

Oklahoma Universal Service Fund (OUSF)

Fiscal Year 2022/2023 Remittance Worksheet Instructions

I. Filing Requirements and General Instructions

A. Introduction

The Oklahoma Telecommunications Act of 1997 (House Bill 1815), signed into law on June 13, 1997, established the Oklahoma Universal Service Fund (OUSF). The purpose of the OUSF is to ensure the availability of universal services at rates that are reasonable and affordable. The OUSF shall provide funding to eligible providers that meet the State eligibility criteria.

OUSF funds may be used as necessary to maintain reasonable rates and to support Primary Universal Services, Special Universal Services, Lifeline Service, designated payments to the State Attorney General, and administrative costs.

On November 29, 2022, the Commission issued an Interim Order in Case No. OSF 2022-000045, Order No. 730170, *Application of Brandy L. Wreath, Administrator of the Oklahoma Universal Service Fund, Seeking to Adjust the Connections-Based Assessment Factor for the Oklahoma Universal Service Fund*. This Order approves, on an interim basis, a connections-based assessment of \$1.85 per connection. Payments of the revised assessment shall begin on January 15, 2023, based on the number of connections provided by each Contributing Provider on November 30, 2022, and reported to the Administrator by January 15, 2023.

The rules and statutes governing the Oklahoma Universal Service Fund can be found on the Oklahoma Corporation Commission website:

[*OUSF Rules*](#)
[*Title 17 Corporation Commission Statutes*](#)

B. Who Must File

The Oklahoma Telecommunications Act of 1997 states that OUSF shall be funded in a competitively neutral manner by all contributing providers, as that term is defined at 17 O.S. § 139.102(9). Contributing providers means providers, including but not limited to: providers of intrastate telecommunications, providers of intrastate telecommunications for a fee on a non-common-carrier basis, providers of wireless telephone service and providers of interconnected Voice over Internet Protocol (VoIP). Effective November 1, 2021, under the Connections-Based contribution methodology, providers that provide access to the Public Switched Telephone Network (“PSTN”) in Oklahoma shall report the number of connections based on the applicable definition(s) of connections as utilized for reporting on the FCC’s Form 477, regardless of whether or not the Contributing Provider is required by federal law to directly report on the FCC Form 477. Stand-alone Long Distance Service Providers may have no connections to report, and if so, such providers are no longer subject to OUSF assessment under the connection-based assessment methodology. **However, such providers are still required to report to the OUSF, even if reporting zero connections.**

Oklahoma Universal Service Fund (OUSF)

Fiscal Year 2022/2023 Remittance Worksheet Instructions

C. How to Register with the Oklahoma Universal Service Fund

To register a Contributing Provider with the OUSF, the OUSF Registration Form (Attachment D) must be completed, signed and submitted to the OUSF Manager at ousf@vantagepnt.com. The OUSF Company Code will be assigned by the OUSF Manager upon registration.

List the date the Contributing Provider began operating in Oklahoma. Note that the OUSF assessment obligation applies from the start of service. The provider may need to complete multiple monthly remittance worksheets to bring its reporting requirement into compliance. For example, if your company began providing service in Oklahoma in August 2021, but does not register with the OUSF until July 2022, it is required to report its intrastate revenues to the OUSF from August 2021 forward and pay the related past due assessments and related interest charges.

The Primary Communications Business type must be indicated. If the Contributing Provider is certificated with the Oklahoma Corporation Commission, please select the Primary Communications Business type based on its certification. Please refer to the chart below for acronym definitions:

Primary Communications Business types:

Select the communications business type that best describes the principal carrier activity. Primary business type is not determinative of whether or not the reporting entity is providing connections subject to assessment under the connections-based methodology.

- ILEC – Incumbent Local Exchange Carrier – authorized incumbent provider of local exchange telecommunications service.
- IXC – Interexchange Carrier – Facilities-based provider of interexchange services.
- RES – Reseller – Leases underlying transmission facilities from facilities-based carrier for purposes of providing interexchange service.
- CLEC – Competitive Local Exchange Carrier- Competes with incumbent local exchange carrier to provide local exchange telecommunications services.
- CAP – Competitive Access Provider – Competes with incumbent local exchange carrier to provide services that link customers with interexchange facilities, local exchange networks or other customers.
- CEL – includes Cellular, CMRS (Commercial Mobile Radio Service), SMR/ESMR (Enhanced Specialized Mobile Radio), PCS (Personalized Communications Services) and Paging. Any wireless or paging services, including airphone revenues that interface into the public switched network are included in the assessment.
- OSP – Operator Service Provider – Companies other than LECs that provide services to customers needing the assistance of an operator such as to complete away-from-home calls or calls using alternative billing arrangements. These companies typically employ operators, as well as credit and cash card technologies, to complete calls.
- PSP – Payphone Service Provider – Provides customers access to telephone networks through pay telephone equipment.
- VoIP – Interconnected Voice over Internet Protocol includes both fixed and nomadic versions of the service, with fixed VoIP service able to be used at only one location, and nomadic VoIP service able to be used at multiple locations. Interconnected Voice over Internet Protocol means a service that:
 - (A) enables real-time, two-way voice communications;
 - (B) requires a broadband connection from the user’s location;
 - (C) requires Internet protocol-compatible customer premises equipment; and
 - (D) permits users generally to receive calls that originate on the public switched telephone network and to terminate calls to the public switched telephone network.

Oklahoma Universal Service Fund (OUSF)

Fiscal Year 2022/2023 Remittance Worksheet Instructions

D. When to File (See Attachment A – Reporting and Payment Schedule)

Contributing Providers (Provider) must report and pay at one of the following intervals:

- **MONTHLY:** Report the number of connections provided on the last day of the reporting period that allow access to the PSTN in Oklahoma, based on the applicable definition(s) of connections as utilized for reporting on the FCC's Form 477, regardless of whether or not the Contributing Provider is required by federal law to directly report on the FCC Form 477; or
- **QUARTERLY:** If authorized by the OUSF Administrator. **NOTE:** Authorized Quarterly filers must report and pay on a Monthly basis. Filers will report the same number of connections and pay the related assessment based on the number of connections at the last day of the reporting quarter, for each month of the calendar quarter. For example, a Quarterly filer must report the number of connections at quarter-ending September 30, 2022 on November 15, 2022, December 15, 2022 and January 17, 2023.

Contributing Providers seeking to use quarterly reporting of their connections will need to submit a request in advance to the OUSF Administrator for authorization to use quarterly reporting.

To qualify for Quarterly reporting, the Contributing Provider, within its request for authorization, must provide the following:

- 1) the count of connections at the end of the most current quarter;
- 2) the count of connections for the past 4 quarters and demonstrate that the previous connection counts for each of the past 4 quarters prior to the request have not varied more than 5% in any given quarter as compared to the previous quarter and there has not been more than a total of 5% variance between the first quarter and the last.

Once authorized to utilize quarterly reporting, the Contributing Provider will utilize the same number of connections at the end of the previous quarter for each subsequent monthly assessment to the OUSF. If the number of connections reported in a quarter has a variance of greater than 5% as compared to the previously reported quarter or the variance between the reported quarter and the same quarter the previous year is greater than 5%, the Contributing Provider must move to Monthly reporting for the next reporting period.

E. What to File

Contributing Provider Remittance Worksheet (CRW)

CRWs must be submitted on a monthly basis, whether filing as a Monthly filer or an approved Quarterly filer, as described in I.(D) above. Under the Connections-Based reporting methodology, Contributing Providers shall report the number of connections provided on the last day of the reporting period that allow access to the PSTN in Oklahoma, based on the applicable definition(s) of connections as utilized for reporting on the FCC's Form 477, regardless of whether or not the Contributing Provider is required by federal law to directly report on the FCC Form 477.

In its November 29, 2022 Interim Order in OSF 2022-000045, the Commission authorized an alternative data source for reporting the number of connections. Upon approval by the Administrator, Contributing Providers may be permitted to use data from their billing system in lieu of the number of connections on the last day of a reporting period in order to calculate contributions to the OUSF as long as the calculation is based on all connections that allow access to the Public Switched Telephone Network ("PSTN") in Oklahoma.

Oklahoma Universal Service Fund (OUSF)

Fiscal Year 2022/2023 Remittance Worksheet Instructions

If a Contributing Provider chooses to use data from its billing system to report connections, then the number of connections reported must be consistent with the number of connections that would have been reported using the month end connections methodology.

Regardless of the data source utilized, the Contributing Provider shall continue to report the number of connections they provide based on the applicable definition(s) of connections as utilized for reporting on the Federal Communications Commission (“FCC”) Form 477, regardless of whether or not the Contributing Provider is required by federal law to directly report on the FCC Form 477 on the dates the FCC Form 477 is due, i.e., every six months.

If a Contributing Provider chooses to use data from its billing system, upon written notice to the Administrator, the Contributing Provider shall report connections under both methods for six (6) months so that the Contributing Provider can demonstrate that the use of their billing system data methodology is consistent with the month end reporting methodology. The Administrator will evaluate the Contributing Provider’s information and determine whether the Contributing Provider may prospectively use its billing system to report connections and provide written notice of the determination. The Administrator, based on the Contributing Provider’s information, must be able to confirm that the Contributing Provider’s use of its billing system to report connections is consistent with the number of connections that would have been reported using the month end reporting methodology.

*Note: The Administrator retains the authority to audit any Contributing Provider’s reporting, and may at any time, after notice to the Contributing Provider, require a Contributing Provider to revert to the monthly reporting as required by Order No. 719918, issued on Cause No. OSF 201900316, if the Administrator determines it more appropriate.

F. Where to File

Contributing Provider Remittance Worksheets (CRWs) must be submitted online only, on Vantage Point USF Solutions website using the E-File platform at <https://usflogon.vantagepnt.com/>.

Attachment D – Registration Form, as described in I.(C) above, must be submitted to register with the OUSF. Once completed and signed, please submit the Attachment D form to ousf@vantagepnt.com. The OUSF Company Code will be assigned by the OUSF Manager upon registration.

Payments: See Attachment B – Payment Submission Information for payment instructions. **OUSF Payments must be received and processed by First Fidelity Bank, in Oklahoma City, OK on or before the due date. Postmarks do not constitute receipt. Please refer to Attachment A – Reporting and Payment Schedule, for due dates for the 2022/2023 OUSF assessment period.**

G. Compliance

OUSF worksheets must be received by the OUSF Manager, Vantage Point Solutions, in accordance with the reporting schedule included in Attachment A – Reporting and Payment Schedule, for the 2022-2023 OUSF assessment period. Providers failing to submit OUSF worksheets and payments in a timely manner are subject to a one and **one-half percent (1.5%) per month interest fee (18% APR)** for each payment received and posted by the bank after the due date. Neither the OUSF Administrator nor the OUSF Manager are authorized to waive interest accrued on late payments.

Oklahoma Universal Service Fund (OUSF) Fiscal Year 2022/2023 Remittance Worksheet Instructions

II. Line-by-Line Instructions for Completion of the OUSF Worksheet

Filing Identification Information

The following information is located in Section 1 of the online worksheet. Most of this information will be prefilled in the online worksheet template in the OUSF E-File platform located at <https://usflogon.vantagepnt.com/> based upon the information currently on file. Complete the appropriate information as follows:

Section 1 -Carrier Identification

Company Name

Select the Company Name from the drop-down menu. The remaining information in Section 1, including Company Code, Due Date and Submission Type will automatically populate.

Company Code

The Company Code, supplied by the OUSF Manager, starts with “OK” and is followed by six digits. If this is the first filing for your company and you have not been assigned a Code, please submit the OUSF Registration (Attachment D) form to register with the OUSF. An OUSF Company Code will be assigned by the OUSF Manager at that time. Once assigned, this information will be prefilled in the online worksheet template.

Fiscal Year

Select the appropriate Fiscal Year from the drop-down menu.

Assessment Period

Select the appropriate Month from the drop-down menu.

For Connections at Month Ending

The month-end date for which the connections are being reported.

Due Date:

The reporting and payment due date will automatically be displayed for the Assessment Period selected.

Submission Type

The system will automatically indicate whether this is the original or a revised submission for the data month(s) being reported. **Revisions should be submitted as soon as possible to correct or adjust previously reported revenue data.** Note that any revisions provided to the USAC Lifeline Claims System regarding the number of Lifeline supported connections in Oklahoma, must also be reported as revisions to the appropriate data month for connections reporting. Revisions will be processed in the monthly cycle when they are received so companies will not be required to wait until the end of the fiscal year to correct a reporting error or adjustment. Report actual revised revenue amounts or connection counts, *not* the difference between the Original filing and the Revision.

Section 2: Remittance Calculation

Line 4 – Total Number of Connections

Contributing Providers shall report the number of connections provided on the last day of each reporting month that allow access to the PSTN in Oklahoma, based on the applicable definition(s) of connections as utilized on the FCC Form 477, regardless of whether the Contributing Provider is required by federal law to directly report on the FCC Form 477. Alternatively, upon approval by the Administrator,

Oklahoma Universal Service Fund (OUSF)

Fiscal Year 2022/2023 Remittance Worksheet Instructions

Contributing Providers may be permitted to use data from their billing system in lieu of the number of connections on the last day of a reporting period in order to calculate contributions to the OUSF as long as the calculation is based on all connections that allow access to the Public Switched Telephone Network (“PSTN”) in Oklahoma.

Line 5 – Number of Federal Lifeline-Supported Connections

Report the number of connections that are supported by the Lifeline federal low-income mechanism as reported on the USAC Lifeline Claims System used for Lifeline claims certification.

Line 6 – Number of Wholesale Connections

Report the number of wholesale-service lines as reported on the FCC Form 477.

Line 7 – Total Number of Assessable Connections

The Total Number of Connections minus the Number of Federal Lifeline-Supported Connections and minus the number of wholesale connections, results in the total assessable connections to be used for calculating the assessment obligation.

Line 8 – Contribution Factor - \$1.85 per connection

Line 9 – OUSF Assessment (Line 6 multiplied by Line 7)

This is the amount of assessment due to the OUSF.

Change in Company Status and Certification Sections – See Below.

Section 3 – Change in Company Status

Line 10– New Business Start Date

If new business, enter the date that operations started in Oklahoma.

****Note:** OUSF assessments are due beginning with the date that operations started in Oklahoma, or with the January 1998 data month, whichever is later.

Line 11 – Business Status Change

If business has changed in Oklahoma, enter the date that the business was sold, merged, or discontinued. Provide a letter on company letterhead explaining the business status change.

Section 4 – Certification

To certify the data being submitted: The checkbox must be checked next to the statement “Under penalties as provided by law, I certify that I have examined this report and to the best of my knowledge and belief it is true, correct and complete. I acknowledge Vantage Point Solutions authority to request additional information as necessary.”

Line 12 – Officer Name Information

Enter the date, officer name, officer signature, and officer title. The officer’s signature attests to the accuracy of all information submitted on the remittance worksheet.

Worksheets may not be submitted without an electronic signature.

Oklahoma Universal Service Fund (OUSF) Fiscal Year 2022/2023 Remittance Worksheet Instructions

Additional OUSF Information and Filing Considerations

- **Contributing Provider Remittance Worksheets must be submitted online only, via Vantage Point USF Solutions E-File platform located at <https://usflogon.vantagepnt.com/>.**
- **Worksheet and Payment Submission Schedule: Please refer to Attachment A – OUSF Reporting and Payment Schedule, for the full schedule of worksheet and payment due dates.**
- **Payments** must be remitted directly to **First Fidelity Bank** in Oklahoma City. Please see Attachment B – Payment Submission Information for additional details.
- Contributing Providers should be aware that an **interest fee of one and one half percent (1.5%) per month (18% APR) will be applied for on any payment not received by the payment due date.** Please refer to Attachment A – FY 2022/2023 OUSF Reporting Schedule, for a list of due dates.
- Contributing Providers requiring corrections to information previously submitted on an OUSF worksheet(s) should submit a **revised worksheet.**