

Alaska Universal Service Administrative Company

www.ausac.org

info@ausac.org

Quick Reference Guide

Electronic Reporting and Payments to the Alaska Universal Service Fund

- **Monthly Remittance Payments**

- May be rounded to whole numbers
 - Example: \$562.78 rounded to \$563
- Must be received in available funds by the 20th of each month
- Must be made via ACH or wire transfer. Request banking information via email: info@ausac.org
 - Include company name or Company Code in electronic payment description
- Payments can be deposited directly at the bank. Contact AUSAC for banking information
 - Do not include the Monthly Carrier Remittance Worksheet with a payment deposit at the bank. Worksheets should be emailed directly to AUSAC.
- Multiple company payment
 - A single payment for multiple companies can be made each month
 - Submit a detail listing of individual company remittances and the total payment, with the electronic submission of the AUSF Monthly Carrier Remittance Worksheets. Contact AUSAC for a detail listing template.
- De minimis reporter
 - Companies whose estimated payments in a calendar year would be less than \$100 are not required to make payments to the AUSF unless that carrier has received universal service support from the AUSF in that calendar year.

- **Monthly Carrier Remittance Worksheets**

- Must be submitted to info@ausac.org
 - Do not mail paper worksheets
- Must be received by the 20th of each month

- **Monthly Carrier Remittance Worksheets Con't**
 - Submit in PDF format
 - File Naming
 - AUSF Company Code at the beginning of the file name, then Company Name and Revenue Period for the submission
 - Example: 5048 Company Name 0923.pdf
- **Adjustments to the Monthly Carrier Remittance Worksheets**
 - Adjustments require separate monthly worksheets. Please contact AUSAC if multiple periods are being adjusted.
 - When filing a revision, actual revised revenue amounts, not differences must be provided. If any additional payment is due, remittance should be submitted when the revision is filed with AUSAC.
 - Adjustments can be made to the prior 6 months
 - Example: The current period report is for the August 2023 period and due 9/20/2023. Adjustments can be submitted for the February 2023 through July 2023 periods.
- **Late Fee Charges**
 - If the AUSF Monthly Carrier Remittance Worksheet is not received by the due date, a one-time penalty charge of \$35.00 will be charged.
 - If payment is not received in immediately available funds by the due date, interest at the rate of .000287 per day, calculated on the total amount due, will be charged until the date paid.
 - In addition to interest, if payment is not received in immediately available funds within two working (2) days of the due date, a one-time liquidated damages sum equal to the greater of one percent (1%) of the total amount due, or \$35.00 will be charged.