

## Instructions for Completing Kentucky Universal Service Fund Report

Beginning in July 2004 the surcharge rate for the Kentucky Universal Service Fund ("USF") to support the Kentucky Lifeline program will increase from five cents (\$0.05) per access line to eight cents (\$0.08) per access line, collected on a monthly basis. Following are instructions for completing the forms and definitions of the terms on the forms.

All Incumbent Local Exchange Carriers ("ILECs"), Competitive Local Exchange Carriers ("CLECs"), and Wireless Providers are required to collect the surcharge from their customers on a monthly basis. The surcharge should be collected for all local exchange access lines and wireless subscribers including analog and digital cellular and PCS. Local exchange access lines are defined for this purpose as facilities which provide access to and from the telecommunications network for toll service and for local calling with the exception of Coin, WATS, remote call forwarding, radio common carriers, interlata foreign exchange lines, private line services, mobile, other common carriers, and company official accounts. Each carrier should collect the surcharge from the customers it serves on a retail basis, wholesale accounts should not be charged the surcharge. The surcharge should appear on each customer's bill as "Kentucky Lifeline Support" or a similar facsimile.

Carriers may contribute to the fund on a monthly or quarterly basis depending on the number of subscribers served. Carriers with less than 1,000 access lines may contribute on a quarterly basis. Carriers with greater than 1,000 access lines should continue to contribute on a monthly basis. Carriers contributing on a quarterly basis will still be required to submit separate reports for each month but remit them to the fund on a quarterly basis. Reports are due within 15 days following the reporting month.

### Form Instructions

Please complete the carrier information at the top of the form; include company name, address, telephone/fax number, vendor number, date report filed and month for reporting data. Please circle your company designation.

### Block 3, Monthly Access Line Data

Line 1, this is the total number of access lines in service for the month.

Line 2, the amount of the surcharge is provided.

Line 3, this should be equal to line 1 multiplied by line 2.

Line 4, this is the number of customers that are receiving Lifeline service.

Line 5, the amount of reimbursement should be the number of customers from line 4 multiplied by the amount of state reimbursement, up to \$3.50.

### Signature Block

Please date and print the name and title of the company official and sign the form. A company official may be an officer, controller or other responsible person designated to be held accountable for the information submitted on the form.

Please note the two addresses at the bottom of the form and mail within 15 days after the reporting month. Utilities failing to file reports will be subject to penalties in accordance with KRS 278.990.