

Form 486 Checklist

Not sure about the due date?

- Check the [Form 486 deadline tool](#).

Obtain needed information

- Numbers & codes from [Funding Commitment Letter](#):

Library Billed Entity Number	
Funding Request numbers (FRNs)	
Service Provider Identification numbers (SPINs)	
Service Start Date (usually July 1 st)	

- Don't file for Category Two equipment until you have the purchase/installation date (this will be the Service Start Date).

Record the Form 486 application number & security code

- Then you won't have to finish your form in one sitting.
- Particularly helpful close to the deadline when the USAC website experiences numerous server errors.

Certify compliance with Technology Plan requirements

- Technology Plans are no longer required, but the online form has not been updated to reflect this fact.
- Choose "Other" from the drop-down menu and type "None" in the box.

Certify compliance with CIPA, if applicable

- Check 11a if your library is compliant with CIPA.
- Check 11b if your library has received Internet Access or Internal Connections for the first time this funding year and is working towards CIPA compliance.
- Check 11c when applying for Telecommunications services only and CIPA does not apply.

Certify and submit

- Submit electronically with your 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. A PIN will be mailed to you in about 2 weeks. The mailed copy of the Form 486 must be postmarked no later than the due date.