

# IDAHO TELECOMMUNICATIONS SERVICE ASSISTANCE PROGRAM

## INSTRUCTIONS FOR REMITTING SURCHARGE REVENUES

### A. WHEN TO FILE:

The monthly data should be mailed in time to reach the Administrators office by the twentieth day of the month following the reporting period. Companies can chose to report/remit monthly or quarterly, but should notify the administrator in writing which reporting option will be used. A check for the net amount of surcharge revenues should accompany the report. Checks should be made payable to Idaho Telecommunications Service Assistance Program or ITSAP. Please do not send cash.

### B. WHERE TO FILE:

Reports and accompanying checks should be sent to:

Alyson Anderson, Administrator  
Idaho Telecommunications Service Assistance Program  
1964 North 300 East  
Centerville, UT 84014

Phone: (801) 294-5343  
Fax: (801) 294-5143  
E-mail: alyson\_anderson@msn.com

### C. REPORTING PERIOD

Companies can chose to report monthly or quarterly, but should notify the administrator in writing which reporting option will be used. Companies should report data based on the first day of the month preceding the due date of the ITSAP form. **If reporting/remitting quarterly, please list data for each month individually of the quarter reported.**

### D. SURCHARGE REVENUES

Please indicate the number of each end users of business, residential, and wireless access service. Surcharge revenues equal the number of end users multiplied by the surcharge rate of \$ .06, plus or minus any pro-rated charges. Pro-rated charges are the surcharges for lines in service for a partial month. If reporting/remitting quarterly, please list data for each month separately for the quarter reported.

### E. ASSISTANCE REVENUES

Please indicate the number of eligible recipients served by your company. Assistance revenues equal the number of eligible recipients multiplied by the credit of \$3.50. If reporting/remitting quarterly, please list data for each month for the quarter reported.

## **F. ADMINISTRATION COST**

Please indicate the administration cost incurred by the company. The following formula was used by the ITAP program to determine administrative costs incurred by a company.

\$10.00 fixed amount for credit recipients  
Add \$1.00 each for first 10 credit recipients  
Add \$ .50 each for next 20 credit recipients  
Add \$ .25 each for all additional credit recipients

Add \$ .01 each for first 1,000 total access lines less credit recipients  
Add \$ .005 each for next 2,000 total access lines less credit recipients

**Please provide the calculation of administrative costs, if using a different formula or method to determine administrative costs.**

## **G. TOTAL DUE**

Please remit net surcharge revenues (revenues collected less assistance revenues paid and the administration cost incurred by the company.) If net surcharge revenues are negative, a credit is due the company. Please submit the form and ITSAP will reimburse the company for the amount of the credit.