> **REMINDER:** The FCC Form 471 application filing window for Funding Year 2015 opens at noon EST on Wednesday, January 14, 2015 and will close at 11:59 pm EDT on Thursday, March 26, 2015.

January 8, 2015

TEMPLATES AVAILABLE FOR COMPLETING DISCOUNT CALCULATION INFORMATION FOR THE FCC FORM 471

USAC has created two templates – one for schools and one for libraries – that applicants can now use to enter the data for the Discount Calculation section of the FCC Form 471 application, previously known as the "Block 4 worksheets." This information can then be uploaded into the online FY2015 FCC Form 471 after the application filing window opens at noon EST on January 14, 2015.

Please note the following:

- **You are not required to use the templates.** You can enter the same information in the FCC Form 471 when filing online.
- **The import function will not be available until the window opens.** You can enter information in a template, but you will not be able to test the import function until the online FCC Form 471 is available and you have completed the Basic Information section of the form.
- **The templates will be more helpful for larger applicants – large school districts and library systems, consortia, and statewide applicants.** If your form will only feature one or a few recipients of service, you may want to enter that data directly in the Discount Calculation section of the online form rather than using a template.
- **When you import (upload) a template into the online form, the import speed may be impacted by your computer or Internet connection speed.**

Below are the basic instructions for completing a template and links to blank versions of the templates. Detailed instructions are available on the FCC Form 471 Templates page of the USAC website.

There are two templates: one for schools and one for libraries.

- The school template can be used for schools, school districts, consortia that include schools, and statewide applications that include schools.
- The library template can be used for libraries, library systems, consortia that include libraries, and statewide applications that include libraries.
- If you are a consortium or statewide application that includes both schools and libraries, you must upload at least one school template and one library template.

Applicants can complete and import a single template or multiple templates. For example, a consortium of 20 school districts can complete and import (1) a single template that contains all of the individual schools in all 20 school districts, or (2) 20 templates, one for each school district that contains only the individual schools in that school district.

You must use the USAC-provided templates to import information. The templates have built-in edits and constraints, and a spreadsheet you create that does not include those specific edits will not work. In the alternative, applicants may choose to create their lists of recipients of service and enter the relevant discount information directly into the FCC Form 471 online after the application filing window opens.

You must use Excel 2007 or above to complete the templates. They will not work correctly with earlier versions of Excel.

To prepare data for import using a template, follow these steps:

1. Download a copy of the template to your computer and save and rename it.
2. Enable content (macros).
3. Save.
4. Enter your data. If you have a large amount of data, save periodically.
5. When you are finished entering data, save again.

Please use these guidelines as you are entering data in a template:

- **Enter data one line at a time, moving from left to right.** Entry of some data will depend on data that you have already entered earlier in that line. Therefore, if you skip around in the template, your import may not work.
- **Do not use fill down or fill right.** These functions will interfere with the macros.
- **To delete information in a field, use the Backspace or Delete key.**
- **Only work on one template at a time.** If you want to start working on a second template, save and close the first template before opening (or downloading and saving) a second.
- **If you are not sure what is required in a field, hover over the field's column header**. Each column header contains hover text that will provide more information about the requirements for that field.

To get started, click one of the following links:

School Template for Discount Calculations V15-1

Library Template for Discount Calculations V15-1

Remember: All applicants will need to file their FY2015 FCC Forms 471 electronically.

If you have questions, you can contact the Client Service Bureau at 1-888-203-8100.

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