

ERate Calendar

January:

Watch for the opening of the filing window, then file the **Form 470 – which asks for bids**. Address every bid for service received from Service Providers. See instructions.

2018: filing window opened Jan. 11, 2018

February:

After waiting 28 days from the date of the Form 470 application, file the **Form 471 – which reports which bid was accepted**. Deadline for filing the 471 is approx. March 28. Don't wait. Respond immediately to any emails from USAC regarding your application.

March:

Deadline for filing 471 is Approximately March 28. Consult USAC's website for exact date.

2018: filing window closes March 22, 2018.

May:

Be watching for the **Funding Commitment Decision Letter – which commits funds to the library**. to come from USAC. It could be anytime from May to July (or beyond). Once the letter is received, file **Form 486 – which reports that services have started**.

June:

Approximate time frame: Watch for a commitment letter from USAC (Universal Service Administrative Company) regarding E-Rate. Once a commitment letter is received, the library has 120 days to file Form 486.*

July:

Last year's E-RATE funding ended as of June 30. If using the BEAR method, time to file **Form 498- which details the library's bank account information**, then **Form 472, which requests reimbursement**. Deadline for filing, approximately October 28. (120 days after last date of service or after 486 notification letter, whichever is later) Check USAC's webpage for exact dates. Do not wait to file. If using SPI method, you should have been receiving discounted bills, so this step is not necessary.

October:

Form 472 (BEAR) for the funding year ending this past June 30th must be filed by approximately October 28 (120 days after last date of service or after 486 notification letter, whichever is later), Check USAC's webpage for exact date.