

TOPIC: E-RATE

QUESTION: Explain the next step – filling out Form 471.

“After the Form 470 has been posted for 28 days, you can now begin to fill out a Form 471. This is the first time when you actually list services, service providers, costs, and discount percentage that you are seeking to procure. The Form 471 is the formal request for discount on specific services. It is important to note that the Form 471 is the only e-rate form that has a hard filing date each year that is set by the SLD. Most other e-rate deadlines occur a certain number of days after an event. The Form 471 must be filed during what’s called the filing window. Typically this filing window opens in mid-November and closes in early to mid-February.

The form 471, as I mentioned earlier, is the actual form requesting the discounts. This form requires detailed information about the services that are being procured. It requires applicants to have agreements with service providers in place and signed, to know the actual costs of services, the duration of services, and exactly what services are required. The Form 471 commits the applicant to procuring these services from the providers and it formally requests discounts.”

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