

Form 471 Checklist

- Collect information needed for the form
 - Numbers and codes (see list below)
 - Last year's 471, if applicable
 - Recent bills (for month-to-month or tariff service) or a copy of a signed contract
- Basic Information
 - Form number and security code will be sent to the first email address you enter.
 - Indicate your preferred contact method from USAC.
- Discount Calculation
 - Select category of service – only one category per form.
 - Enter data about all library outlets (branches, bookmobiles, kiosks, etc. – if it has an entity number, add it).
 - When entering information for the main library, include the Billed Entity Number (BEN) for the school district where that library is located.
 - Include square footage for each entry (Category 2 requests only).
 - Report the district enrollment and the district NSLP eligible from the Dept. of Ed E-rate Discount Data worksheet. NSLP stand for National School Lunch Program**.
 - Answer connectivity questions.
- Funding Requests
 - Key Information
 - Select the type of service you're receiving.
 - Voice service is local, long distance, cell, VOIP, or anything that's related to phone service.
 - Internet access is anything to do with Internet service, including wireless and bookmobile aircards.
 - Telecommunications is Wide Area Networks (WANs) or other types of telecommunications.
 - Enter dates of service, paying careful attention to contract dates.
 - Provide a brief narrative description.
 - Products & services (Item 21)
 - Select the type and purpose of the service
 - Enter bandwidth information (for Internet-related requests)
 - Provide monthly or annual cost for services.
 - Manage recipients – indicate which branches will be receiving service.
 - This step happens automatically if you only have one branch.
 - Allocate budget between branches (Category 2 only).
- Certifications & signature
 - Submit electronically with PIN.
 - 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 and wait for your application to be reviewed.

Numbers and codes needed to complete the Form 471:

Library Billed Entity Number (s):

FCC Registration Number :
Square footage of library building(s) [Category 2 requests only]:
Entity Number for main library's school district:
Total number of students in school district**:
Number eligible for National School Lunch Program**:
Form 470 number(s):
Vendor SPIN (s):
Billing account number:
Contract number (if applicable):
Internet speeds/bandwidth (upload and download, if applying for Internet):
Burstable bandwidth (if applicable):
Technology budget (budget "allocated to resources not eligible for E-rate support"):

** Call your school district to get these numbers. Ask them for a copy of the E-rate Data Discount sheet provided by the Department of Ed. These numbers will be in the top row on the Category 1 page of the spreadsheet:

District Name	KDE District Number	USAC Entity Number	FCC Registration Number	District Enrollment	District NSLP Eligible	District % NSLP Eligible
Bath County	25	128792	7704745	2097	1821	86.84%