?** Usually within 4-5 days of a BEAR form's approval (remittance statement via email)

# Additional Form 498 FAQs

- **Q: *Must I file a Form 498 for each of my branches?***
  - A: No. Your library system has a Billed Entity Number (BEN) that handles E-rate filing on behalf of all your branches. If you have one bank account where you want all E-rate reimbursement to be deposited, then you need only one form.
- **Q: *Can I submit multiple Forms 498 if I want to use two or more bank accounts for reimbursement?***
  - A: Yes, you can file a different Form 498 for each bank account you want to reference on the BEAR form.
- **Q: *Can deposits be made directly to a savings account?***
  - A: No. The deposits are coded for checking accounts only. You can transfer the funds to the library's savings account later.

# Form 498 by the Numbers

- **Federal Employer Identification Number (EIN)**
- **FCC Registration Number** – this is part of your library system's profile in the [E-rate Productivity Center](#) and will auto-populate in the form
- **DUNS Number** – see [next slide](#)
- **Banking info** - name of bank, transit (routing) number, and account number

# DUNS Numbers

- Most libraries already have a Data Universal Numbering System (DUNS) number assigned. The DUNS uniquely identifies business or government entities.
- You can verify if you have a DUNS Number through the [Dun and Bradstreet lookup tool](#). If you need to update DUNS information, please log on to the Dun & Bradstreet website or call 1-844-545-2464.

# Updating User Permissions

You may need to update permissions before starting or certifying a Form 498.

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# EPC Permissions for the 498

- EPC users with the Form 498 permission level of “**General Financial Contact**” can fill out the form but cannot certify it.
- EPC users with the Form 498 permission level of “**School or Library Official**” can both fill out and certify the form.

# Account Admin Makes Changes

News Tasks Records Reports Actions

Appian

## My Applicant Landing Page

Universal Service Administrative Co.

Welcome, KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES!

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

The EPC Account Administrator for the library can change user permissions.

Applic

From My Applicant Landing Page, click on the Manage Users link near the upper right corner.

# Manage User Permissions

News Tasks Records Reports Actions

Appian

## Manage Users

### Existing Organizations

<input checked="" type="checkbox"/> Billed Entity Name	City	State
<input checked="" type="checkbox"/> KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES	FRANKFORT	KY

Check the box beside the library's name, then click on the Manage User Permissions button.

If you need to add a new user, use the Create a New User button.

# 498 Permission

## Manage User Permissions

### Organization Details

**Name** KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES  
**Address** 300 COFFEE TREE RD  
FRANKFORT, KY 40601  
FRANKLIN  
**Mailing Address** PO BOX 537  
FRANKFORT, KY 40602

**FCC Registration Number** 0011861408  
**Organization Type** Applicant  
**Phone Number**  
**Email**

**Descriptions of the Form 498 permission levels appear here.**

### User Permissions

In the table below, you can designate the permissions that you wish to give to each of your users for the various tasks. More functionality comes online.

- Full rights users can start, complete, submit and certify forms.
- Partial rights users can start and enter data in the form, but cannot submit and certify them.
- **New Only users can only see forms created by other people in your organization but cannot create forms themselves.**
- Form 498 School or Library Officials can start, complete, submit, certify, modify, and deactivate Forms 498.
- Form 498 General Financial Contacts can start, complete, and submit Forms 498, but cannot certify new or updated Forms 498 or deactivate existing Forms 498.
- **Post-Commitment Full and Partial rights users can start, complete, and submit Spin Change and Service Substitution requests. Post-Commitment View Only rights can view the submitted Spin Change and Service Substitution requests.**

Name	Email	Apply All	470 Permission	471 Permission	498 Permission	Post-Commitment Permission	486 Permission	Appeals Permission
Lauren Abner	lauren.abner@ky.gov	<input type="button" value="v"/>	Full <input type="button" value="v"/>	Full <input type="button" value="v"/>	School or Library Official <input type="button" value="v"/>	Full <input type="button" value="v"/>	Full <input type="button" value="v"/>	Full <input type="button" value="v"/>
Nikole Wolfe	nikole.wolfe@ky.gov	<input type="button" value="v"/>	Full <input type="button" value="v"/>	Full <input type="button" value="v"/>	School or Library Official <input type="button" value="v"/>	Full <input type="button" value="v"/>	Full <input type="button" value="v"/>	Full <input type="button" value="v"/>

**On the grid of user permissions, change the 498 Permission for the appropriate user, then click on Submit.**

**SUBMIT**

# Form 498 Walkthrough

Filing this form for the 1st time

[Return to Presentation Contents](#)

# Locating the Form 498 in EPC

The screenshot shows the E-rate Productivity Center interface. At the top, there is a navigation bar with 'News', 'Tasks (1)', 'Records', 'Reports', and 'Actions'. A user profile icon and the name 'Applan' are visible in the top right. The main content area is titled 'My Applicant Landing Page' and includes the logo for 'Training Universal Service Administrative Co.' and a welcome message for 'Pioneer County Public Library System!'. Below this, there are dropdown menus for 'Type' and 'Funding Year'. A yellow callout box provides the login URL: <https://forms.universalservice.org/portal/login>. A light blue callout box points to the 'Pioneer County Public Library System' link in the 'My Entities' table, with the instruction: 'On My Applicant Landing Page, click on the name of your library system.' The 'My Entities' table lists four entities: Pioneer County Public Library System (Entity Number 208, Boonesburg, KY, 41700), Loganville Branch Library (Entity Number 209, Loganville, KY, 41800), Pioneer County Public Library Main Branch (Entity Number 210, Boonesburg, KY, 41700), and Pioneer County Bookmobile (Entity Number 211, Boonesburg, KY, 41700).

News Tasks (1) Records Reports Actions Applan

## My Applicant Landing Page

Training  
Universal Service  
Administrative Co.

Welcome, Pioneer County Public Library System!

### Pending Inquiries

Type -- Select a Type --  
Funding Year -- Select a Funding Year --

**Log into the E-rate Productivity Center:**  
<https://forms.universalservice.org/portal/login>

**On My Applicant Landing Page, click on the name of your library system.**

### My Entities

Entity	Entity Number	City	State	Zip Code
Pioneer County Public Library System	208	Boonesburg	KY	41700
Loganville Branch Library	209	Loganville	KY	41800
Pioneer County Public Library Main Branch	210	Boonesburg	KY	41700
Pioneer County Bookmobile	211	Boonesburg	KY	41700

# Related Actions

Records / Applicant Entities

## #208 - Pioneer County Public Library System

 [CREATE A NEW USER](#) [ADD OR REMOVE EXISTING USERS](#) [MANAGE USER PERMISSIONS](#) 

- Summary
- Customer Service
- Modifications
- Additional Information
- Discount Rate
- Category Two Budget
- Contracts
- FCC Forms
- FRN Appeals
- News
- Related Actions**

### Organization Details

**Name** Pioneer County Public Library System  
**Entity Number** 208  
**FCC Registration Number** 0123456789

**Applicant Type** Library System  
**Status** Active

### Contact Information

**Physical Address** 100 Main Street  
Boonesburg, KY 41700  
**Mailing Address** 100 Main Street  
Boonesburg, KY 41700

### Account Administrator

**Name** Lauren Abner

**From the library system profile, click on the Related Actions link.**

Website URL

# Create FCC Form 498

Records / Applicant Entities

## #208 - Pioneer County Public Library System



Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms FRN Appeals News **Related Actions**

- ⚡ Create a New User**  
This function allows you to create a user for your entity.
- ⚡ Add or Remove Existing Users**  
This process allows user to add and remove users from an organization
- ⚡ Manage User Permissions**  
This function allows you manage the permissions for one or more users.
- ⚡ Manage Organization**  
This function allows you to update information about an entity or BEN.
- ⚡ Modify Account Administrator**  
This process allows you to transfer the Account Administrator function to another user.
- ⚡ Create a Customer Service Case**  
This function allows you to submit a question about an E-rate form or topic. You can also submit a specific request or an attachment.
- ⚡ Manage General Contact**  
This function allows you to designate the general contact for your entity.
- ⚡ Manage Organization Relationships**  
Process to relate an Organization to another Organization
- ⚡ Create FCC Form 470**  
This function allows you to create an FCC Form 470 for your entity.
- ⚡ Create FCC Form 471**  
This function allows you to create an FCC Form 471 for your entity.
- ⚡ Create FCC Form 498**  
This function allows you to create an FCC Form 498 for your entity.
- ⚡ Create FCC Form 486**  
This function allows you to create an FCC Form 486 for your entity.

**Click on the Create  
FCC Form 498 link.**



# Form 498 – 1<sup>st</sup> page

Pioneer County Public Library System - Pioneer County Public Library FY 2019 direct deposit - 443000170

Basic Information

General Financial  
Contact

Organization Numbers

Remittance  
Information

Associated BENS

Principal  
Communication Types

School or Library  
Official Certification

## Application Nickname

Please enter an application nickname here \*

Pioneer County Public Library FY 2019 direct deposit

## Organization Information

Name

Pioneer County Public Library System

Name Company is Doing Business As (DBA) or Formerly Known As (FKA)

Holding Company Name

Business Type (Select what type of business(es) best describes your organization. Select up to three types.)\*

Special District Government

- Enter a nickname for your form.
- Business Type drop-down: ALL Kentucky public libraries should select, 'Special District Government'.
- Save and Continue.

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

CANCEL

SAVE AND CONTINUE

# General Financial Contact (1/2)

**Create a FCC Form 498**

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collection, banking and remittance information for the organization. All BENs associated with this organization and banking Submission requires School or Library Official certification.


**Pioneer County Public Library System - Direct Deposit 2020 - 4**

Basic Information   **General Financial Contact**   Organization Numbers   Remittance Information   Associated

**General Financial Contact of Pioneer County Public Library Sy**

Enter General Financial Contact \*

la

 **Lauren Abner**  
library.system10.user1@mailinator.com

Once "Save and Continue" is clicked, you will be able to leave the form without losing any entered information under the "Tasks" tab.

[DELETE FORM](#)

**Enter a name for the General Financial Contact (must be an EPC user). When you start typing, the name will pop up—click on it, and the system will pull the contact information from the user's EPC profile.**

# General Financial Contact (2/2)

**Create a FCC Form 498**

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included with Library Official certification.

**Pioneer County Public Library System - District**

Basic Information | **General Financial Contact** | Organization Number

**General Financial Contact of Pioneer County Public Library System - District**

Enter General Financial Contact \*

Lauren Abner ✕

**First**  
Lauren

**Middle Initial**

**Last**  
Abner

**Phone Number**  
502-564-1728

**Phone Number Extension**

**E-mail**  
library.system10.user1@mailinator.com

Boonesburg

**State**  
KY

**Zip Code**  
40069

**Zip Code Extension**

progress form, locate it under the 'Tasks' tab.

**PREVIOUS** **SAVE AND CONTINUE**

The contact information that appears is pulled from the user's individual EPC profile. To make updates, users can access their profiles in the menu near the upper right.

If the General Financial Contact information is correct, click on Save & Continue.

# Federal EIN and DUNS numbers

## Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

### Pioneer County Public Library System - Direct Deposit 2020 - 442000200

Basic Information    General Financial Contact    **Organization Numbers**    Remittance Information

#### Further Details

Federal Employer Identification Number \*

55555555

Dun and Bradstreet Number (DUNS) \*

66666666

FCC Registration Number

0123456789

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information.

DELETE FORM

PREVIOUS

SAVE AND CONTINUE

Enter the library's Federal Employer Identification Number (EIN) and Data Universal Number System number (DUNS). Don't use dashes, hyphens, or spaces.

# Remittance Information

## Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information are subject to USAC and Library Official certification.

### Pioneer County Public Library System - Direct Deposit 2020 -

Basic Information    General Financial Contact    Organization Numbers    **Remittance Information**

#### Remittance Contact

Is the Remittance Contact the same as the General Financial Contact?

Yes

#### Contact Information

First Name

Lauren

Last Name

Abner

Middle Initial

Phone N

502-564-

Phone N

Email Ad

library.sy

Enter a Remittance Contact; this person will receive e-mail notifications when E-rate reimbursements have been approved/rejected. **The Remittance Contact does NOT have to be an EPC user.** If the General Financial Contact and Remittance Contact are the same person, check the box and the contact information will auto-populate.

#### Financial Information

Remittance Financial Institution \*

Community Bank of Pioneer County

Financial Institution Account Number for ACH \*

1111111111

ACH Financial Institution Transit Number \*

999999999

Please ensure any "0"s at the front of your financial institution account number are included.

Please ensure any "0"s at the front of your ACH financial institution transit number are included.

Enter the name of the library's bank, the transit (routing) number, and the account number where direct deposits should be sent.

the 'Tasks' tab.

AND CONTINUE

# Additional BENs – Leave Blank!

## Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

### Pioneer County Public Library System - Direct Deposit 2020 - 443000209

Basic Information

General Financial  
Contact

#### Block 14: Billed Entity Number/FC

If you are an entity that has chosen to receive your E-rate Pr

Billed Entity Number

208

Add Additional BEN Number

|

[Add to List](#)

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

DELETE FORM

PREVIOUS

SAVE AND CONTINUE

**Libraries DON'T need to add any additional BENs on this page (except in very rare circumstances where the KDLA Technology Consultant says to do this). The library system Billed Entity Number handles invoicing on behalf of all the library branches.**

# Service Identification

## Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

### Pioneer County Public Library System - Direct Deposit 2020 - 443000209

Basic Information    General Financial Contact    Organization Numbers    Remittance Information    Associated BENs    **Principal Communication Types**    School or Library Official Certification

#### Service Identification

**Principal Communication Type**    School/Library or other Billed Entity Recipient

DELETE

**No additional information needed—click on Continue to Certification.**

PREVIOUS

**CONTINUE TO CERTIFICATION**

# Continue to Certification

The screenshot shows the Applan web interface. At the top, there is a navigation bar with 'News', 'Tasks (1)', 'Records', 'Reports', and 'Actions'. The user's profile 'Applan' is visible in the top right. The main content area is titled 'Records / Applicant Entities' and shows '#208 - Pioneer County Pub'. Below this, there are tabs for 'Summary', 'Customer Service', 'Modifications', and 'Add'. A 'Related Actions' button is visible. A modal dialog box is open in the center, containing the text: 'Once submitted for certification, information in this FCC Form 498 can only be edited by a School or Library Official until it is certified. Do you wish to continue?'. There are two buttons: 'NO' and 'YES'. The 'YES' button is circled in yellow. Below the dialog, the main content area shows 'Create a FCC Form 498' with a detailed description. At the bottom right, there are 'PREVIOUS' and 'CONTINUE TO CERTIFICATION' buttons.

Records / Applicant Entities  
#208 - Pioneer County Pub

Summary Customer Service Modifications Add

Related Actions

Once submitted for certification, information in this FCC Form 498 can only be edited by a School or Library Official until it is certified. Do you wish to continue?

NO YES

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (RFQ) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

209

Associated BENs Principal Communication Types School or Library Official Certification

PREVIOUS CONTINUE TO CERTIFICATION

**After clicking on Continue to Certification, a warning reminds you that only users with the permission level “School or Library Official” will be able to edit the form later. Click on Yes.**



# Review Data

## Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. The form is used to provide remittance information for the organization. All BENs associated with this organization and banking/remittance information are used for Library Official certification.

### Pioneer County Public Library System - Direct Deposit 2020 -

Basic Information    General Financial Contact    Organization Numbers    Remittance Information

#### Review Data

Please carefully review the data entered on the form for accuracy.

FCC Form 498 #443000209

I have reviewed this form and have determined the information to be accurate.

I certify that I am a School or Library Official of the above-named entity, and that I am authorized to submit this FCC Form 498 data on behalf of the above named entity.

Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, as amended, 47U.S.C. Secs. 220(e), 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

I certify.

Select this checkbox to certify your FCC Form 498 Direct Deposit 2020

A download link will appear under Tasks when the PDF version of the certified form is ready to be downloaded

REJECT AND DELETE FORM

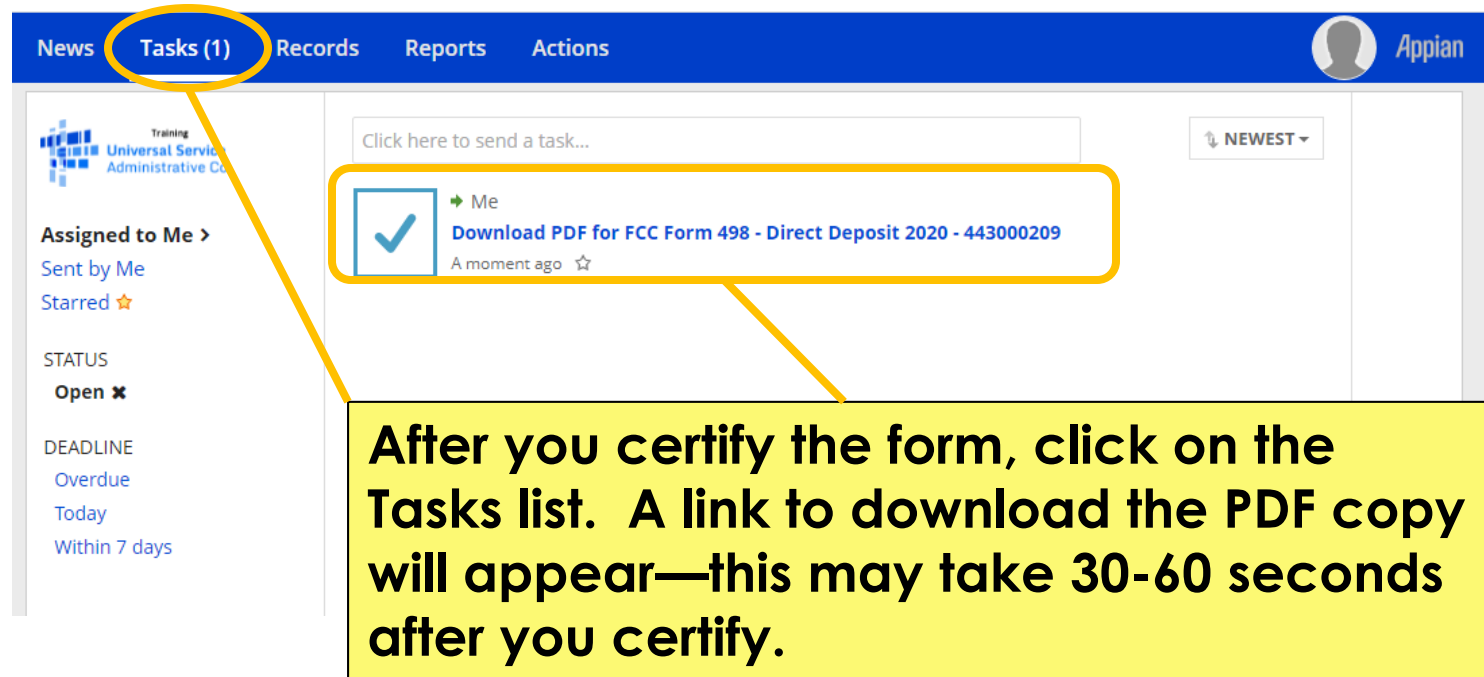
PREVIOUS

CERTIFY

Click on the hyperlink with the FCC Form 498 #. A separate window or tab will open so you can double-check what you entered. Click on the Previous button to go back and make changes.

If the information on the draft form is correct, check both boxes. Then click on the Certify button.


# Download link on Tasks List



The screenshot shows the Appian interface with a blue navigation bar at the top. The 'Tasks (1)' tab is highlighted with a yellow circle. Below the navigation bar, there is a search bar with the text 'Click here to send a task...' and a 'NEWEST' dropdown menu. A task is listed with a blue checkmark icon, a green arrow pointing to 'Me', and the text 'Download PDF for FCC Form 498 - Direct Deposit 2020 - 443000209'. The task is also marked as 'A moment ago' with a star icon. A yellow callout box points to the task with the following text:

**After you certify the form, click on the Tasks list. A link to download the PDF copy will appear—this may take 30-60 seconds after you certify.**

# Download link on Tasks List

News Tasks (1) Records Reports Actions  Appian

Download PDF for FCC Form 498 - 443000209 - Direct Deposit 2020

Download Document Link:  
[USAC\\_FCC\\_FORM\\_498\\_APPLICATION\\_443000209](#)

**DONE**

**Click on the link to download a PDF copy of the Form 498 for your E-rate records.**

**Make sure to click on the Done button after downloading the PDF. If you don't click on Done, an entry will remain on your Tasks list and you may receive periodic email reminders to complete the task.**

# Your library's Form 498 ID



**FCC FORM 498**

Form #443000209

Direct Deposit 2020

Page 1 of 2

Form 498 IDs are nine-digit numbers starting 443.

## Organization Information

**Name:** Pioneer County Public Library System

**Mailing Address:** 100 Main Street Boonesburg, KY 41700

**Doing Business As:**

**Federal EIN:** 555555555

**Dun and Bradstreet Number (DUNS):**  
666666666

**FCC Registration Number:** 012345678

## Remittance Contact

Same as the General Financial Contact

**Name:** Lauren Abner

**Title:** KDLA Technology Consultant

**Phone Number:** 502-564-1728 Ext

**Email Address:**

library.system10.user1@mailinator.com

## Holding Company

**Name:**

**Federal EIN:**

Your library's Form 498 ID is listed on the copy of the form you download from the Tasks list. **You'll need this number to validate your library's banking information.** Once the banking information is validated, the Form 498 ID will automatically appear in a drop-down on your library's BEAR forms.

**Financial Institution Account Number for ACH:**

XXXXXXXXXX

# Validation of Banking Information

[Return to Presentation Contents](#)

# Documentation to Provide

- You'll need to send at least one of the following to USAC after certifying your Form 498:
  - **First page of a banking statement** that clearly indicates the library name, bank name, transit (routing) number, and account number; **OR**
  - **Voided check** that indicates the library name, bank name, transit (routing) number and account number.

# Upload Banking Documentation

<https://efile.universalservice.org/ServiceProviderManagement/V1/BankValidation>

After certifying the Form 498, you should upload banking documentation as soon as possible (preferably immediately!).

This field requests the library's Form 498 ID found in the upper right corner of the certified form.



E-FILE

UPLOAD DOCUMENTS

To: Processing Team

Company Name

Confirmation No/Filer ID/Form 498 ID

Name (first, middle initial, last)

MI

Phone Number

Ext.

Email

Please attach only one file; acceptable extensions are 'png', 'bmp', 'jpeg', 'jpg', 'gif', 'doc', 'docx', 'pdf', 'xls', 'xlsx', 'ppt', or 'pptx'.

Attachment:  No file chosen

Send

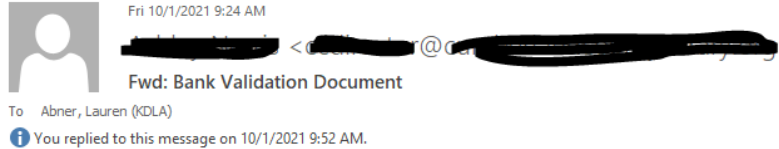
Exit

# Alternative: Email Documentation

- If you see errors when trying to access the upload page for banking documentation ([previous slide](#)):
  - Send an email to [498bankverification@usac.org](mailto:498bankverification@usac.org) that includes:
    - Library name
    - Form 498 ID (9-digit number starting 443)
    - Name, phone, & email for library contact person
    - Scan of voided check or bank statement showing the bank name, routing number, and account number



# Upload Confirmation



**You'll receive an email after successfully uploading the banking validation document. USAC may also request your phone number and call you for voice confirmation.**

**Bank Validation Document**

Confirmation No or Filer ID or Form498 ID: 4430[Redacted]

Company Name: [Redacted] County Public Library

Name: [Redacted]

Phone Number: 270[Redacted]

Email: [cdirector@\[Redacted\].library.org](mailto:cdirector@[Redacted].library.org)

**Need Help? Contact Us!**

If you have general questions or need assistance with E-File, call USAC Customer Operations at (888)641-8722 or [CustomerSupport@usac.org](mailto:CustomerSupport@usac.org). You may also visit us at [www.usac.org](http://www.usac.org)

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# Form 498 Rejection Notice

From: [REDACTED]  
To: Abner, Lauren (KDLA)  
Cc:  
Subject: Fwd: Rejection for FCC Form 498 for [REDACTED] COUNTY PUBLIC LIBRARY - 443 [REDACTED]

Sent: Thu 6/23/2016 4:05

----- Forwarded message -----

From: **498 Bank Verification** <[498BankVerification@usac.org](mailto:498BankVerification@usac.org)>  
Date: Thu, Jun 23, 2016 at 12:51 PM  
Subject: Rejection for FCC Form 498 for [REDACTED] COUNTY PUBLIC LIBRARY - 443 [REDACTED]  
To: "[REDACTED]" <[REDACTED]>

Dear [REDACTED],

USAC has reviewed your Form 498 for [REDACTED] COUNTY PUBLIC LIBRARY 498ID 443 [REDACTED] and are unable to process this request due to the following issue(s):

- The banking information entered on your FCC Form 498 does not match the banking documentation submitted for verification (banking account # does not match). Please submit new banking documentation or update the banking information on the FCC 498

If you have questions, please call us between 9:30 AM-4:30 PM ET Monday through Friday, at [\(888\) 641-8722](tel:8886418722) and select option 5, or email us at [customersupport@usac.org](mailto:customersupport@usac.org).

Thank you,

USAC

The information contained in this electronic communication is confidential or privileged information. If you are not the intended recipient, please do not disseminate, distribute, or act on the information. If you have received this communication in error and that any use of the information is unauthorized, please notify the sender immediately by e-mail and any attachments.

**If your banking validation document doesn't match the account information you listed on the Form 498, USAC will reject your form. You'll be asked to submit new documentation or to update your Form 498 (see next section on [Modifying a Form 498](#)).**

idential or  
communication

# Form 498 Approval (1/2)

- Once the banking documentation is approved, USAC will send a confirmation email from [498Bankverification@usac.org](mailto:498Bankverification@usac.org). Usually in 1-2 business days, your library's Form 498 ID will appear in Block 1 on BEAR Forms.
- USAC will maintain your documentation only as needed to validate your banking information according to the Federal Communication Commission's records requirements. These documents will otherwise be destroyed.

# Form 498 Approval (2/2)



Thu 5/10/2018 10:11 AM

498Bankverification@usac.org

Your 498 ID is Approved

To: Abner, Lauren (KDLA)

The approval notice may have a subject line like, "Your 498 ID is Approved".



## Your 498 ID is Approved!

Dear Lauren,

We finished verifying the banking information for KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES, and your [498 ID](#) (SPIN) is now approved and ready to use on your BEAR\* invoice!

Your 498 ID number is 443 [REDACTED]

Log into the [legacy Apply Online system](#) to start the [BEAR invoicing process](#).

If you need further assistance with your Form 498 ID, please call us, Monday through Friday from 9:30 AM to 4:30 PM ET, at (888) 641-8722 and select option 5, then Option 2, or [email us](#) any time. For assistance with invoicing, call (888) 203-8100 or [Submit a Question](#) online.

Thank you,

USAC Customer Support  
Form 498 ID help: (888) 637-6226; [FinOps-Processing@usac.org](mailto:FinOps-Processing@usac.org)  
Invoicing help: (888) 203-8100; [Submit a Question](#)  
[usac.org/sl](http://usac.org/sl)


\*Billed Entity Applicant Reimbursement (BEAR) for the Schools and Libraries (E-rate) Program

# Modifying a Form 498

**Necessary only if your library's remittance information changes.**

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# Records Search

News Tasks **Records** Reports Actions 

Search record types... SEARCH

**Appeals**  
List of Appeals

**Applicant Entities**  
List of Applicant Entities

**COMAD Outreach**  
List of available organizations for COMAD Outreach

**FCC Forms 470**  
List of FCC Forms 470

**FCC Forms 498**  
List of FCC Forms 498

**Funding Requests**  
A list of all Funding Request Numbers...

**Service Providers**  
List of Service Providers

**Users**  
Directory of users

**Service Substitutions**  
List of Service substitution requests

**SPIN Changes**  
List of SPIN change requests.

**Kn...**  
E-rat...


**FCC**  
List...

**FCC**  
List...

**Con**  
List...

If your library's direct deposit information changes, you'll need to modify the Form 498. To locate the form in the [E-rate Productivity Center](#), click on the Records tab and then Click on FCC Forms 498.

# View List of Your Form(s) 498

News Tasks **Records** Reports Actions 


## FCC Forms 498

STATUS | Any

- Di** [Direct Deposit 2020 - #443000209](#)  
Status: Certified
- Di** [Direct Deposit 2021 - #443000206](#)  
Status: Deleted
- Pi** [Pioneer County Public Library FY 2019 direct deposit - #443000170](#)  
Status: Certified
- Pi** [Pioneer County Public Library Direct Deposit FY 2017-18 revised - #443000141](#)  
Status: Certified
- Wh** [Whitaker Bank 2016 - #443000075](#)  
Status: Deactivated
- Pe** [Peoples Bank of Pioneer County 2016 - #443000071](#)  
Status: Certified
- Pi** [Pioneer County Public Library direct deposit FY 2016 - #443000028](#)  
Status: Deactivated

Only your library's form(s) will display. Click on a form's nickname to view the form.

# Deactivate or Modify Form

News Tasks **Records** Reports Actions 

Records / FCC Forms 498  
**Direct Deposit 2020 - #443000209**

**Summary** Generated Documents News Related Actions

DEACTIVATE FCC FORM 498 MODIFY FCC FORM 498

Click on this button to permanently deactivate a Form 498.

Click on this button to modify a Form 498.

Application Information

Nickname	Direct Deposit 2020	Created Date	10/7/2021 10:13 AM EDT
Form Number		Created By	library.system10.user1@mailinator.com
		Created Date	10/7/2021 10:26 AM EDT
		Created By	library.system10.user1@mailinator.com
		Created Date	10/7/2021 10:26 AM EDT
		Created By	library.system10.user1@mailinator.com
		Last Modified By	library.system10.user1@mailinator.com

**General Information**

<b>Form Nickname</b>	Direct Deposit 2020	<b>DBA or FKA Name</b>	
<b>Organization Name</b>	Pioneer County Public Library System	<b>Holding Company Name</b>	
<b>Mailing Address</b>	100 Main Street Boonesburg, KY 41700	<b>Federal EIN</b>	
		<b>FCC Registration Number</b>	0123456789



# Modifying the Form

Records / FCC Forms 498

## Direct Deposit 2020 - #443000209



Summary   Generated Documents   News   **Related Actions**

### Modify an Existing FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the applicant. The following information should be included on this form. Submission requires School or Library Identification Number (SLIN).

#### Pioneer County Public Library System

Basic Information   General Financial Contact   Organization Numbers

#### Application Nickname

Please enter an application nickname here \*

Direct Deposit 2020

#### Organization Information

Name

Pioneer County Public Library System

Name Company is Doing Business As (DBA) or Formerly Known As (FKA)

Mailing Address

100 Main Street  
Boonesburg, KY 41700

Federal EIN, or TAX ID Number of Holding Company

**Edit each page as needed. You'll certify the form again—just like when you completed it the first time. If you update the banking information, General Financial Contact, and/or the Remittance Contact, you MUST resubmit a validation document.**

# Contact USAC

- **Form 498 approval questions:**
  - USAC Customer Operations: 1-888-641-8722 or [customersupport@usac.org](mailto:customersupport@usac.org)
- **All other E-rate invoicing or general issues:**
  - USAC Client Service Bureau: 1-888-203-8100
  - File a customer service case in the [E-rate Productivity Center \(EPC\)](#)

# KDLA Contact Information

**Lauren Abner**  
Technology Consultant  
[lauren.abner@ky.gov](mailto:lauren.abner@ky.gov)  
(502) 564-1728

**Please complete our brief survey.** Your responses help us to improve training and are used for KDLA's grant reporting:  
<https://www.surveymonkey.com/r/FFY21WebinarSurvey>



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