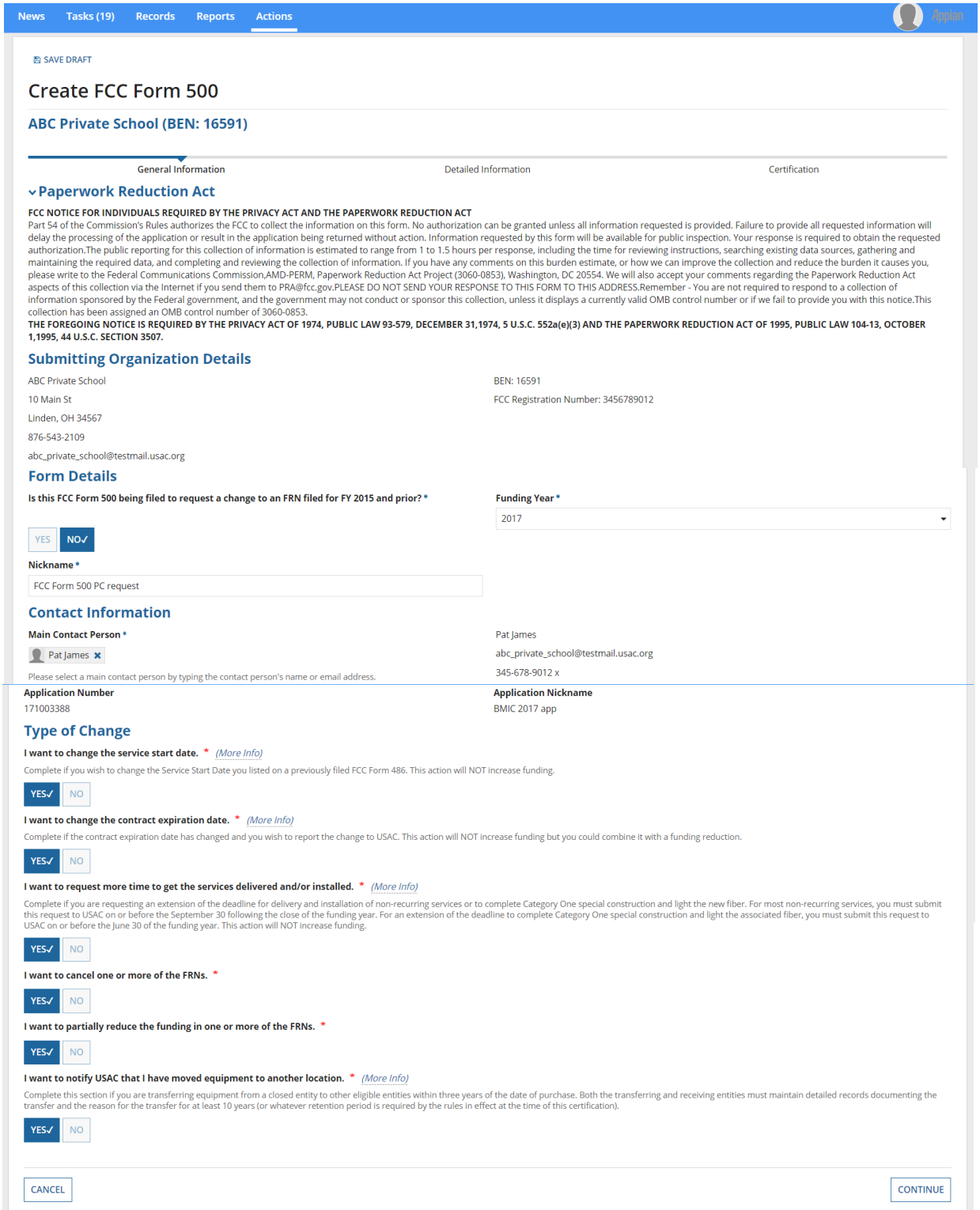
FCC Form 500 Screenshots
OMB 3060-0853
Estimated Time per Response: 2 Hour

FCC Form 500

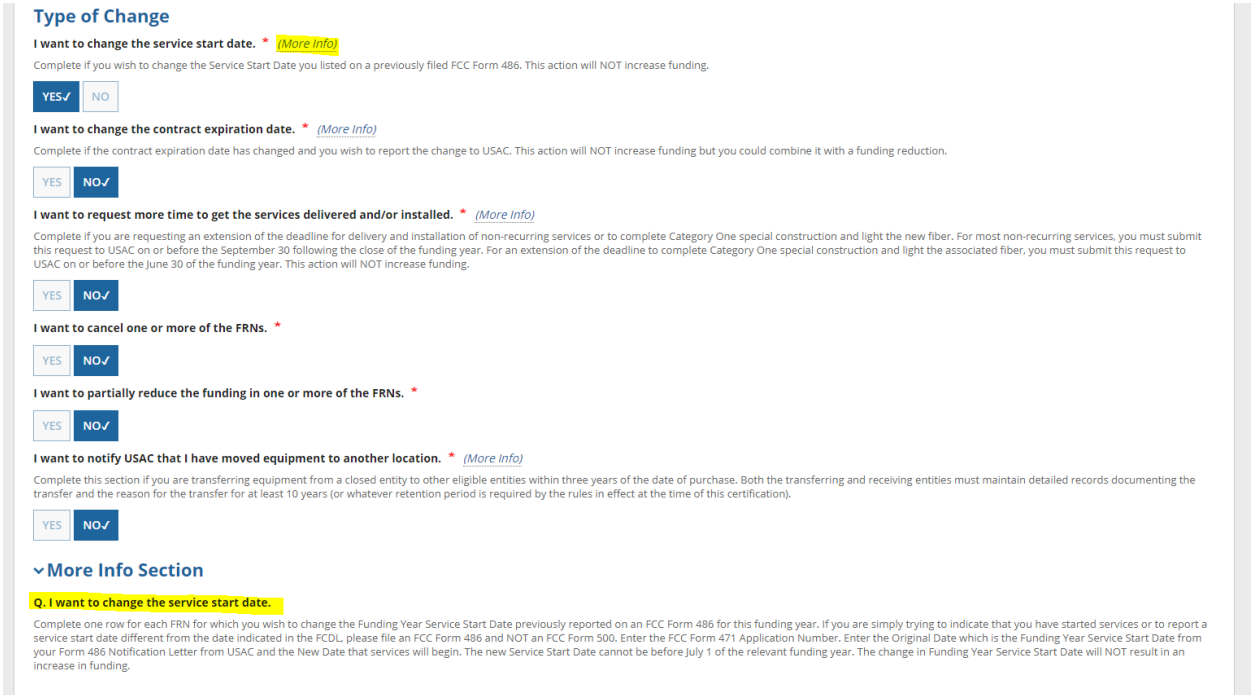
The below screenshots demonstrate how an FCC Form 500 may be filed within the E-Rate Productivity Center (EPC).

Respondents provide contact and application information, then indicate how they will be using the FCC Form 500 (e.g., by selecting changing service start date, canceling an FRN, or another option).



Helper text at the bottom of the screen provides additional information.

Change Service Start Date



Type of Change

I want to change the service start date. * *(More Info)*

Complete if you wish to change the Service Start Date you listed on a previously filed FCC Form 486. This action will NOT increase funding.

YES✓ NO

I want to change the contract expiration date. * *(More Info)*

Complete if the contract expiration date has changed and you wish to report the change to USAC. This action will NOT increase funding but you could combine it with a funding reduction.

YES NO✓

I want to request more time to get the services delivered and/or installed. * *(More Info)*

Complete if you are requesting an extension of the deadline for delivery and installation of non-recurring services or to complete Category One special construction and light the new fiber. For most non-recurring services, you must submit this request to USAC on or before the September 30 following the close of the funding year. For an extension of the deadline to complete Category One special construction and light the associated fiber, you must submit this request to USAC on or before the June 30 of the funding year. This action will NOT increase funding.

YES NO✓

I want to cancel one or more of the FRNs. *

YES NO✓

I want to partially reduce the funding in one or more of the FRNs. *

YES NO✓

I want to notify USAC that I have moved equipment to another location. * *(More Info)*

Complete this section if you are transferring equipment from a closed entity to other eligible entities within three years of the date of purchase. Both the transferring and receiving entities must maintain detailed records documenting the transfer and the reason for the transfer for at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification).

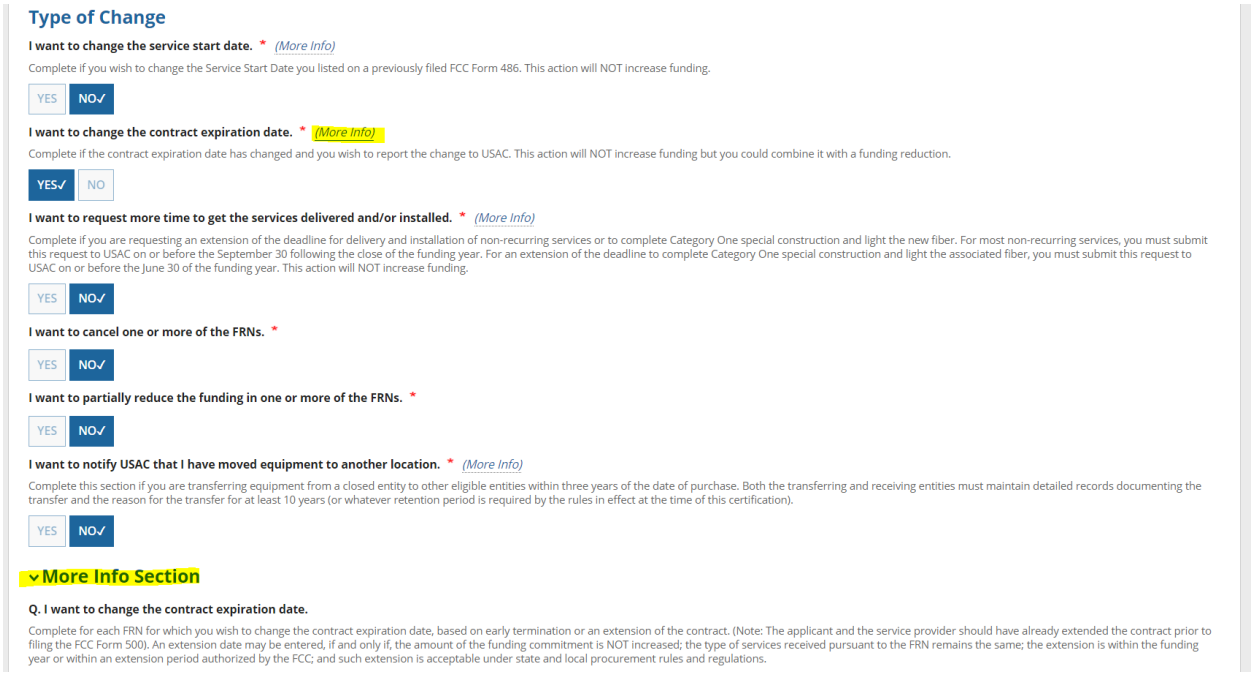
YES NO✓

More Info Section

Q. I want to change the service start date.

Complete one row for each FRN for which you wish to change the Funding Year Service Start Date previously reported on an FCC Form 486 for this funding year. If you are simply trying to indicate that you have started services or to report a service start date different from the date indicated in the FCDL, please file an FCC Form 486 and NOT an FCC Form 500. Enter the FCC Form 471 Application Number. Enter the Original Date which is the Funding Year Service Start Date from your Form 486 Notification Letter from USAC and the New Date that services will begin. The new Service Start Date cannot be before July 1 of the relevant funding year. The change in Funding Year Service Start Date will NOT result in an increase in funding.

Change Contract Expiration Date



Type of Change

I want to change the service start date. * *(More Info)*

Complete if you wish to change the Service Start Date you listed on a previously filed FCC Form 486. This action will NOT increase funding.

YES NO✓

I want to change the contract expiration date. * *(More Info)*

Complete if the contract expiration date has changed and you wish to report the change to USAC. This action will NOT increase funding but you could combine it with a funding reduction.

YES✓ NO

I want to request more time to get the services delivered and/or installed. * *(More Info)*

Complete if you are requesting an extension of the deadline for delivery and installation of non-recurring services or to complete Category One special construction and light the new fiber. For most non-recurring services, you must submit this request to USAC on or before the September 30 following the close of the funding year. For an extension of the deadline to complete Category One special construction and light the associated fiber, you must submit this request to USAC on or before the June 30 of the funding year. This action will NOT increase funding.

YES NO✓

I want to cancel one or more of the FRNs. *

YES NO✓

I want to partially reduce the funding in one or more of the FRNs. *

YES NO✓

I want to notify USAC that I have moved equipment to another location. * *(More Info)*

Complete this section if you are transferring equipment from a closed entity to other eligible entities within three years of the date of purchase. Both the transferring and receiving entities must maintain detailed records documenting the transfer and the reason for the transfer for at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification).

YES NO✓

More Info Section

Q. I want to change the contract expiration date.

Complete for each FRN for which you wish to change the contract expiration date, based on early termination or an extension of the contract. (Note: The applicant and the service provider should have already extended the contract prior to filing the FCC Form 500). An extension date may be entered, if and only if, the amount of the funding commitment is NOT increased; the type of services received pursuant to the FRN remains the same; the extension is within the funding year or within an extension period authorized by the FCC; and such extension is acceptable under state and local procurement rules and regulations.

Request Additional Time for Service Delivery/Installation

Type of Change

I want to change the service start date. * *(More Info)*

Complete if you wish to change the Service Start Date you listed on a previously filed FCC Form 486. This action will NOT increase funding.

YES **NO✓**

I want to change the contract expiration date. * *(More Info)*

Complete if the contract expiration date has changed and you wish to report the change to USAC. This action will NOT increase funding but you could combine it with a funding reduction.

YES **NO✓**

I want to request more time to get the services delivered and/or installed. * *(More Info)*

Complete if you are requesting an extension of the deadline for delivery and installation of non-recurring services or to complete Category One special construction and light the new fiber. For most non-recurring services, you must submit this request to USAC on or before the September 30 following the close of the funding year. For an extension of the deadline to complete Category One special construction and light the associated fiber, you must submit this request to USAC on or before the June 30 of the funding year. This action will NOT increase funding.

YES✓ NO

I want to cancel one or more of the FRNs. *

YES **NO✓**

I want to partially reduce the funding in one or more of the FRNs. *

YES **NO✓**

I want to notify USAC that I have moved equipment to another location. * *(More Info)*

Complete this section if you are transferring equipment from a closed entity to other eligible entities within three years of the date of purchase. Both the transferring and receiving entities must maintain detailed records documenting the transfer and the reason for the transfer for at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification).

YES **NO✓**

More Info Section

Q. I want to request more time to get the services delivered and/or installed.

Complete this section if you wish to extend the deadline for service delivery and installation for non-recurring services or to complete Category One special construction and light the new fiber. For most non-recurring services, applicants have three additional months after the end of the funding year (until September 30) to install one-time services known as non-recurring services. For these services, USAC may extend the September 30 deadline if the applicant falls within at least one of four designated circumstances: (1) applicants whose FCDLs are issued by the Administrator on or after March 1 of the funding year for which discounts are authorized; (2) applicants who receive service provider change or service substitution authorizations from the Administrator on or after March 1 of the funding year for which discounts are authorized; (3) applicants whose service providers are unable to complete implementation for reasons beyond the service provider's control; or (4) applicants whose service providers are unwilling to complete installation because funding disbursements are delayed while the Administrator investigates their application for program compliance. USAC automatically extends the service delivery deadline for non-recurring services if the reason for the extension are either (1) or (2). However, applicants must affirmatively request an extension of the September 30 deadline for either (3) or (4). Applicants may only receive E-rate support for special construction charges if construction is complete, and the fiber is lit, by June 30 of the funding year. Applicants may request a one-year extension of the June 30 deadline to complete special construction and light the fiber if they demonstrate that construction was unavoidably delayed due to weather or other reasons. Applicants requesting this extension must submit their requests to USAC by or before the June 30 deadline. In all circumstances, granting an extension will not increase funding.

Equipment Transfer Notification

Type of Change

I want to change the service start date. * *(More Info)*

Complete if you wish to change the Service Start Date you listed on a previously filed FCC Form 486. This action will NOT increase funding.

YES **NO✓**

I want to change the contract expiration date. * *(More Info)*

Complete if the contract expiration date has changed and you wish to report the change to USAC. This action will NOT increase funding but you could combine it with a funding reduction.

YES **NO✓**

I want to request more time to get the services delivered and/or installed. * *(More Info)*

Complete if you are requesting an extension of the deadline for delivery and installation of non-recurring services or to complete Category One special construction and light the new fiber. For most non-recurring services, you must submit this request to USAC on or before the September 30 following the close of the funding year. For an extension of the deadline to complete Category One special construction and light the associated fiber, you must submit this request to USAC on or before the June 30 of the funding year. This action will NOT increase funding.

YES **NO✓**

I want to cancel one or more of the FRNs. *

YES **NO✓**

I want to partially reduce the funding in one or more of the FRNs. *

YES **NO✓**

I want to notify USAC that I have moved equipment to another location. * *(More Info)*

Complete this section if you are transferring equipment from a closed entity to other eligible entities within three years of the date of purchase. Both the transferring and receiving entities must maintain detailed records documenting the transfer and the reason for the transfer for at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification).

YES✓ NO

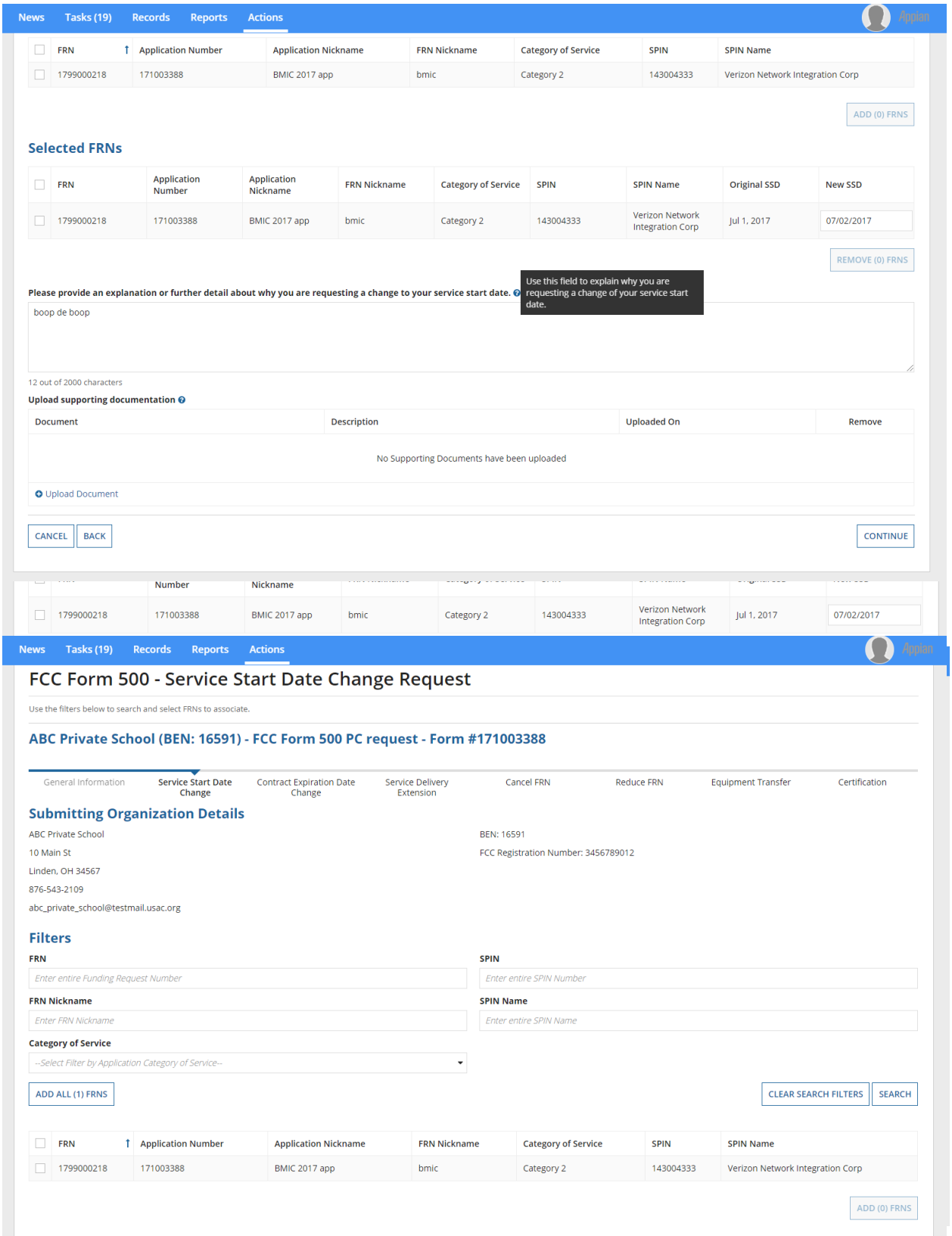
More Info Section

Q. I want to notify USAC that I have moved equipment to another location.

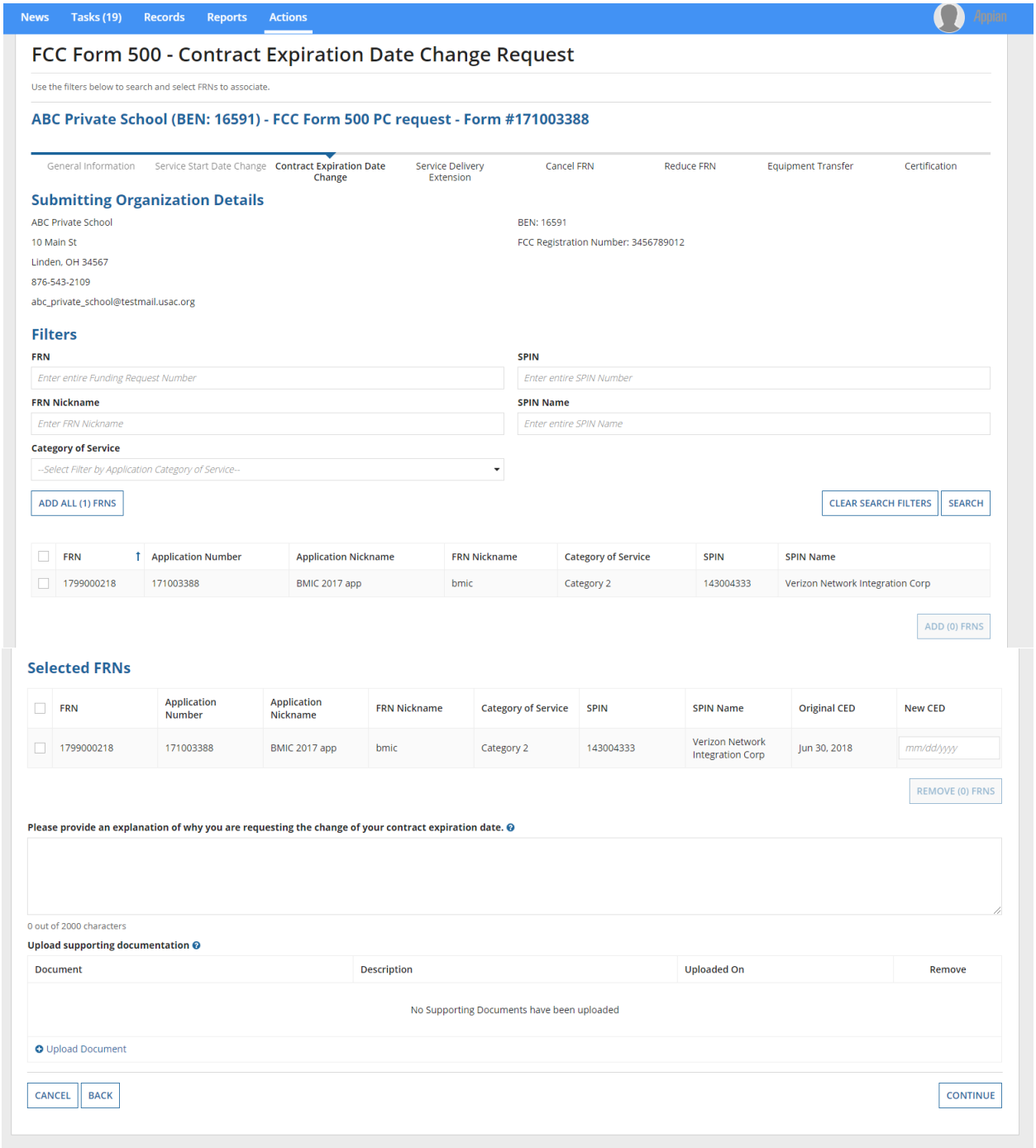
Complete this section if you are transferring equipment from a closed entity to other eligible entities within three years of the date of purchase. Schools and libraries are prohibited from transferring eligible services and the equipment components of eligible services to other schools within three years of their purchase, even without receiving money or other consideration in return, with one exception. If the school or library that orders the eligible services or equipment permanently or temporarily closes, then that school or library can transfer any services and equipment components of those services to another school or library, and must notify USAC of the transfer. Both the transferor and recipient must maintain detailed records documenting the transfer and the reason for the transfer for a period of at least 10 years or whatever retention period is required by the rules in effect at the time of the transfer.

If respondents use the FCC Form 500 to change the service start date, they will be prompted to provide additional information in the below screens in EPC.

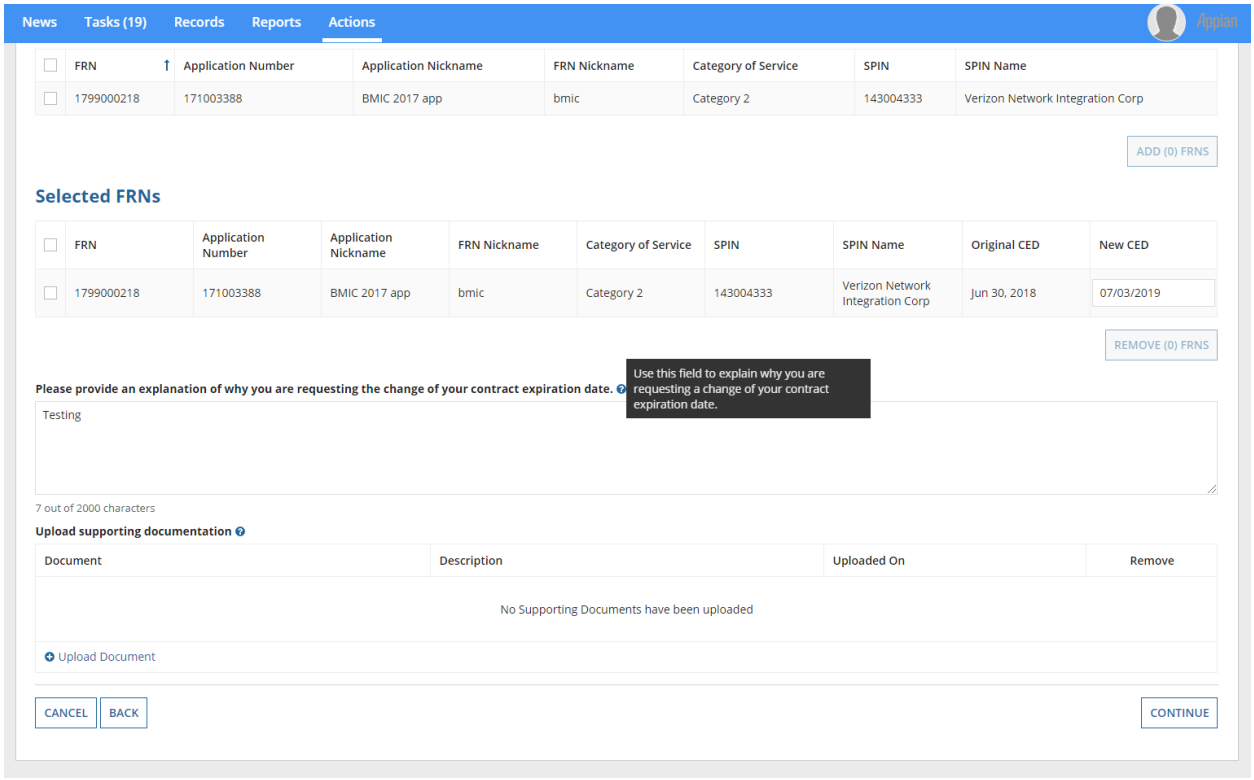
Hover text provides respondents with additional information.

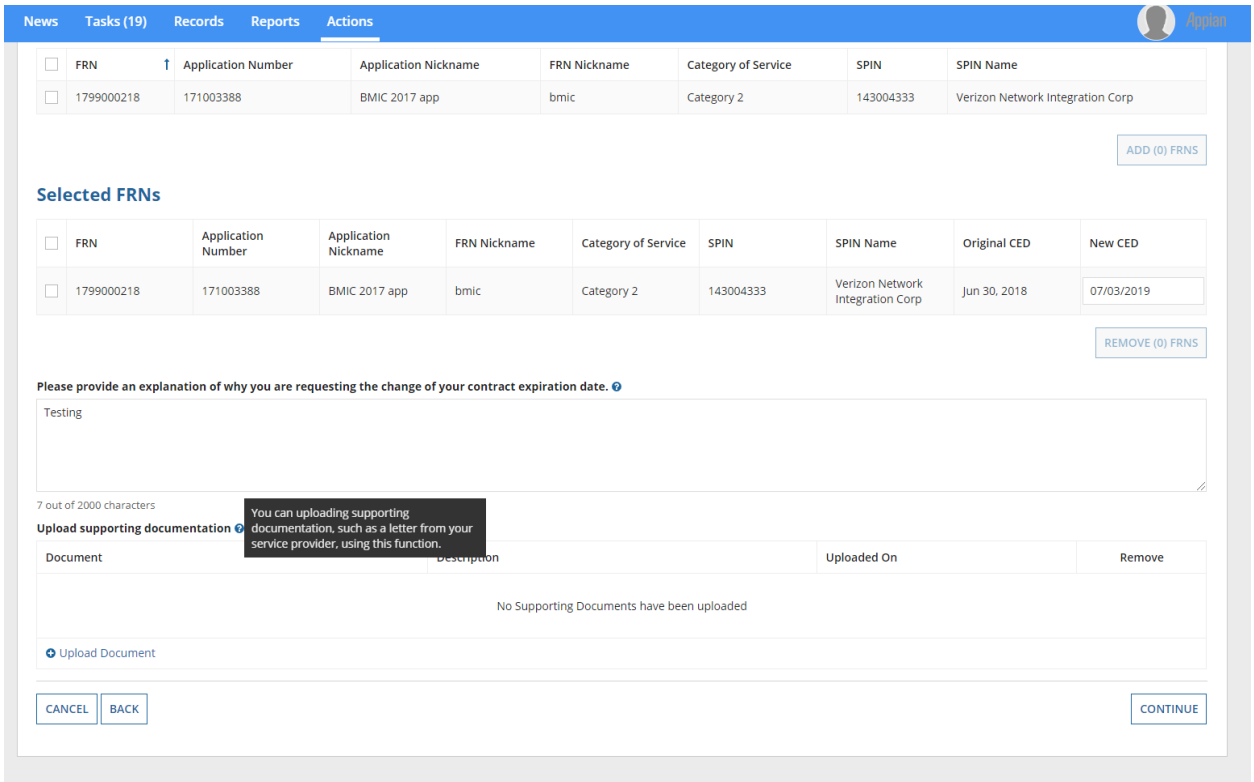


If respondents use the FCC Form 500 to change the contract expiration date, they will be prompted to provide additional information in the below screens in EPC.

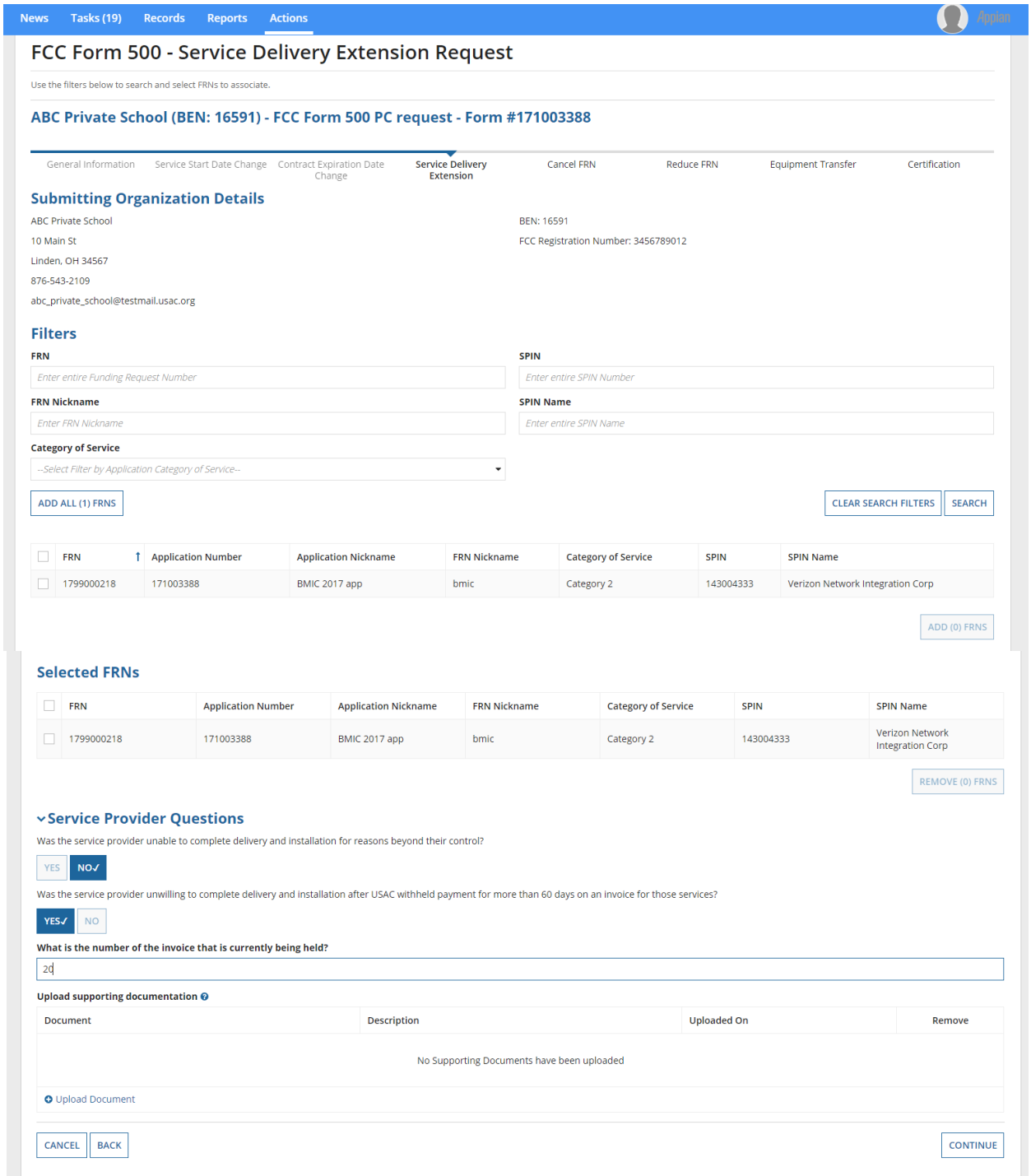


Hover text provides respondents with additional information.

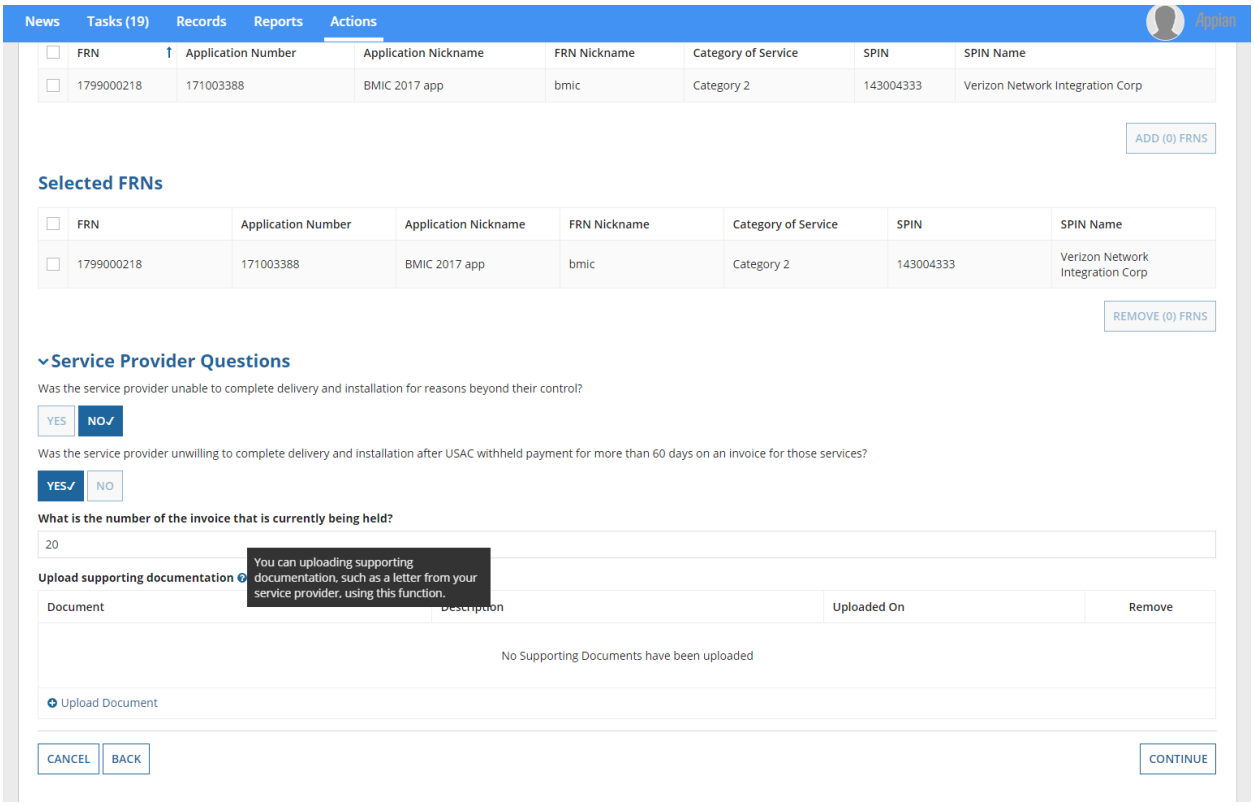


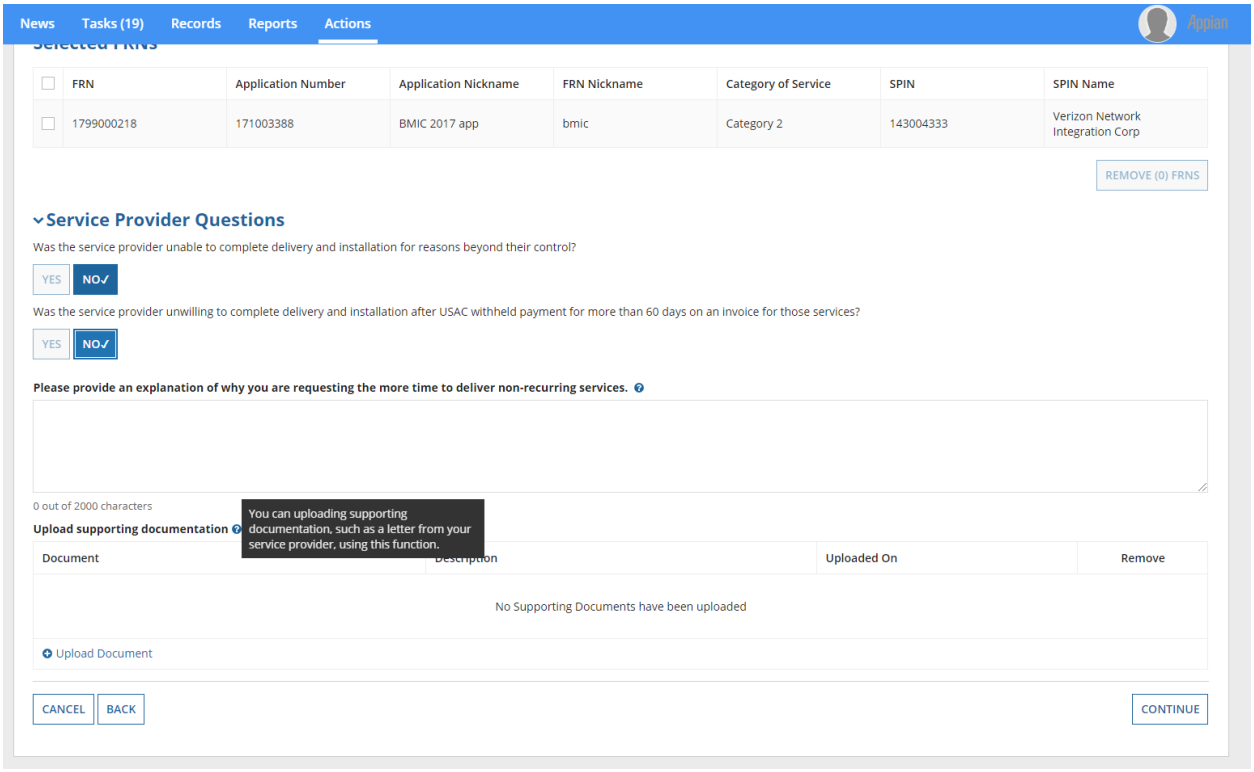


If respondents use the FCC Form 500 to request additional time for service delivery or installation, they will be prompted to provide additional information in the below screens in EPC.



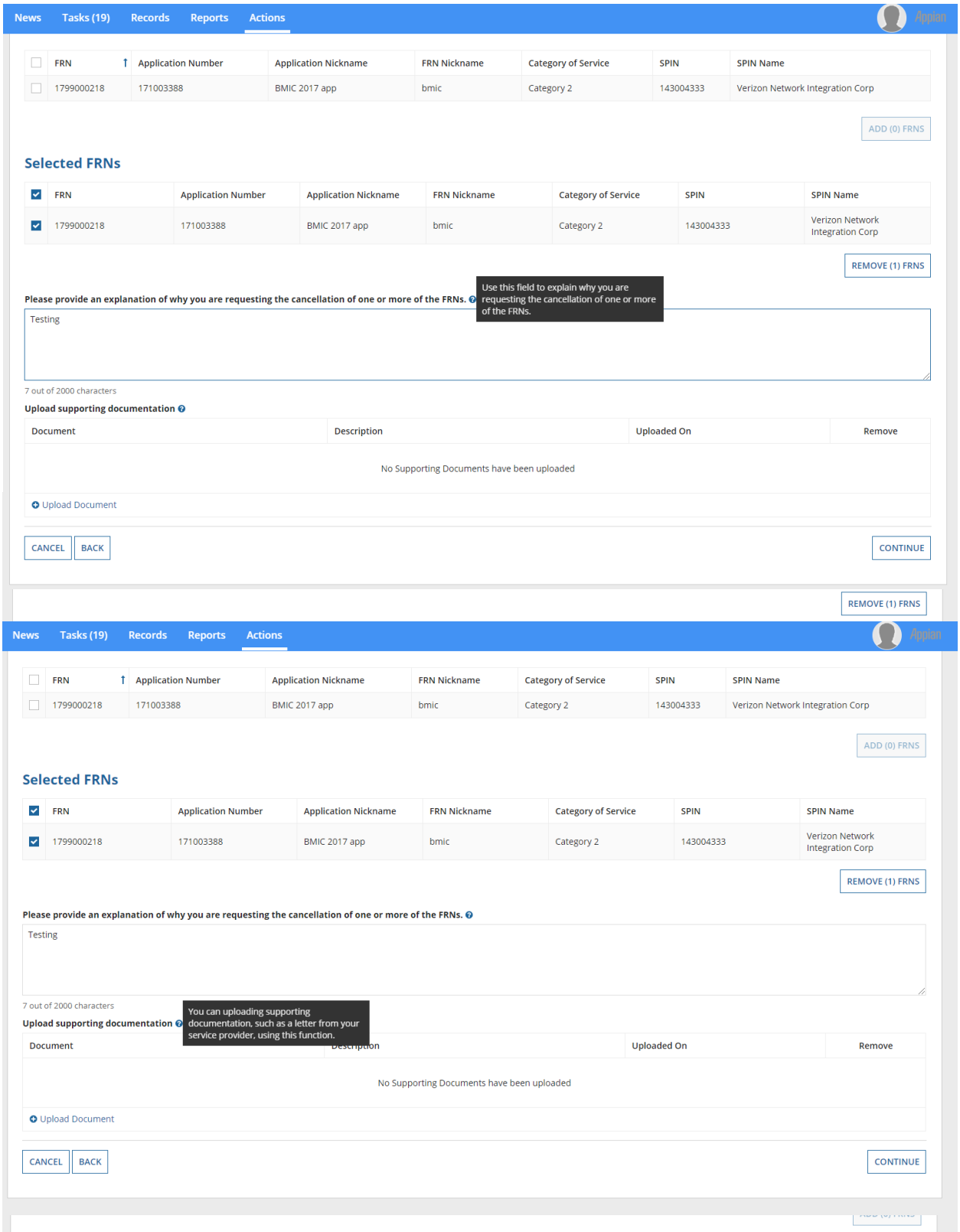
Hover text provides respondents with additional information.



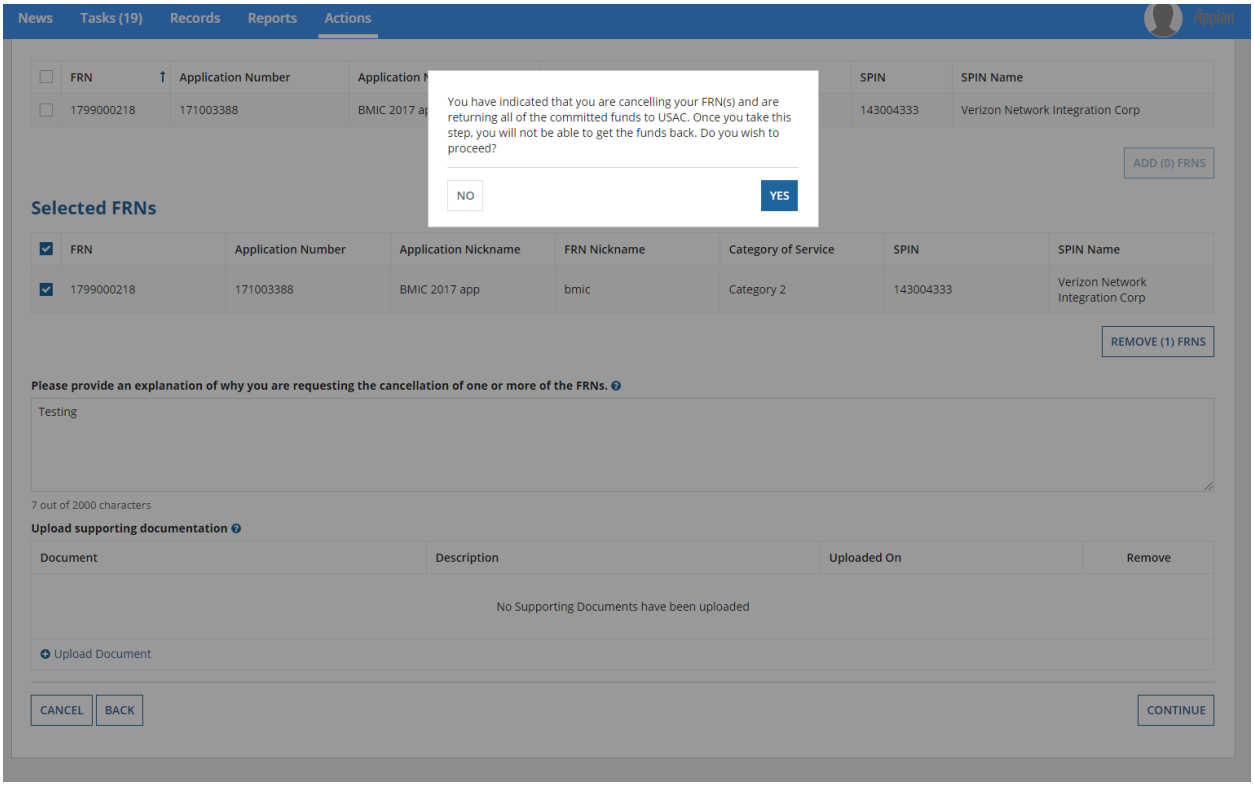


If respondents use the FCC Form 500 to cancel a funding request, they will be prompted to provide additional information in the below screens in EPC.

Hover text provides respondents with additional information.



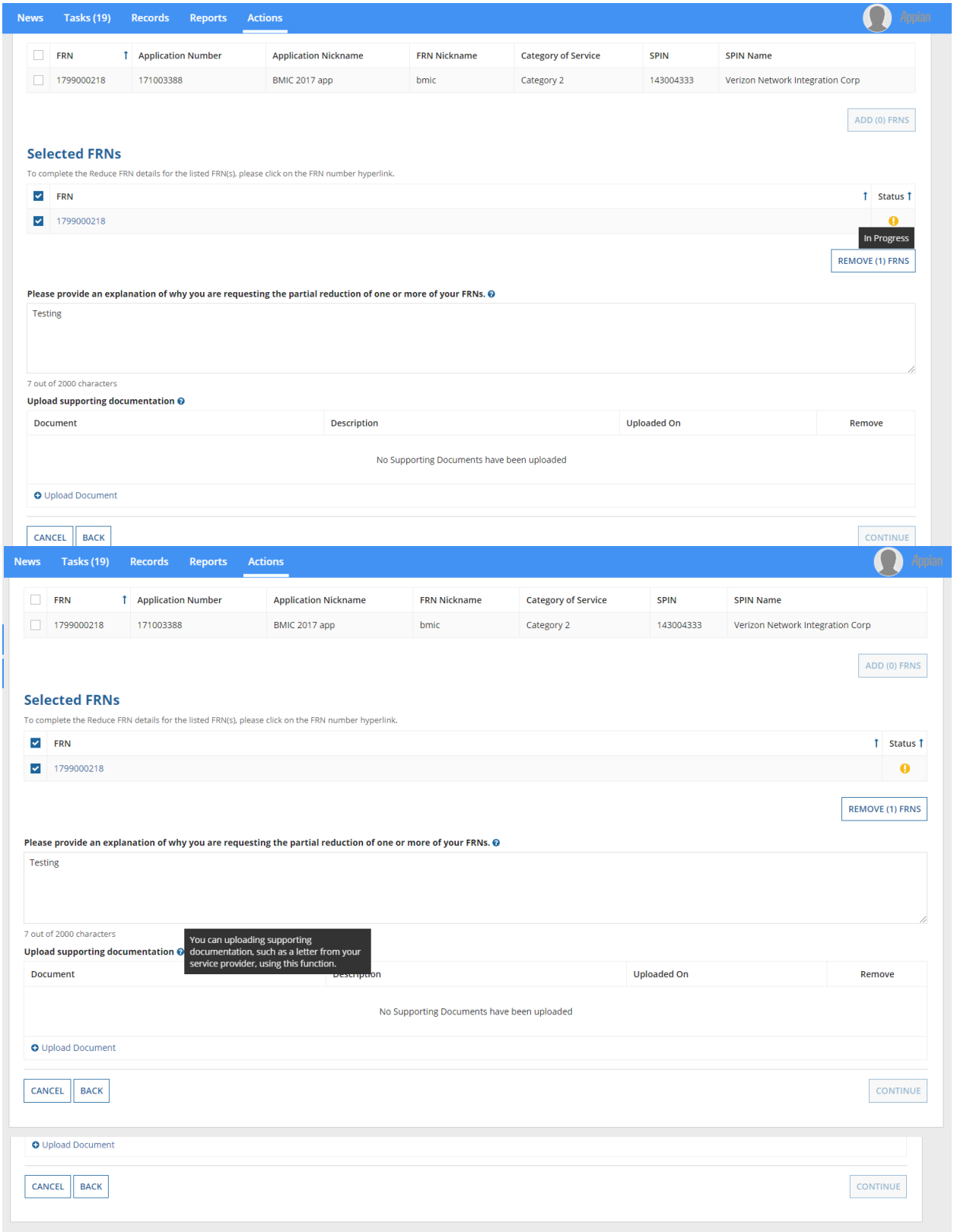
A warning screen provides respondents with additional information.



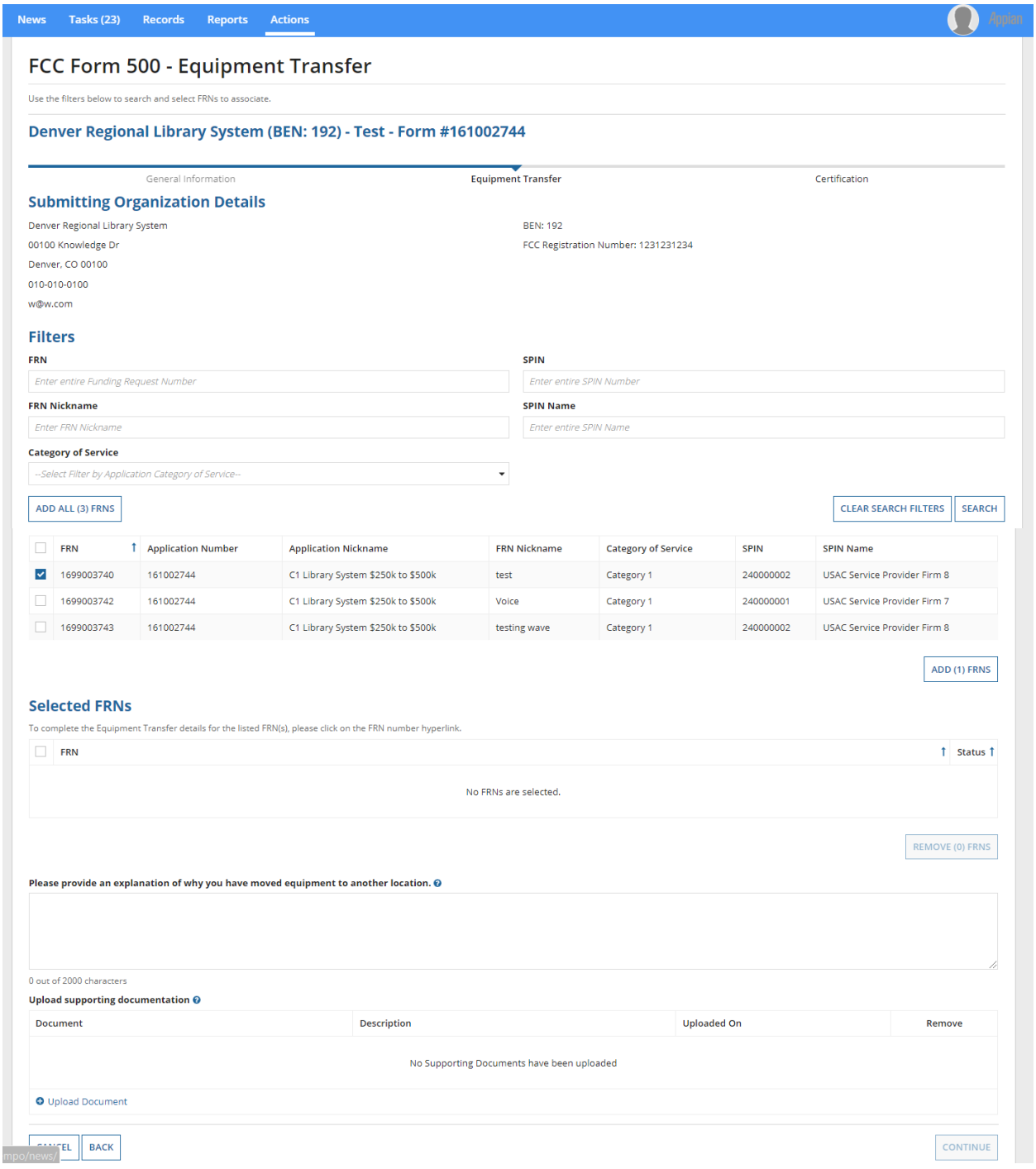
FCC Form 500 Screenshots
OMB 3060-0853
Estimated Time per Response: 2 Hour

If respondents use the FCC Form 500 to reduce the amount of funding requested, they will be prompted to provide additional information in the below screens in EPC.

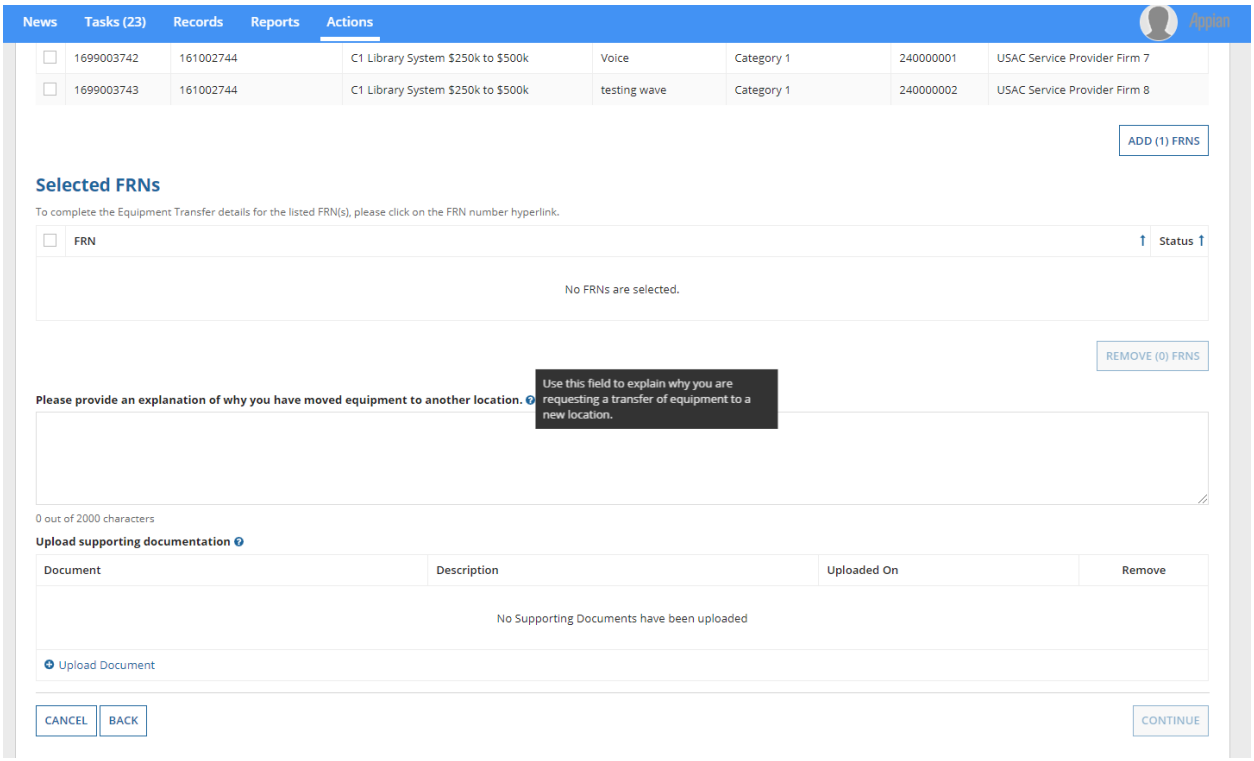
Hover text provides respondents with additional information.

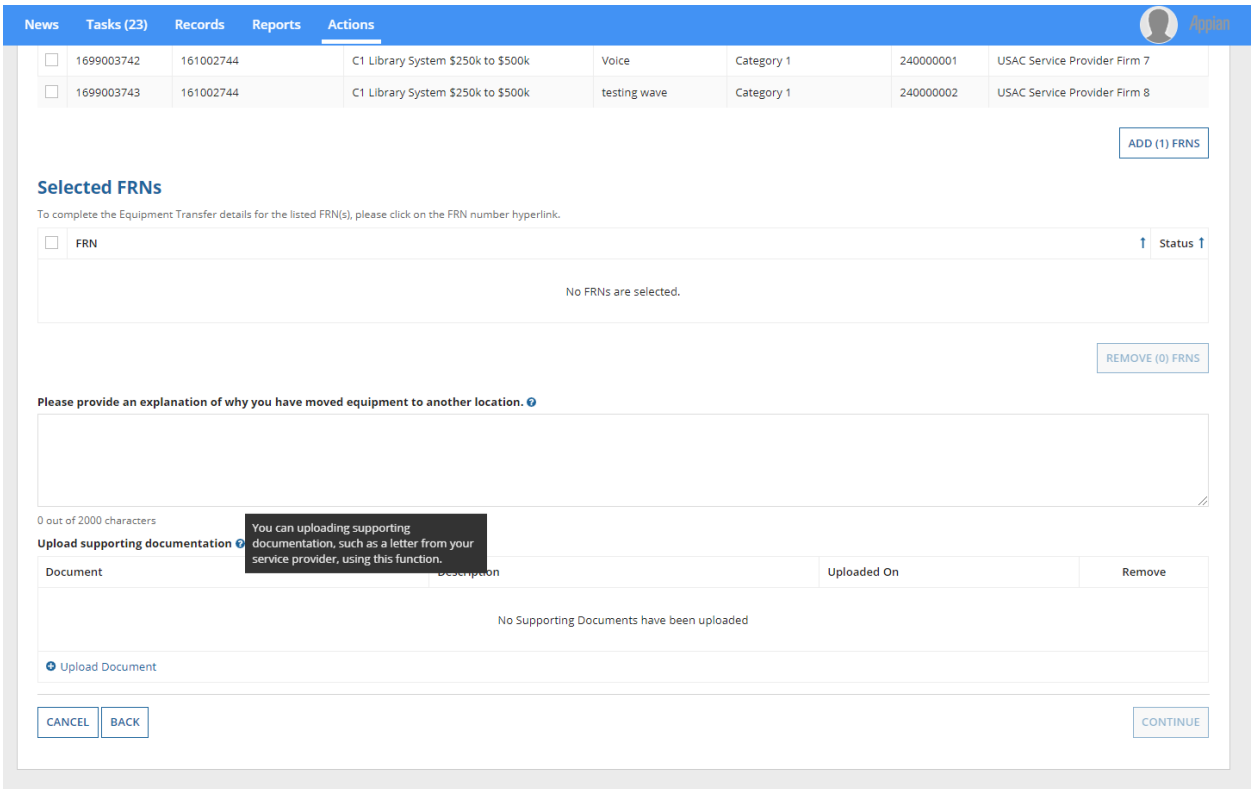


If respondents use the FCC Form 500 to notify the Administrator about an equipment transfer, they will be prompted to provide additional information in the below screens in EPC.

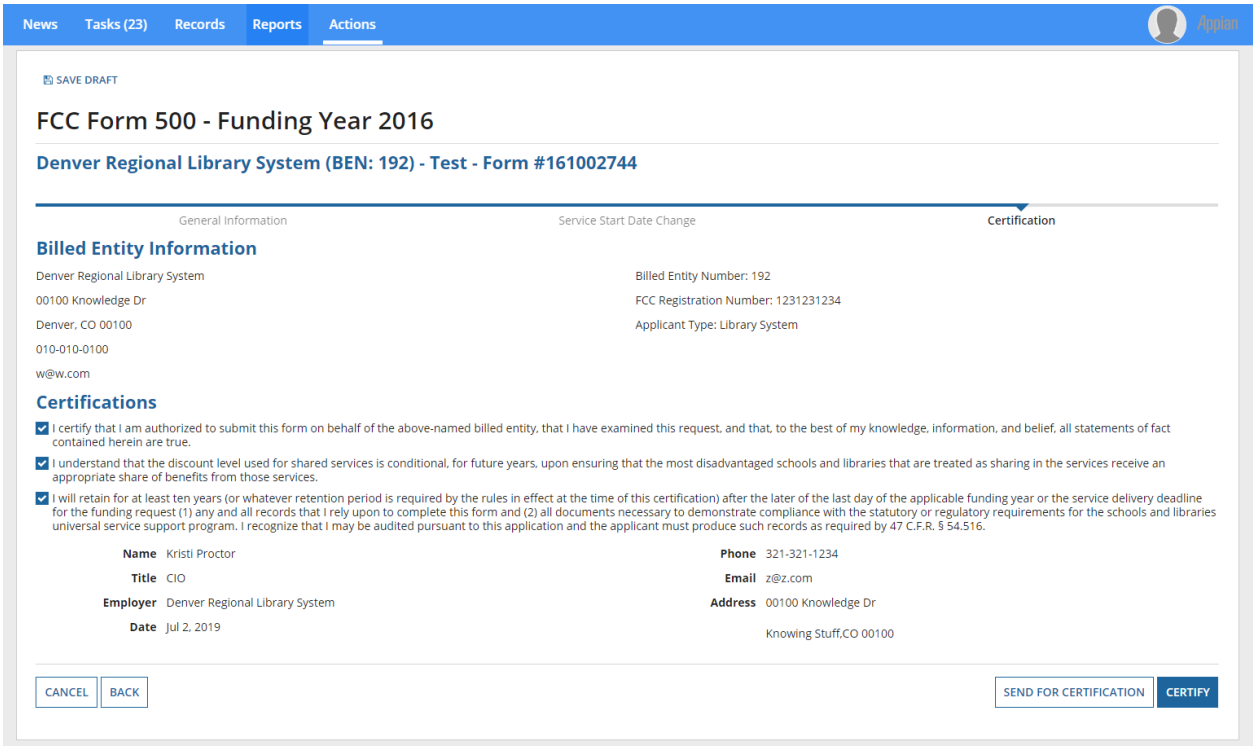


Hover text provides respondents with additional information.

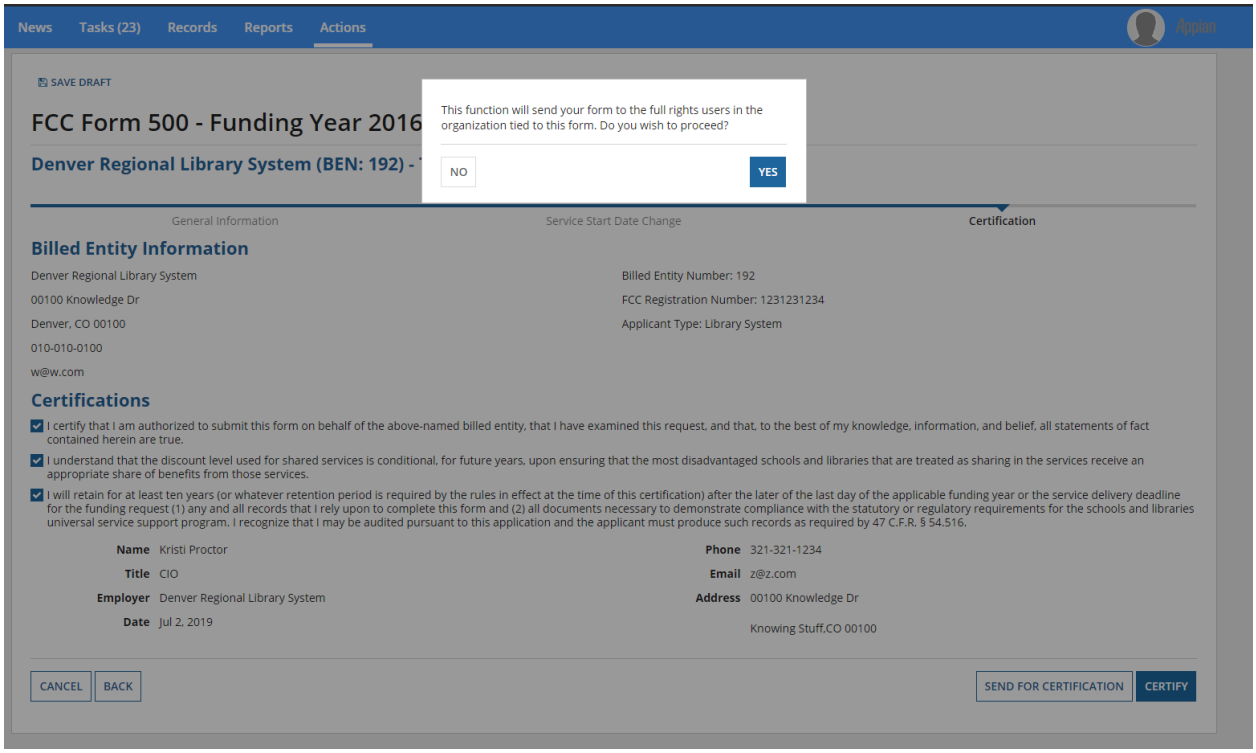




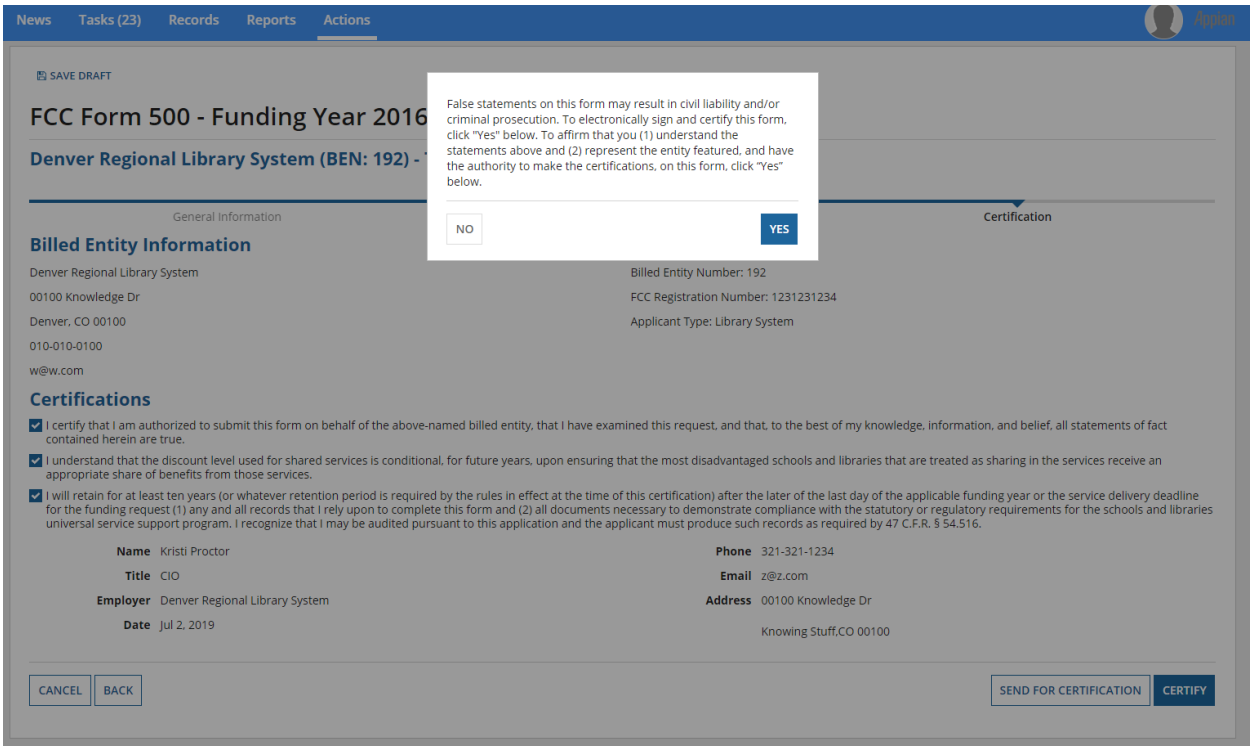
Before submitting the FCC Form 500, respondents are required to certify certain information.



If the respondent is not authorized to certify forms, they send it to an authorized user within their organization.



Respondents that certify the FCC Form 500 are prompted to affirm their certification.



After the FCC Form 500 has been certified, a notification screen confirms that the FCC Form 500 has been successfully created.

