

## Form 470 Checklist

- Determine which categories of service to apply for:
  - Telecommunications
  - Internet Access
  - Internal Connections
  - Basic Maintenance of Internal Connections
  - See the [Eligible Services List](#) for more information.
- Describe services
  - Be brief.
  - Be general & don't limit yourself.
    - Your entries determine the discounted services you can request during the next step (Form 471).
  - Don't be too vague.
    - A service provider should be able to offer a bid based on the information provided.
  - Do not mention a specific company, even if there is only one provider in your area.
    - This will be seen by the USAC as evidence that you will not conduct an open bidding process, and could result in denial of funding.
- List recipients of service
  - If branches pay their bills separately, you'll list them here. Otherwise, your library system is the recipient of service.
- Submit & Certify
  - Submit electronically with PIN (this will take 2 weeks to arrive in the mail).
    - Each PIN is unique to a particular person, not to a library system.
  - If you don't have a PIN, mail in signed certification.
- Relax for 28 days and wait for bids to come in.