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FCC Form 487
January 1999

LNP Worksheet Instructions

Instructions for Completing the Worksheet for Calculating and
Filing Carrier Payments for Local Number Portability.

I. Introduction

“Notice to Individuals: Section 251(e) (2) of the Communications Act of 1934 (1934 Act), as amended requires that the cost of establishing telecommunications numbering administration arrangements and number portability shall be borne by all telecommunications carriers on a competitively neutral basis as determined by the Commission.” In the Third Report and Order, adopted May 5, 1998 and released May 12, 1998, the Commission implemented section 251(e)(2) with regard to the costs of providing long-term number portability. The rules governing long-term number portability cost recovery apply to all telecommunication carriers, including incumbent LECs, new LEC entrants, and IXC, as well as cellular, broadband PCS, and covered SMR providers. All telecommunications carriers are required to contribute to the shared cost of long term number portability and file an annual LNP Worksheet.

The Commission and LNP Administrator will use the information collected in the worksheet to determine each carrier’s allocated portion of the shared costs incurred by the regional database administrator in proportion to that carrier’s international, interstate, and intrastate end-user telecommunications revenues for that region.

An agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it displays a currently valid control number. The control number assigned to this collection is 3060-0885.

II. Filing Requirements and General Instructions

A. Who Must File

All telecommunications carriers (including resellers) are required to contribute to the shared cost of long term number portability and file an annual LNP Worksheet.

Telecommunications carriers with end-user revenues are required to pay an allocated portion of the shared costs incurred by the regional

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database administrator in proportion to that carrier’s international, interstate, and intrastate end-user telecommunications revenues for that region.

Telecommunications carriers that provide telecommunications service in a region but do not have international, interstate, or intrastate end-user telecommunications revenues in the region will be assessed \$100 per year for that region as their statutory share of the shared costs. These include, but are not limited to, carriers that sell telecommunications services only to other carriers (carrier’s carriers).

Each carrier must report its international, interstate and intrastate end-user revenues from all sources, including non-regulated telecommunications services, or indicate that it is a wholesaler that has no end-user revenues, by completing the LNP Worksheet and submitting it to the Local Number Portability Administrator. The Local Number Portability Administrator will use this information to determine the appropriate allocation of its shared costs.

End user revenues should include revenues derived from the provision of interstate, international, interstate and intrastate telecommunications and telecommunications services. End user revenues consist of total revenues billed to customers during the filing period with no allowances for uncollectibles or out of period adjustments. For international services end user revenues consist of revenues billed with no allowances for settlement payments. International settlement receipts for foreign-billed service should not be included.

End user revenues should include any surcharges on communications services that are billed to the customer and either retained by the carrier or remitted to a non-government third party under contract. End user revenues should exclude taxes and any surcharges that are not recorded on the company books as revenues, but which instead are remitted to government bodies.

Since resellers are required to contribute directly to the shared costs of LNP and file an annual LNP Worksheet, the underlying carrier should exclude any revenues it receives from resellers.

For clarification of which revenues constitute end-user telecommunications revenues, carriers should reference FCC Form 457, lines 34 through 48. For the purpose of allocating the shared costs incurred by the regional database administrator, end-user revenues shall include revenues from international calls that originate and terminate in foreign points (FCC Form 457, line 42).

Entities may not file summary reports for more than one carrier. Each legal entity that provides telecommunications service must file separately. Entities that have distinct articles of incorporation are separate legal entities. All affiliates or subsidiaries should identify their ultimate controlling parent or entity in Block 1, Line (4) – Holding Company.

Where two contributors have merged prior to filing, the successor company should report total revenues for the reporting period for all predecessor operations. The two contributors, however, should continue to report separately if each maintains a separate corporate identity and continues to operate.

B. When and Where to File

Forms are to be filed by Friday, April 16, 1999.

To determine your allocated portion of the shared costs for 1998, all telecommunications carriers are required to complete the FCC Form 487 LNP Worksheet and report end-user telecommunications revenues for the period January 1, 1998 through December 31, 1998. The telecommunications end-user revenue reported for the period will be used to assess the appropriate allocation of shared costs for your member company. Do not send a check. You will be notified of the allocated percent of shared LNP costs and billed for the assessed amount by the Local Number Portability Administrator (LNPA).

Lockheed Martin IMS (LMIMS) is the LNPA for all seven, regional local number portability databases (Mid-Atlantic, Midwest, Northeast, Southeast, Southwest, West Coast, and Western) in the United States.

Mail completed LNP Worksheets to the address provided on the form.

(NOTE: You will be notified of the allocated percent of shared costs determined for your company in advance of being billed. Billing is expected to commence in the 4th quarter of 1999.)

If you have any questions regarding this process, or need additional information, please call the

LNP Billing and Collection HELPLINE: (877) 245-5277 or (877) BILL 277. Our hours of operation are 9 AM to 5 PM (ET), Monday through Friday.

C. Compliance

Carriers failing either to file the Worksheet in a timely fashion or to contribute in a timely fashion may be subject to penalties under the Communications Act, including Sections 219(b), 220(e), and 503(b).

D. Confidentiality

Information on this form may be made publicly available. Any carrier that seeks confidential treatment of any of the information provided on this form must request that the information not be routinely available for public inspection pursuant to the procedures set forth in sections 0.457 and 0.459 of the Commission's rules. 47 C.F.R. §§0.457, 0.459; Examination of the Current Policy Concerning the Treatment of Confidential Information Submitted to the Commission, FCC 98-184 (rel. Aug. 4, 1998.) Carriers should submit a copy of any request for confidential treatment to the LNP Administrator at the time the carrier files the LNP Worksheet.

III. Complete Form Blocks 1, 2 and 3 As Follows:

Block 1: Carrier Identification

Line (1) requests the legal name of the carrier as it appears on articles of incorporation or other legal documents.

Line (2) requests the principal name under which the company conducts carrier activities. This would typically be the name that appears on customer bills, or the name used when service representatives answer customer inquires.

Line (3) provides a check-off for the principal carrier activity. Please check the category that best describes the carrier.

(a) *Shared Tenant Service Provider* – Manages or owns a multi-tenant location that provides telecommunications services or facilities to the tenants for a fee.

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- (b) *Incumbent LEC* – Provides local exchange service. An incumbent local exchange carrier (LEC) generally is a carrier that was at one time franchised as a monopoly service provider.
- (c) *Cellular/PCS/SMR (Cellular, Personal Communications Service, and Specialized Mobile Radio service provider)* - Primarily provides wireless telecommunications services (wireless telephony). This category includes the provision of wireless telephony by resale. An SMR provider would select this category if it primarily provides wireless telephony rather than dispatch or other mobile services.
- (d) *IXC (Interexchange Carrier)* – Provides long distance telecommunications services substantially through switches or circuits that it owns or leases.
- (e) *Satellite* – Provides prepaid calling card services by selling prepaid calling cards to the public or to retailers. Prepaid card providers typically resell the toll service of other carriers and determine the price of the service by setting the price of the card and controlling the number of minutes that the card can be used for.
- (f) *CAP/CLEC (Competitive Access Provider/Competitive Local Exchange Carrier)* – Competes with incumbent LECs to provide local exchange services or telecommunications services that link customers with interchange facilities, local exchange networks, or other customers.
- (g) *Toll Reseller* – Provides long distance telecommunications services primarily by reselling the long distance telecommunications services of other carriers.
- (h) *Prepaid Card* – Provides prepaid calling card services.
- (i) *Pay Telephone Service Provider* – Provides customers access to telephone networks through pay telephone equipment, special teleconference rooms, etc. Pay telephone service providers also are referred to as pay telephone aggregators.
- (j) *Local Reseller* – Provides local exchange or fixed telecommunications services by reselling services of other carriers.
- (k) *Paging and Messaging* – Provides wireless paging or wireless messaging services. This category includes the provision of paging and messaging services by resale.
- (l) *OSP (Operator Service Provider)* – Companies other than incumbent LECs that serve customers needing the assistance of an operator to complete calls, or needing alternate billing arrangements.
- (m) *Private Service Provider* – Offers telecommunications to others for a fee. This would include a company that offers excess capacity on a private system that is used primarily for internal purposes.
- (n) *Wireless Data* – Provides mobile or fixed wireless data services using wireless technology. This category includes the provision of wireless data services by resale.
- (o) *SMR (Specialized Mobile Radio service provider)* – Primarily provides dispatch and mobile services other than wireless telephony.

The form also provides boxes for “*Other Local*”, “*Other Mobile*”, and “*Other Toll*”. If one of these categories is checked, the contributor should further describe the nature of the service it provides. For example, a company that provides network access services on behalf of a group of incumbent LECs would identify itself as “*Other Local*” and enter “*incumbent LEC network access*” in the space provided.

Line (4) requests the name of the holding company or controlling entity, if any. All affiliates or carriers owned by a common entity should have the same name for Line 4.

Line (5) requests the complete mailing address of the corporate headquarters.

Line (6) requests the billing contact information. Provide contact name, mailing address, telephone and fax numbers and email address.

Block 2: End-User Revenue by LNP Region

Lines (7-13) On each line provided report the amount of end-user telecommunications revenues derived from providing intrastate, interstate and international telecommunication services in each LNP region.

If you derive no end-user revenue from providing telecommunication services in a particular LNP region enter zero (0) in the space provided.

If you entered zero (0) in the space provided for end-user revenue but provide telecommunications service in a region, also enter an X in the Carriers’ Carrier column.

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**Block 3:
Certification**

An officer of the carrier company must examine the data provided in the LNP Worksheet and certify that the information provided therein is accurate. (Lines 14-22.) In addition, the carrier should provide the name of a contact in the event that the FCC should choose to audit information provided by the company or that the LNP Administrator should need to verify or clarify information on the LNP Worksheet.

An officer is a person who occupies a position specified in the corporate by-laws (or partnership agreement), and would typically be president, vice president, vice president for operations, vice president for finance, comptroller, treasurer, or a comparable position. If the carrier is a sole proprietorship, the owner must sign the certification.