

# **Kansas Universal Service Fund (KUSF) Carrier Remittance Worksheet (CRW) Instructions March 2010 – February 2011 (FY 14)**

## **I. Filing Requirements and General Instructions**

### **A. Introduction**

On April 4, 1996, the Corporation Commission of the State of Kansas (KCC) issued an Order to create the Kansas Universal Service Fund (KUSF) to administer the collection and distribution of universal service support program monies. Pursuant to Kansas statute, K.S.A. 66-2002(h), the KUSF was established, effective January 1, 1997, to preserve and enhance universal service, protect the public welfare, ensure the continued quality of telecommunications services, and to open the local telecommunications market to competition in compliance with the Federal Telecommunications Act of 1996.

The KUSF supports high cost service, the Kansas Lifeline program for low-income customers, and minimizes rate shock to customers. The KUSF also funds the Telecommunications Access Program (TAP), Kansas Relay Service, Inc. (KRSI), Kan-Ed, and audit and administrative costs.

Effective March 1, 2010 through February 28, 2011, the KUSF assessment rate is at **6.06% (.0606)**, for all providers of intrastate retail telecommunications and Interconnected Voice over Internet Protocol (VoIP) services in Kansas. (January 23, 2010 order, Docket No. 10-GIMT-188-GIT)

### **B. Who Must File**

Every company earning and collecting monies from retail telecommunications and interconnected VoIP services within the state of Kansas must contribute to the KUSF. Additionally, Kansas statute authorizes, but does not require, each company to collect an amount equal to or less than its KUSF assessment obligation from customers. Specifically, K.S.A. 2009 Supp. 66-2008(a), states:

The commission shall require every telecommunications carrier, telecommunications public utility and wireless telecommunications service provider that provides intrastate telecommunications services *and, to the extent not prohibited by federal law, every provider of interconnected VoIP service, as defined by 47 C.F.R 9.3 (October 1, 2005)*, to contribute to the KUSF on an equitable and nondiscriminatory basis. Any telecommunications carrier, telecommunications public utility or wireless telecommunications service provider which contributes to the KUSF may collect from customers an amount equal to such carrier's utility's or provider's contribution, but such carrier, provider or utility may collect a lesser amount from its customers.

### **C. When to File** – (See **Attachment A**):

**Attachment A, entitled “2010/2011 KUSF Reporting Schedule”, includes all applicable due dates for monthly, quarterly, semi-annual, and annual filings.** Revenue earned in one month is reported to GVNW on or before the 15<sup>th</sup> of the following month, or the next business day if the 15<sup>th</sup> falls on a weekend or holiday. Quarterly, Semi-Annual, and Annual filers remit will estimate their revenues for the applicable period and report the revenue at the beginning of the reporting period. All reporters must remit the first CRW for FY 14 to report revenue for the applicable period. For example, a monthly reporter will report revenue earned during March 2010 and remit the related assessment payment on or before April 15, 2010. Annual, semi-annual, and quarterly filers will estimate their revenues for the applicable period, with the first CRW and assessment payment due on or before April 15, 2010.

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**Payment of the KUSF assessment must be received and processed by CoreFirst Bank & Trust on or before the due date. The CRW must be received by GVNW by the due date. Postmarks do not constitute receipt.** (January 23, 2007 Order, Docket No. 07-GIMT-276-GIT).

- **MONTHLY:** Carriers earning **\$50,001 or more** in annual intrastate retail or VoIP revenue must report and pay on a **MONTHLY** basis. See Attachment A for due dates.

Carriers with Less than \$50,000 of Annual Revenue: A carrier with \$50,000 or less of annual revenue can elect to report and pay its KUSF obligation by **Completing Section 3 of Attachment B and selecting one of the following options:**

- Not generating any Kansas intrastate retail or VoIP revenue: A company with authority to provide service in Kansas, but that is not yet generating any revenues should mark the box entitled “**Not Generating any Kansas intrastate retail revenue**” in Section 3 of Attachment B. The company does not need to submit any CRW or payment until it begins generating Kansas intrastate retail revenue.
- **ANNUAL:** Carriers earning **\$10,000 or less** in annual intrastate retail or VoIP revenue may report revenues and pay assessments on an **ANNUAL** basis. CRW and payment is due:
  - April 15, 2010 for March 2010 – February 2011
- **SEMI-ANNUAL:** Carriers earning **\$10,001 to \$25,000** in annual intrastate retail revenue may report revenues and pay assessments on a **SEMI-ANNUAL** basis. CRWs and payments are due:
  - April 15, 2010 for March – August 2010
  - October 15, 2010 for September 2010-February 2011
- **QUARTERLY:** Carriers earning **\$25,001 to \$50,000** in annual intrastate retail revenue may report and pay on a **QUARTERLY** basis. CRWs and payments are due:
  - April 15, 2010 for March - May 2010
  - July 15, 2010 for June - August 2010
  - October 15, 2010 for September – November 2010
  - January 18, 2011 for December 2010 – February 2011

Each company is responsible for ensuring that its actual revenue is reported to the KUSF each year.

## **D. What to File** – (See Attachment B, Carrier Remittance Worksheets)

**1. Attachment B, “Company Identification and Operations”** must be submitted by every company **on an annual basis and is due no later than April 15, 2010**. Companies that fail to submit Attachment B will be subject to the KCC’s delinquent carrier procedures and will be subject to penalties. The election remains in place for the entire KUSF Fiscal Year. However, a carrier is authorized to change its election one time, at no charge, during the Fiscal Year by filing a new Report Frequency Election Form. Remit a new Frequency Election Form if the company no longer meets the revenue requirements for its current election, if it determines that a different election is more cost-effective, or a change in company contact/Agent information occurs. An automatic Change Election fee of \$100 is applied for the third and each subsequent election change during the year.

- Section 1 must be completed by every company
- Section 2 must be completed to authorize an Agent to act on the company’s behalf.

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- Section 3 must be completed

## 2. Carrier Remittance Worksheet (CRW)

Submit a CRW in accordance with the election frequency elected on Attachment B, Section 3. Once your company no longer qualifies for the election selected, it must remit a new Attachment B. For example, in April 2010, your company elects to file quarterly based on estimated annual revenue between \$25,001 and \$50,000. Submission of the 3<sup>rd</sup> quarter CRW results in the company exceeding the \$50,000 revenue threshold. The company must submit a revised Attachment B to reflect that it now must report and pay on a monthly basis. The new reporting and payment frequency will be effective with the 4<sup>th</sup> quarter due date (December data due January 15<sup>th</sup>).

Incomplete CRWs: The following CRWs are considered incomplete, will be returned to the company, with the applicable Late CRW penalties applied:

- CRWs filed inconsistent with the company's Attachment B reporting and payment election.
- Unsigned CRWs
- CRWs signed by an Agent not listed on Attachment B, Section 2.
- Illegible CRWs.
  
- Failure to complete **Block C, "Assessments from Customers"** or report revenues by category will result in the Administrator notifying the company that it is not in compliance with reporting requirements. Failure to comply with the requirements for 3 consecutive months after initial notification will result in the CRWs no longer being processed. Effective with the fourth month after notification, the applicable CRW penalty will apply until a complete CRW is received.

## 3. Quarterly True-Ups (Monthly and Quarterly reporters):

Monthly reporters that report estimated revenue or revenue one or more months in arrears must report their actual revenues via a quarterly true-up within 45-days after the end of each KUSF fiscal year quarter. (January 13, 2010 Order, Docket No. 10-GIMT-188-GIT) Quarterly filers should also remit quarterly true-ups to reflect their actual revenues. The quarterly true-up forms can be downloaded from the KUSF website at: <http://www.gvnw.com/usf/kansas/index.htm>. Due dates are: July 15, 2010; October 15, 2010, January 14, 2011 and April 14, 2011.

## 4. Annual True-ups:

True-ups are filed by annual, semi-annual, and quarterly filers to report their actual earned or collected revenues. A true-up should also be remitted to reflect revenue corrections or adjustments to the company's books (i.e. audit or end-of-year adjustments, items not recognized until closing of company's books, etc.). A separate True-up form and instructions will be sent to the company at the end of the KUSF Fiscal Year reporting period. **True-ups are due to GVNW by April 15, 2010.**

## E. Where to File

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<p>CRWs should be submitted to: Worksheets may be mailed, faxed, or e-mailed to <b>GVNW</b>. Send completed worksheet and a <b>copy</b> of check or EFT confirmation to</p>	<p>KUSF Administration GVNW Consulting, Inc. 3220 Pleasant Run Springfield, IL 62711 217.698.2715 (Fax) <a href="mailto:KUSF@gvnw.com">KUSF@gvnw.com</a> (E-Mail)</p>
<p>Payment Submission:  <b>See Attachment C</b></p>	<p><u>Paper Checks:</u> KUSF PO Box 1512 Topeka, KS 66611-1512  <u>Electronic Payments:</u> CoreFirst Bank &amp; Trust Lockbox Department Box 1512 3035 South Topeka Blvd. Topeka, KS 66611-1512</p>

**F. Late Penalty Charges (LPCs):**

The KCC adopted the following KUSF penalties:

- **Late Payment Penalty:** An automatic penalty of **1%** per month (12% APR cumulative) for each payment received and posted after the due date. Penalty is based on the date payment is posted by the bank. (February 19, 1997 Order, Docket No. 190-492-U (94-GIMT-478-GIT). Effective April 16, 2010, the 1% per month (12% cumulative) late payment penalty will be assessed for the entire outstanding balance, including KUSF assessment principle and late penalties. (January 13, 2010 Order, Docket No. 10-GIMT-188-GIT). The penalty will be assessed each month; not when a past-due assessment is paid.
- **Late CRW Penalty:** An automatic penalty of **1%** per month (12% APR cumulative) of the assessment due **or \$100, whichever is greater**, is automatically applied to CRWs received after the due date (January 23, 2006 Order, Docket No. 06-GIMT-332-GIT). Late CRW penalties are based on the date the CRW is received by **GVNW**, not the date mailed or postmarked. (January 23, 2006 Order, Docket No. 07-GIMT-276-GIT)

**GVNW and Staff are not authorized to waive any Penalty. A company must file a pleading with the KCC, requesting a waiver of such charges.**

**II. Line-by-Line Instructions for Completing the CRW**

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All information on the CRW must be legible and printed in ink or typed. CRWs must be signed by an officer of the Company, or the Company's Agent, provided that the Company submits a signed Agent authorization in section 2 of Attachment B. Such authorization is required to be updated annually or upon any Agent change, and allows GVNW to discuss or release Company-specific information with the Agent.

Incomplete CRWs are automatically subject to the late CRW charge of **1%** (12% cumulative) of the assessment due or **\$100.00**, whichever is greater.

## **A. Filing Identification Information**

The following blocks are located in the top margin of the worksheet.

### **Block A- Company Code**

The company code, supplied by the KUSF Administrator, starts with "KS" and followed by six digits.

- Existing companies: The code is located in the top right corner of this Instruction Packet cover letter.
- New Companies: If the company does not have a code, please contact GVNW at (217)862-1550 or via e-mail at [KUSF@gvnw.com](mailto:KUSF@gvnw.com). If the CRW is due prior to receiving a code, remit payment and the CRW, indicating "NEW" in this block and GVNW will contact you with a code.

### **Block B- Submission Date**

The Submission Date is the date the CRW is sent to GVNW.

### **Block C- KUSF Assessments Collected**

Enter the KUSF Assessments collected from end-user customers for the data month revenue reported. K.S.A. 66-2008(a) authorizes carriers, but does not require them, to collect assessment from their customers. Block C allows for a comparison of the assessments collected from customers to the Company's assessment owed and may indicate that the Company collected more in KUSF assessments from its customers than the Company reported or paid. Additional documentation may be requested. Reminder: Assessments billed to customers should be identified through a separate line item charge on end-user bills. (KCC Billing Standards, and 9/25/2006 Order, Docket No. 06-HAUZ-775-KSF).

Failure to complete **Block C, "Assessments from Customers"** or separately identify revenues on the appropriate lines, by category, may result in the CRW being returned for non-compliance. The Administrator will notify the company of such noncompliance. Failure to comply with the requirements for 3 consecutive months after initial notification will result in the CRWs no longer being processed, effective with the fourth month, and the company being subject to penalties.

### **Block D – Revenue Reporting Basis: Wireless, Paging, and Interconnected VoIP Providers Only**

- Circle "**Safe Harbor**" if your company uses the Safe Harbor Provision.
- Circle "**Study**" if reporting based on a company-specific traffic study, approved by KCC.
- Circle "**Actual**" if your company directly identifies Kansas revenue, approved by KCC.

**Wireless:** The KCC adopted the FCC's Third Safe Harbor Provision Policy, with 62.9% of wireless traffic considered as intrastate. Wireless carriers should identify intrastate revenues by applying: (a) the 62.9%

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intrastate Safe Harbor (inverse of the FCC's Safe Harbor percent), (b) a company-specific traffic study, subject to KCC approval, or (c) direct assignment of intrastate revenue, subject to KCC approval. (9/8/2006 Order, Docket No. 06-GIMT-332-GIT).

**Paging:** The KCC adopted the FCC's Safe Harbor provision for paging service providers. Paging providers should identify intrastate revenues by applying:

- Analog SMR service providers: Use the inverse of the FCC's Safe Harbor default percentages of 1% interstate, allocating 99% of revenue to the intrastate jurisdiction.
- Paging providers: Use the inverse of the FCC's Safe Harbor of 12% interstate and report 88% of its revenue as intrastate. The provider can file and receive KCC approval to report actual revenues or revenues based on a company-specific traffic study. (9/2/2003 Order, Docket No. 03-GIMT-932-GIT).

**Interconnected VoIP:** Use the same methodology for KUSF reporting purposes as that used for the Federal USF. Interconnected VoIP providers may identify intrastate revenues by applying: (a) the 35.1% intrastate Safe Harbor (inverse of the FCC's Safe Harbor percent), (b) a company-specific traffic study, subject to KCC approval, or (c) direct assignment of intrastate revenue. For options (b) and (c), the company should submit pleading to the KCC regarding the methodology. (9/22/2008 Order, Docket No. 07-GIMT-432-GIT).

## **Block E- Revenue Data Month(s)**

Place a check mark beside or circle (**Do Not Bold**) the Revenue Data Month that corresponds to the month of the revenues being reported. (See Attachment A)

## **Block F- Original or Revision**

- Original: Check this box if this is the Original, or first, submission for the revenue data month or period.
- Revision: Used if the revenue data month revenue was previously reported. Submit a Revision as soon as possible to correct or adjust the previously reported revenue data. Follow the same instructions for submitting an "Original" submission, making certain that the correct "Revenue Data Month" is entered in Block E and "Revision" is indicated in Block F. Example: The Company files quarterly and submitted its March - May 2010 data months' information by April 15, 2010. In August 2010, the Company becomes aware that the March – May 2010 data is incorrect. A "Revision" to correct the March – May 2010 data month information should be submitted in August 2010. Attach a copy of the original filing to the Revision. Report actual revised revenue amounts, *not* the difference between the original filing and the Revision. Do not wait to submit a Revision until the True-Up process.

## **Section 1 - Carrier Identification**

### **Line 1- Company Name**

Enter the Company's legal name and any "doing business as" (d/b/a) names, if applicable.

### **Line 1a- Complete Mailing Address**

Enter the Company's complete mailing address, including street address, suite numbers, floor, PO Box, etc., as well as the city, state, and zip code for the Company's principal place of business or corporate headquarters.

### **Line 1b- Company Contact Name**

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Enter the name of the person at the Company's principal place of business or corporate headquarters responsible for the company's KUSF obligations. **Do not** enter the name of any Agent hired by and acting on behalf of the Company. Agent information should be provided on Lines 3-3(c).

## **Line 1c-Telephone Number and E-Mail Address**

Enter the telephone number and e-mail address of the person listed on Line 1b.

## **Line 2- Primary Communications Business**

Circle the category that best describes the Company's principal business activity.

- ILEC-Incumbent Local Exchange Carrier. Defined by Statute.
- CLEC-Competitive Local Exchange Carrier provides service via its own facilities, Unbundled Network Elements (UNEs), Local Wholesale Complete (LWC), or resale. Select "CLEC" if your company offers CLEC or CLEC and long distance services.
- IXC-Interexchange Carrier typically provides service via its own facilities or resale. Select "IXC" if your company only offers long distance services, including calling cards.
- CEL-Cellular, Wireless, PCS, CMRS and digital SMR providers.
- PAG-Paging and analog SMR service providers (Paging).
- VoIP-Interconnected Voice Over Internet Protocol Providers.
- CAP-Competitive Access Providers compete with an ILEC to provide services to link customers with interexchange facilities, local exchange networks, or other customers.
- OSP-Operator Service Providers provide services to customers needing operator assistance to complete home calls or calls using alternative billing arrangements. OSPs typically employ operators, as well as credit and cash card technologies, to complete calls.
- PAY-Pay Telephone Providers use pay telephone equipment to offer customers access to the Public Switched Telecommunications Network.
- OTHER- Use only if no other category describes the company's primary business operations and include a brief explanation of the company's primary business operations. Companies' reselling another entity's services should use one of the prior categories based on the company's main business operations.

## **Line 3- Agent Company Name (If the company does not have an Agent, proceed to Section 2)**

Enter the name of any company, consulting firm, or preparer agency hired by the Company to act as its Agent to remit KUSF payments and CRWs. An Agent is any person or agency that is not a direct employee of the company and is hired to act on behalf of the Company, including consultants and management or reporting agencies. Attachment B, Section 2: Agent Information must be completed and signed and on file with GVNW prior to a CRW signed by an Agent being processed or GVNW discussing company-specific information with the Agent.

## **Line 3a- Agent Mailing Address**

Enter the Agent's complete mailing address, including street address, suite numbers, floor, PO Box, etc., as well as city, state, and zip code. **REMINDER:** The Agent will be the primary contact for GVNW regarding questions, corrections, additional information, etc. Check the "Yes" box in Section 2, Attachment B, for Invoices/Statements to be mailed to the Agent in addition to the company.

## **Line 3b- Agent Contact Name**

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Enter the name of the primary person at the Agent Company responsible for KUSF issues.

### **Line 3c- Telephone**

Enter the Agent's telephone number and e-mail address. Provide the information for the primary contact person listed on Line 3b, if applicable.

### **Section 2- Monthly Intrastate Retail Revenue Data**

Revenue should be reported in dollars and cents, rounded to two decimal places. Actual revenue must be reported consistent with Commission orders and state statute. Do not report calculated revenue (e.g. calculated by dividing the KUSF Assessment billed or collected from customers by the assessment rate).

Enter Revenue, by revenue category, for the revenue data month indicated in Block E of this form. Do not include any KUSF Assessments billed to or collected from customers as these are not company revenues. Companies reporting on an accrual basis should report earned or billed revenues on lines 4 through 11. Actual company-specific uncollectible revenues (Bad Debt) written off in the revenue data month reported should be entered on Line 12. Companies using the Cash Basis of Accounting will typically report revenue collected from customers on lines 4 through 11. (8/13/1999 Order, Docket No. 94-GIMT-478-GIT).

### **General Revenue Guidelines (See Attachment E):**

Carriers subject to FCC Part 32 Accounting may find Part 32 helpful when completing this section.

### **Fees, Assessments, and Taxes excluded from Revenue (See Attachment E):**

- Franchise tax pass-through charges.
- Local, state, and federal taxes.
- KUSF and Federal Assessments billed to and/or collected from customers
- Private Payphone Coinbox Collections
- KUSF and Federal USF Support payments
- Interstate service revenue and fees, including: federal Subscriber Line Charge (SLC), End-User Common Line Charge (EUCL), Interstate PICC Change Charges, Federal Access Recovery Fee, and Local/Wireless Number Portability Fees.
- Customer Premises Equipment/ Sales (i.e. phones, phone insurance or protection fees, inside wire maintenance plans, Roadside Assistance Insurance, etc.)
- Voice Mail
- Non-Voice service revenue, including: Optional Ring-Tones, Standard Messaging Services (text messaging, e-mails,), Media Messaging Services (pictures, video, games), and Digitized Media Services (wallpaper, backgrounds, etc.) (9/7/2006 Order, Docket No. 06-GIMT-943-GIT).
- Wholesale revenue: Derived from reselling services, unbundled local access services, Local Wholesale Complete, vertical services, and access to provide long distance services to another carrier. Billing and Collection Service Revenue is considered as a part of wholesale access service. For wireless carriers, wholesale revenue includes revenue derived by selling access to its network or use of its towers to another wireless carrier, who in turn bills its end-user customers for such use. For example: your company sells access lines to another carrier that uses the lines for internal use. In this example, the purchasing company is the end-user customer; therefore, the revenue is considered as KUSF retail revenue for the selling company. (12/27/1994 Order, Docket No. 94-GIMT-478-GIT, ¶ 109).

**Retail revenues include**, but are not limited to, revenues from the following types of service:

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- Resale revenue: Derived when a company purchases a service from another carrier and then resells that service to end user customers. The revenues derived from a service "resold" to an end user customer are classified as retail revenues to the reseller. If your company purchases a service from another carrier and resells the service to an end user customer, the revenue must be reported by your company to the KUSF. If your company purchases lines from another carrier for your company's internal use, your company is considered to be the end-user customer. The associated revenue will be reported by the company from which the services are purchased.
  
- Local Exchange Service
  
- Bundled Services: Reported to the KUSF based on the stand-alone service cost (i.e. what the individual service would be charged if not part of a bundle). The following examples are based on the KCC's Order 9/2/2003 Order, Docket No. 03-GIMT-932-GIT:
  - The Company offers local service for \$20.00/month, caller I.D. for \$5.00/month, and unlimited long-distance service for \$20.00/month. However, a customer can buy these services in a bundle for \$30.00/month. For KUSF reporting, the bundle is assigned as follows: the first \$20.00 is imputed to local service, the next \$5.00 is imputed to local exchange service revenue to account for the vertical service, and the remaining \$5.00 is assigned and reported as toll/long distance revenue. The \$5.00 in long distance revenue is subject to jurisdictional allocation, dependent on the type of calling plan.
  - The Company offers local service for \$15.00/month, unlimited long-distance service for \$20.00/month and Internet service for \$20.00/month. However, a customer can purchase all three services in a bundle for \$45.00/month. Revenue should be assigned as follows: The first \$15.00 is imputed to local service, the next \$20.00 is assigned to long distance, and the remaining \$10.00 to Internet. The \$20.00 for long distance is subject to jurisdictional allocation based on direct assignment or traffic study, if applicable.
  - The recurring portion of a long-distance plan is assigned to the intrastate jurisdiction. For example, for \$5.00 per month, a customer's per minute of use rate is \$.04/minute. The \$5.00 is assigned to the intrastate jurisdiction, with the usage revenue subject to allocation between the jurisdictions, if applicable.
  
- Local and Toll Private Line Service
  
- Intrastate Switched Toll
  
- Long distance Services: Include monthly recurring charges, as well as usage. Plans that only allow intrastate calling would have 100% of the revenue assigned to the intrastate jurisdiction. Plans that allow both interstate and intrastate calling are subject to jurisdictional allocation, based on direct assignment or a company-specific traffic study. The study should be updated annually
  
- Conference call services,
  
- Pre-paid calling card revenue
  
- Miscellaneous charges: Include service initiation, suspension, and disconnection/termination fees, late charges, returned check charges, etc.

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## **Line 4- Local Exchange Service**

Include revenue from recurring monthly local, vertical, and other service charges, extended area service charges, local measured service, and vertical services (i.e. call waiting, caller ID, call forwarding, etc.). If “local” service is included as part of a bundled service or package, the “stand-alone” price of the monthly “local” service charge must be imputed for KUSF purposes. If “vertical services” are included as part of a bundled service or package, the “stand-alone” price of each vertical service must be imputed for KUSF purposes. (September 2, 2003 Order, Docket No. 03-GIMT-932-GIT). The local calling area takes precedence over the state and interstate jurisdictions. For example, revenues derived from calls between Kansas City, KS and Kansas City, MO within the local calling area are considered local and should be included. For wireless, calls within the MSA are considered local.

## **Line 5- Local or Intrastate Toll Private Line**

- Local Private Line: Include revenue from local private line service that involves dedicated circuits, ATM, private switching arrangements and/or predefined transmission paths within the basic service area, whether physical or virtual (point-to-point). Include revenue for administrative and operational services.
- Toll Private Line: Include revenue derived from providing intrastate toll private line service that involves dedicated circuits, private-switching arrangements and/ or predefined transmission paths that extend beyond the basic service area. **ILECs should report intrastate toll private line revenue on the Non-ILEC worksheet since toll revenue is subject to the 6.06% assessment rate and not the Per Line Assessment.**

## **Line 6- Wireless and Paging**

Include all monthly retail revenue billed to customers, based on primary place of use, and assigned to the Kansas intrastate jurisdiction. Include **airtime and roaming charges**. Begin with all retail revenue billed to customers with a Primary Place of Use in the State of Kansas. Revenue is then assigned to the intrastate jurisdiction through:

- (a) KCC Safe Harbor Percentage (62.9% for wireless, 99% analog SMR, and 88% for paging),
- (b) KCC approved Company-specific traffic study, or
- (c) KCC approved use of direct identification of revenue.

## **Line 7- Interconnected VoIP:**

Include all VoIP monthly revenue billed to end-user customers located in the State of Kansas, based on the customer’s identified primary place of service, generally the E911 address. Assign revenue to the intrastate jurisdiction through:

- (a) KCC Safe Harbor Percentage (35.1 % for intrastate; inverse of FCC approved safe-harbor)
- (b) KCC approved Company-specific traffic study, or
- (c) KCC approved use of direct identification of revenue.

## **Line 8- Intrastate Switched Toll/Long Distance**

Include total intrastate toll message revenue, operator services, cellular long distance, 800 service, etc. revenue. For purposes of determining intrastate 800 revenues, carriers may use Percent Interstate Usage (PIU) factor used for reporting interstate access minutes. Include inter-city special access billed to end-users.

Revenue from long distance and special access services are considered to be intrastate revenues when both parties to the call are within the same state, regardless of the routing or servicing of the call. For example, a call originated from Wichita, Kansas is routed through Chicago and terminated in Topeka, Kansas. Regardless of the routing of the call, the call is an intrastate call since it began and ended in Kansas.

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ILECs: report intrastate switched toll/long distance service revenue on the Non-ILEC worksheet since these revenues are subject to the 6.06% assessment rate and not the per line assessment. Contact GVNW if you do not have a separate company code to report this revenue. Also complete Lines 20 and 21 on both the ILEC and the Non-ILEC Worksheets.

**Line 9- Prepaid Calling Cards, Conference Calling, Alternative Access, Pay Telephone, & Directory**  
Include calling card and credit card revenue, person-to-person call revenues, alternative billing arrangement revenue, such as third number billing and collect calls, competitive access provider revenue, public and semi-public telephone service revenue, and revenue from directory services such as listings, non-published numbers, classifieds and sales of directory. Calling card revenue must be reported by the sponsor of the card when the point of sale is within the state of Kansas. The card's sponsor is responsible for determining the intrastate revenues derived from intrastate usage. This classification may be made using actual originating and terminating minutes or be based on a study. The company should be able to support how it separates and classifies the percentage of Kansas's intrastate-only calls and associated KUSF assessable revenues from the total calls and revenues derived from the call cards sold in Kansas. (Reaffirmed in 8/13/1999 Order, Docket No. 94-GIMT-478-GIT).

**Line 10- Miscellaneous & Non-Recurring**

Include miscellaneous recurring and non-recurring intrastate retail revenues not included in the other service categories listed above. Examples include: service initiation/activation, connection, and installation charges, disconnect charges, directory service charges (i.e. listings, non-published numbers, additional listings, etc.), late payment charges, returned check charges, miscellaneous customer fees, and early termination fees, etc.

**Line 11- Total Intrastate Retail Revenues**

Enter the total of Line 4 through Line 10.

**Line 12- Uncollectibles (Bad Debt)**

Include only intrastate retail revenue that was not collected from customers and was actually written-off by the company during this revenue data month reported. Companies reporting on a cash basis would not typically report any uncollectibles or bad debt since they are reporting only collected revenue on lines 4 through 10. (8/13/1999 Order, Docket No. 94-GIMT-478-GIT).

**Line 13 – Net Intrastate Revenues, Subject to Assessment**

Subtract Line 12 from Line 11 and enter the amount on Line 13.

**Section 3- Payment Calculation**

**Line 14- 10/11 Access Line/Assessment Rate**

The 2010/2011 KUSF Assessment Rate is **6.06% (.0606)** for all telecommunications providers, effective for the revenue data months of March 2009 through February 2010. A Company's KUSF Assessment obligation is based on its actual revenue. Do not report the Assessment billed to or collected from customers on Line 14. The KUSF Assessment collected from customers is to be reported in Block C of the CRW.

ILECs ONLY: Enter the following maximum per line assessments:

- SWBT - \$1.90
- Embarq-\$1.81

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- All Rural LECs-\$1.39

**Reminder:** Assessments billed to and collected from customers must be based on each company's own intrastate retail revenues. Only the ILECs are allowed to recover their assessment using the KCC's approved per line assessments.

**Line 15- Number of KUSF Assessable Lines (ILECS ONLY)**

Enter the total number of lines subject to the KUSF assessment. Include all residential, single-line business, multi-line business, and payphone lines. Exclude company-official lines and concession lines provided free of charge. Do not enter anything if your company is not an ILEC.

**Line 16- Gross KUSF Assessment**

ILECS: Multiply Line 14 by Line 15 and enter the result on Line 16.

All Other Companies: Multiply Line 13 by Line 14 and enter the result on Line 16.

**Line 17- KUSF Support Payable to ILEC/Competitive Eligible Telecommunications Carrier (C-ETC)**

Enter the monthly KUSF support payable to the carrier, if any, from the KUSF Support Calculation Worksheet provided by the Administrator and approved by the KCC.

**Line 18- Lifeline Discount**

Enter the number of facilities-based, including UNE or Local Wholesale Complete (LWC), lines eligible to receive the Kansas Lifeline discount. Each Competitive provider requesting Lifeline credits must list the number of eligible lines, the monthly Lifeline credit amount, and the Incumbent LEC serving the area in which such credits are requested. For example, your company provides service to customers in two different ILEC service areas. Under the "# Lifeline Lines" heading, enter the total number of Lifeline lines the credit was provided to in ILEC #1's service area. Under the "Discount Per Line" heading, enter the monthly Lifeline credit provided to each line. Under the "Incumbent LEC" heading, enter the name of Incumbent LEC #1. Enter this information for each Incumbent LEC service area. Please attach a separate sheet of paper, if necessary. Reminder: Effective 3/1/2009, the Lifeline credit for all subscribers is \$7.77, unless the KCC has advised your company otherwise.

**Line 19- Total KUSF Assessment**

Subtract Lines 17 and 18 from Line 16 and enter on Line 19. A positive number indicates the Net KUSF Assessment Due from the Company. A negative number indicates the Company is owed KUSF support. Only ILECs and Competitive ETCs receiving KUSF should report a negative number. If a negative number is entered and your company does not receive KUSF support, provide a separate, written explanation as to why the amount is negative, and attach it to the CRW. Refunds for significant credit balances or over-paid KUSF assessments will be determined on a company-by-company basis, subject to KCC approval.

Only Incumbent LECs and designated ETCs receiving KUSF support and providing toll and/or long-distance services need to complete Lines 20 and 21.

**Line 20- Assessment Transferred to/From Affiliate/Subsidiary (ILECS / C-ETCs ONLY)**

Each affiliate or subsidiary must complete and submit a separate CRW to determine each entity's KUSF assessment obligation. A company receiving KUSF support may net payments owed to the KUSF by an affiliate/subsidiary, against the KUSF support payable to the ILEC/ETC. This process does not need to be followed if your company does not wish to net Assessments Owed with KUSF support payments.

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ILEC Worksheet: Enter the Net KUSF Assessment owed by the affiliate/subsidiary, calculated on Line 19 of the affiliate/subsidiary's worksheet. Enter the amount as a positive number. The ILEC's monthly KUSF support payment will be reduced by the amount of the KUSF Assessment owed by the affiliate/subsidiary.

C-ETC Worksheet: Enter the Net KUSF Assessment owed by the affiliate/subsidiary, calculated on Line 19 of the affiliate/subsidiary's worksheet. Enter the amount as a positive number. The C-ETC's monthly KUSF support payment will be reduced by the amount of the KUSF Assessment owed by the affiliate/subsidiary.

Affiliate/Subsidiary Worksheet: On the affiliate/subsidiary's worksheet, enter an amount equal to the Net KUSF Assessment owed, as calculated on Line 19, as a negative amount on Line 20. This results in the affiliate/subsidiary's worksheet showing KUSF zero assessment due on Line 21.

**Line 21- Net KUSF Assessment**

Add Lines 19 and 20 and enter the sum on Line 21. A positive number indicates the Company owes money to the KUSF. A negative number indicates the Company is owed a KUSF support payment.

**Section 4- Change in Company Status**

**Line 22 - Business Status Change**

Enter the effective date of any company name change, sale/acquisition of business, merger with another company, or discontinuation of operations. Enter the KCC Docket approving such change, if applicable.

**Line 23- Survivor Company Name**

Enter the name of the surviving legal entity resulting from any change listed on Line 22.

**Line 24- Company sold to/ merged with**

Enter the name of the Entity the Company was sold to or merged with, if different than the surviving legal entity listed on Line 23.

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**Section 5- Certification**

**Line 25- Company Officer Information/Verification**

Enter the date, name of the Company's officer signing the CRW, the officer's signature, and the officer's title. The officer's signature attests to the accuracy of the information reported on the CRW. If the Company has an Agent, the Agent may sign on behalf of the Company provided that the Company has an Agent Authorization on File. (See Attachment B)

**Worksheets received without a signature or signed by an unauthorized Agent will be RETURNED as incomplete and subject to the Late CRW Penalty.**

**Line 26- Agent Information**

If an Agent is acting on behalf of the Company, enter the date, the Agent name, the Agent's signature, and the Agent's title. The Agent's signature attests to the accuracy of the information reported on the CRW. The Company must have an Agent Authorization, submitted for each KUSF Fiscal Year, on file with GVDW. (See Section 2, Attachment B).

**Kansas Universal Service Fund**  
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 (CRWS may be sent via US mail, over-night, fax or e-mail)

**KUSF Reporting Schedule**

Due to GVNW on or before:	For Revenue Data Month(s):
<b>Monthly (Required for carriers with anticipated annual revenue over \$50,000)</b>	
April 15, 2010	March 2010
May 17, 2010*	April 2010
June 15, 2010	May 2010
July 15, 2010	June 2010
August 16, 2010*	July 2010
September 15, 2010	August 2010
October 15, 2010	September 2010
November 15, 2010	October 2010
December 15, 2010	November 2010
January 18, 2011*	December 2010
February 15, 2011	January 2011
March 15, 2011	February 2011
<b>Quarterly (Available to carriers with anticipated annual revenue of \$25,001 -</b>	
April 15, 2010	March 2010 through May 2010
July 15, 2010	June 2010 through August 2010
October 15, 2010	September 2010 through November 2010
January 18, 2011*	December 2010 through February 2011
<b>Semi-Annual (Available to carriers with anticipated annual revenue of \$10,001 -</b>	
April 15, 2010	March 2010 through August 2010
October 15, 2010	September 2010 through February 2011
<b>Annual (Available for carriers with anticipated annual revenue of \$10,000 or less)</b>	
April 15, 2010	
<b>Annual True-up</b>	
April 15, 2010	March 2009 through February 2010

**REMINDER:** \*The 15<sup>th</sup> of the month falls on a weekend or legal holiday. Therefore, Payments and Worksheets are due the next business day.

**Kansas Universal Service Fund  
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**Company Identification and Operations**

**Section 1: Company Address (Do NOT Include Agent Information)**

Company Name: \_\_\_\_\_ Company Code: KS- \_\_\_\_\_  
 Tax Identification Number: \_\_\_\_\_ KCC Certification Docket: \_\_\_\_\_  
 Street, Suite, PO Box: \_\_\_\_\_ City/ State/ Zip \_\_\_\_\_  
 Primary Company Contact: \_\_\_\_\_ Date First Generated Kansas Revenue: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Section 2: Agent Information:**

Agent Company Name: \_\_\_\_\_ Primary Contact at Agent: \_\_\_\_\_  
 Street, Suite, PO Box: \_\_\_\_\_ City/ State/ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

YES: Statements and Invoices Will be Mailed to the Agent (Please Check if Applicable)

*I authorize GVNW to discuss or release Company information to the Agent for the March 1, 2010 to February 28, 2011 Fiscal Year. I understand this authorization **must** be updated each KUSF Fiscal Year and is in effect for the current Fiscal Year, unless such authority is changed or revoked.*

Company Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 3: Reporting Frequency Election:**

The KUSF Reporting Frequency Election is based on annual revenues. Carriers may choose to report more frequently than required based on annual revenues, but not less frequently than required. Please mark the appropriate Reporting Frequency Election based on the requirements listed below (Please check one):

- Not Generating Kansas intrastate retail revenue (\$0.00) Payments and CRWs due when revenue is generated.  
 Annual (\$10,000 or less in annual revenue)  
 Semi-Annual (\$10,001 - \$25,000 in annual revenue)  
 Quarterly (\$25,001 - \$50,000 in annual revenue)  
 Monthly (\$50,000 or more in annual revenue)

Check One:  Original Election for Current Fiscal Year  Revised Election for Current Fiscal Year

Under penalties as permitted by Kansas law, I certify that I have reviewed the above listed information and that the information is true and correct to the best of my knowledge. I understand that a \$100.00 Election Change fee will apply if the Company submits more than two Reporting Frequency Elections during the current Fiscal Year.

Company Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Company Officer must sign Section 2 if Agent submits carrier remittance worksheet.**

*Please submit to: GVNW Consulting, Inc. Manager-KUSF Administration,  
3220 Pleasant Run, Springfield, Illinois, 62711. FAX: (217) 698-2715 E-Mail: KUSF@gvnw.com*

**Kansas Universal Service Fund  
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**KUSF PAYMENT & WORKSHEET SUBMISSION INFORMATION**

Companies may submit payments and Worksheets using one of the following methods:

<p><u>Electronic Funds Transfers:</u> Identify transmittal as: <b>KUSF Payment</b></p> <p>CoreFirst Bank &amp; Trust 3035 South Topeka Blvd. Topeka, KS 66611-1512</p>	<p>Identify your payments by providing the Company's KUSF Code.</p> <p align="center"><b>Contact GVNW for Account Information</b></p>
<p><u>Overnight Payments via UPS, Fed-Ex, etc.:</u></p> <p>CoreFirst Bank &amp; Trust Lockbox Department KUSF Box 1512 3035 South Topeka Blvd. Topeka, KS 66611-1512</p> <p><b>Next Day delivery does NOT guarantee payment is posted to the company's account that day. Allow an additional day for bank processing.</b></p>	<p>Make Check payable to: <b>KUSF</b></p> <p>Include the Company's KUSF Code on the check to ensure payments are posted to the Company's account.</p> <p>GVNW's Taxpayer Identification Number (TIN): <b>84-1480223</b></p>
<p><u>U.S. Mail/Other Regular Payments by Check:</u></p> <p><b>KUSF</b> P.O. Box 1512 Topeka, KS 66601-1512</p>	<p>Make Check payable to: <b>KUSF</b></p> <p>Include the Company's KUSF Code on the face of the check to ensure payments are posted to the Company's account.</p> <p>GVNW's Taxpayer Identification Number (TIN): <b>84-1480223</b></p>

Worksheets should be sent directly to GVNW KUSF Administration, with a copy of the check, wire transfer or ACH to:

**GVNW Consulting, Inc.  
KUSF Administration  
3220 Pleasant Run  
Springfield, IL 62711  
Fax: (217) 698-2715  
E-Mail: [KUSF@gvnw.com](mailto:KUSF@gvnw.com)**

*If you need further information, please contact GVNW at:  
(217)862-1550, FAX (217) 698-2715, or [KUSF@gvnw.com](mailto:KUSF@gvnw.com)*

**Kansas Universal Service Fund  
March 2010 – February 2011 (FY 14)**

**KUSF Support Payment Form**

To receive KUSF Support, the company must be granted Eligible Telecommunications Carrier status by the Kansas Corporation Commission. Disbursement of KUSF support payments occurs electronically.

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Company Code: KS- \_\_\_\_\_ Company Name: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Routing/Transit Number: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Indicate Checking or Savings: \_\_\_\_\_

=====

Company Officer Name (please print name): \_\_\_\_\_

Officer Title: \_\_\_\_\_

Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please submit this form to: GVNW Consulting, Inc., Manager-KUSF Administration,  
3220 Pleasant Run, Springfield, IL 62711 FAX: (217) 698-2715 E-Mail: KUSF@gvnw.com*