



**PUERTO RICO UNIVERSAL SERVICE FUND (PRUSF)  
FISCAL YEAR 2018/2019  
CARRIER REMITTANCE WORKSHEET INSTRUCTIONS**

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**I. Filing Requirements and General Instructions**

**A. Introduction**

On January 28, 1998, the Telecommunications Regulatory Board of Puerto Rico (PRTRB) adopted the Universal Service Regulation (USF Rules) pursuant to Chapter II, Article 7 and Chapter III, Article 6 of Law 213, known as the “Telecommunications Law of Puerto Rico of 1996” (Law 213) and Law 170 of August 12, 1988, known as the “Uniform Administrative Procedure Law.”

Pursuant to Law 213, the legislature required the PRTRB to guarantee all citizens of Puerto Rico telecommunications service at a fair, reasonable and affordable price. In order to achieve this goal, the PRTRB has established the Puerto Rico Universal Service Fund (PRUSF). The PRUSF is a fund which will be used to subsidize telecommunications services in Puerto Rico. The PRTRB has ordered that effective with the July 2001 data month, Telecommunications Relay Service be funded and effective with the January 2002 data month, Lifeline Assistance be funded.

Pursuant to Act No. 34 of June 9 of 2017, (Act 34), which amended Article III-7 (C)(6) of Law 213, the PRTRB can serve as the Administrator of the Puerto Rico Universal Service Fund and supervise disbursements to eligible telecommunications companies and supported services. As Administrator, it will perform all of the PRUSF management and administration functions in accordance with the Law 213 and the Puerto Rico USF Rules.

**B. Changes Affecting Carrier Remittance Worksheets**

1. Effective **July 1, 2015** the **PRUSF** Assessment Rate was set at **1.39%** (0.0139) per approved order JRT-2001-SU-0003 signed on the 29<sup>th</sup> of May 2015 and shall remain in effect until changed by Order of the Telecommunications Regulatory Board of Puerto Rico.
2. Lifeline credits will no longer be calculated under Section 3 – Remittance Calculation on the Carrier Remittance Worksheet, and can no longer be netted against the company’s remittance.
3. Companies seeking Lifeline credits must use the Lifeline Request Form (*2018/2019 Puerto Rico USF Support Payment Request Form Lifeline Program*) to request reimbursement each month. See Appendix F.



### **C. Who Must File**

In accordance with Chapter III, Article 6 (c) of Law 213, every telecommunications company that provides intrastate telecommunications services and Interconnected VoIP service providers in Puerto Rico (as outlined in Reg. # 7795 approved on September 9, 2009 and JRT-2010-SU-0003) shall contribute to the Puerto Rico Universal Service Fund in an equitable, non-discriminatory and competitively neutral manner, regardless of their annual gross income. Interconnected VoIP providers may fulfill their obligations either by reporting and contributing based on:

1. Their actual interstate telecommunications revenues;
2. Traffic studies, or
3. A 35.1% interim Safe Harbor

The PRUSF assessment collected from each carrier shall be calculated as a percentage of total retail billed Puerto Rico intra island telecommunications revenues. Telecommunications carriers may, at their option, recover from their retail customers the PRUSF charges paid by the carrier.

### **D. When and Where to File**

Monthly worksheets and remittances must be received by the PRUSF administrator, PRTRB, by the 15th day of each succeeding month. See Appendix A for the FY2018/2019 PRUSF reporting schedule.

***In order to locate the PRUSF remittance worksheet instructions for this period, please log-on to the PRTRB website:***

1. Go to (<http://www.jrtpr.gobierno.pr/>)
2. Click on *Compañías, Formularios, FSUPR, “Remittance Worksheet & Instructions”*.



## **II. Line-by-Line Instructions for Completion of the PRUSF Worksheet**

*(Please use the worksheet that corresponds to data period being reported)*

All information provided on the worksheet must be legible and printed in black or blue ink or typed.

*NOTE: In accordance with Paragraph 12.4 of the Universal Service Regulations #7795, “Every telecommunications company whose annual gross income of \$25,000 or less shall not be obligated to contribute to the Universal Service Fund during that particular year”. To assist in determining whether you qualify for “Deminimus” status, please complete the De Minimus Payment Exemption Request contained in the instruction package (Appendix E).*

### **Filing Identification Information**

The following blocks are located in the top margin of the worksheet. Fill in the information as follows:

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

The company code starts with PR followed by six digits. Companies with existing codes may continue using them for identification purposes. If this is the first filing for new companies, indicate “NEW” in this block.

#### **Block B - Revenue Data Period**

The Revenue Data Period indicates the month and year that corresponds to the revenue data being reported. It is important that the period of the report is marked or identified in a visible manner. It can either be shaded or highlighted or it can be marked manually or digitally.

#### **Block C - Original or Revision**

Indicate whether this is the original or revised filing for the data month(s) being reported. **Revisions should only be used to report errors**, not to true-up data. Revisions will be processed in the monthly cycle when they are received so companies will not be required to wait until the end of the fiscal year to correct a reporting error.

#### **Annual True-ups:**

Company-specific true-ups will consist of end of the fiscal year reconciliations to actual data where estimates may have been used throughout the year or to report minor adjustments to data, such as uncollectibles. A separate true-up form and instructions will be provided at the end of the funding period. See Appendix A – “FY2018/2019 PRUSF Reporting Schedule”.



## **Section 1 - Carrier Identification**

### **Line 1 Company Name**

Enter the carrier name that identifies the filing entity and any doing business as (d/b/a) names (if applicable), as certified by the PRTRB.

### **Complete Mailing Address**

Enter the complete mailing address of the corporate headquarters of the carrier including street address, city, state, zip, suite numbers, floor, etc.

### **Telephone**

Enter telephone number for the company headquarters.

### **E-Mail**

Enter the E-Mail address of the contact person.

### **Line 2 - Primary Telecommunications Business**

Place an **X** in the box that best describes the principal carrier activity. Place a “✓” in any other boxes that represent additional lines of business being reported on the worksheet.

- ILEC - Incumbent Local Exchange Carrier - Provider of franchised local exchange service
- IXC - Interexchange Carrier - Facilities-based provider of interexchange services
- RES - Reseller - Leases underlying transmission facilities from a facilities-based carrier for purposes of providing local and interexchange services
- CLEC - Competitive Local Exchange Carrier
- CAP - Competitive Access Provider - Competes with incumbent local exchange carrier to provide services that link customers with interexchange facilities, local exchange networks or other customers.
- CMRS - Wireless telephone service provider and/or personal communication service (PCS) provider
- OSP - Operator Service Provider - Companies other than LECs that provide services to customers needing the assistance of an operator such as to complete away from home calls or calls using alternate billing arrangements. These companies typically employ operators as well as credit and cash card technologies to complete calls
- PSP - Payphone Service Provider - Provides customers access to telephone networks through pay telephone equipment
- PAG - Paging Service Provider
- VoIP – Interconnected VoIP Service Providers
- Other - Check “Other” if none of the above categories describes the carrier. Please



explain as indicated

**Line 3 Parent Company**

Enter the name of the holding company or controlling company, if any.

**Complete Mailing Address**

Enter the complete mailing address of the parent company of the carrier including street address, city, state, zip, suite numbers, floor, etc.

**Telephone**

Enter telephone number for the parent company headquarters.

**Section 2 - Revenue Data**

The Puerto Rico Universal Service Regulations state that contributions to the fund shall be calculated on the basis of the retail revenues (“end user revenues”), as contained in Form 499-A of the Federal Communications Commission. **Revenues entered here should be for the revenue data period indicated in Block B of this form.** These revenues should correspond to the official books and records of the company except if the company is using estimated numbers to be reconciled to actuals at the end of the funding period. A list of general revenue categories is provided at Appendix D.

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

- Local Service, including basic monthly charges, extended area service charges, local measured service usage and any directory related charges such as for additional listings or for non-publication or non-listing of a telephone number.
- Vertical or Class features (i.e., Caller ID)
- Intrastate toll service.
- Directory Assistance service, both voice and electronic.
- Wireless telephone services, PCS, CMRS and paging services.
- Fixed interconnected VoIP services

**Retail revenues do not include** revenues derived from the following types of services and charges:

- Wholesale transactions (by an ILEC), including access charges paid by or to a local exchange carrier, interconnection charges paid by or to a cellular provider.
- Services consisting primarily of the creation of artistic material or other information that is later transmitted over telecommunications equipment, including information



services.

- Mobile radio and one-way paging services that do not have an electronic interface into the public switched network. Typically, these services require the paged person to go to a telephone to respond to the page. Any wireless or paging services, including airphone revenues, which do interface into the public switched network, are included in the assessment.
- Telecommunications services provided inside a company's proprietary network (Private Telecom Services).
- Sales and rentals subject to the sales and use tax including sales and rental of telephone equipment.
- Inside wire installation, billing and collection, or maintenance services sold to customers.
- Yellow pages advertising.

*\* Revenues reported on the remittance worksheet should be entered in dollars and cents rounded to two decimal places using half-up rounding. For example: \$488.885 would be rounded to \$488.89 and \$488.884 would be rounded to \$488.88.*

**The following revenue line items should correspond to the revenues that will be reported in the FCC Form 499-A Telecommunications Reporting Worksheet, but may not match dollar for dollar due to the variance in time periods and the reporting of only intrastate revenues to the PRUSF.**

**Line (4) ~ (Corresponds to line 404 on FCC 499-A)**

This line should include monthly service, local calling, connection charges, vertical features, and other local exchange services should include the basic local service revenues except for local private line revenues, access revenues, and revenues from providing mobile or cellular services. This line should include charges for optional extended area service, dialing features, local directory assistance, added exchanges such as automatic number identification (ANI) or teleconferencing, Local number portability (LNP) surcharges, connection charges, charges for connecting with mobile service and local exchange revenue settlements.

**Line (5) ~ (Corresponds to line 405 on FCC 499-A)**

This line should include charges to end users specified in access tariffs, such as tariffed subscriber line charges and PICC charges levied by a local exchange carrier on customers that are not presubscribed to an interexchange carrier (*i.e.*, a no-PIC customer). However, this line should not include charges to end users for special access services (which are reported in Line (6)). Telecommunications providers that do not have subscriber line charge tariffs on file with the FCC



or the Puerto Rico Telecommunications Regulatory Board of Puerto Rico, or who are not reselling such tariffed changes, should report \$0 on this line.

**Line (6) ~ (Corresponds to line 406 on FCC 499-A)**

Local private line and special access service should include revenues from providing local services that involve dedicated circuits, private switching arrangements, and/or predefined transmission paths. This line should include revenues from special access lines resold to end users unless the service is bundled with, and charged as part of a toll service.

**Line (7) ~ (Corresponds to line 407 on FCC 499-A)**

Should include revenues received from carriers as payphone compensation for originating toll calls. Line (7) should include revenues received from customers paid directly to the payphone service provider, including all coin-in-the-box revenues. Do not deduct commission payments to premises owners.

**Line (8) ~ (Corresponds to line 408 on FCC 499-A)**

Other local telecommunications service revenues should include local telecommunications service revenues that reasonably would not be included with one of the other fixed local service revenue categories. Line (8) should include charges for physical co-location of equipment pursuant to 47U.S.C. § 251(c) (6). Report revenues from offering switched capacity on local area data networks such as ATM or frame relay networks.

**Mobile service**

Mobile services are wireless communications between mobile wireless equipment, such as cellular phones, and other IntraIsland points.

**Line (9) and Line (10) ~ (Correspond to Lines 409 and 410 on FCC 499-A)**

Data reported on these lines should contain mobile service revenues other than toll charges to mobile service customers. Charges associated with customer premises equipment should not be included on these lines. For services provided to end users, Line (9) should contain monthly charges, activation fees, and service order processing charges, etc. Line (10) should contain message charges, including any roaming charges assessed for calls placed out of customers' home areas. Lines (9) should also include end-user prepaid wireless service revenues attributable to activation and daily or monthly access charges. Line (10) should also include prepaid wireless service revenues attributable to airtime. Toll charges to mobile service customers should be included in the Lines (13) or (14), as appropriate.



**Toll carrier service revenue categories**

Toll services are telecommunications services, wireline or wireless, which enable customers to communicate outside of local exchange calling areas. Toll service revenues include intrastate long distance services.

**Line (11) ~ (Corresponds to line 411 on FCC 499-A)**

This line should include revenues from prepaid calling cards provided either to customers or to retail establishments. Gross billed revenues should represent the amounts actually paid by customers and not the amounts paid by distributors or retailers, and should not be reduced or adjusted for discounts provided to distributors or retail establishments. All prepaid card revenues are classified as end-user revenues.

**Line (12) ~ (Corresponds to line 413 on FCC 499-A)**

Operator and toll calls with alternative billing arrangements should include all calling card or credit card calls, person-to-person calls, and calls with alternative billing arrangements such as third number billing, collect calls and country-direct type calls that either originate or terminate on the island. These lines should include all intrastate charges from toll or long distance, directory assistance. Line (12) should include revenues from all calls placed from coin and coinless, public and semi-public telephones and Inmate telephones, except for calls that are paid for via prepaid calling cards that are included in Line (11) and calls paid for by coins deposited in the phone that are included in Line (7).

**Line (13) ~ (Corresponds to line 414 on FCC 499-A)**

Long distance and other switched toll services include amounts from Account 5100 -- Long distance message revenue -- except for amounts reported on Lines (10), (7), (11) or (12). Line (13) includes message telephone service (MTS), WATS, subscriber toll-free, 900, 976 (or equivalent), "WATS-like," and similar switched services. This category includes most toll calls placed for a fee and should include flat monthly charges billed to customers, such as account maintenance charges, PICC pass-through charges, package plans giving fixed amounts of toll minutes and monthly minimums. However, where customers are charged single rate for a combined local and long distance services, all revenues for such service should be reported on Line (4).

**Line (14) ~ (Corresponds to line 415 on FCC 499-A)**

Long distance private line service should include revenues from dedicated circuits, private switching arrangements, and/or predefined transmission paths, extending beyond the basic service area (Toll Private Line). Line 14 should include frame relay and similar services where the customer is provided a dedicated amount of capacity between points in different basic service areas. This category should include revenues from the resale of Special Access services if they are included as part of a toll private line service.





**Line 22 - Net PRUSF Remittance**

Subtract Line 21 from Line 20 and enter the result on Line 22. If the result is positive, this represents the Net PRUSF Remittance to be paid to the PRUSF. If result is negative, this indicates that a PRUSF payment is due to the carrier and the PRTRB will credit the carrier's account in this amount. Refunds will only be made for significant credit balances and as authorized by the PRTRB.

**Section 4 - Change in Company Status**

**Line 23 - Company Recently Starting Business**

If this is an initial filing for a company please supply the date the company started operations in Puerto Rico.

**Line 24 – Company Ceasing Business**

If this is the final return for a company, please supply the date the company ceased operations in Puerto Rico. In addition, please send a letter to the PRUSF administrator and the corresponding notification to the Secretary of the PRTRB.

**Section 5 - Certification**

**Line 25 - Officer Name Information**

Enter date, officer name, officer signature, and officer title. The officers' signature attests to the accuracy of all information on this remittance worksheet.

**Line 26 - Contact Name Information**

Enter date, contact name, contact phone and contact title. The contact person should be able to provide worksheet clarification and serve as the first point of contact for the PRUSF administrator.

**Line 27- Complete Contact Mailing Address**

Enter the complete mailing address of the contact person including street address, city, state, zip, suite numbers, floor, etc.

**Worksheet Submission and Payment Method**

In the bottom left margin, please take note of submission address information. In the bottom right margin, please check applicable payment method and provide the amount of payment remitted. Please see Appendix C "PRUSF Payment and Worksheet Submission Information" for additional details on submitting payments to the PRUSF.



## PUERTO RICO UNIVERSAL SERVICE FUND ADDITIONAL PRUSF INFORMATION AND SUBMISSION CONSIDERATIONS

- The PRUSF instructions provide descriptions of revenues and the corresponding Carrier Remittance Worksheet lines to be used. **Correct completion of Section 2** of the worksheet will avoid edit errors, revisions, additional contacts and possible penalties.
- **Incomplete forms will be returned to carriers for completion.**
- **Forms without an authorized signature** will be considered incomplete and may result in penalties.
- **Carriers requiring** corrections to information initially submitted on PRUSF worksheet(s) should submit a **revised worksheet**. Revisions should be submitted for errors such as including incorrect data on a worksheet or arithmetical errors, not for true-ups.

**Annual true-ups** are to be used if the carrier has submitted estimated data during the year to be trueed up to actual data at the end of the fiscal year or to report minor adjustments, such as uncollectibles.



### FY 2018/2019 PRUSF Reporting Schedule Fiscal Period July 1, 2018 – June 30, 2019

REMITTANCES DUE ON OR BEFORE	REVENUE DATA MONTH(S) TO BE REPORTED
August 15, 2018	July 2018
September 15, 2018	August 2018
October 16, 2018	September 2018
November 15, 2018	October 2018
December 15, 2018	November 2018
January 15, 2019	December 2018
February 15, 2019	January 2019
March 15, 2019	February 2019
April 16, 2019	March 2019
May 15, 2019	April 2019
June 15, 2019	May 2019
July 16, 2019	June 2019
<b>Annual True-up</b>	
August 15, 2019	July 2018 through June 2019 Actual



## PRUSF Address Information

The following clarifies the purpose of each address that is required on the PRUSF worksheet:

**Section 1- Line 1:** Provide the complete mailing address of the carrier's **corporate headquarters**.

**Section 5- Line 27:** Provide the complete mailing address of the **PRUSF contact person**. This address will be used for future PRUSF mailings, *including statement/bill*, unless the PRUSF administrator is notified otherwise by submission of the form below.

### Statement/ Billing Address Change

Please mark one:

	Use Section 1- Line 1
	Other, provide address below

Company Code: **PR-** \_\_\_\_\_ Company Name: \_\_\_\_\_

Attn.: \_\_\_\_\_

Statement/Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

### Additional Address for Future Mailings

Complete this section if an *additional* mailing address is desired for future mailings. Information will automatically be sent to the corporate headquarters address and contact name address.

Company Code: **PR-** \_\_\_\_\_ Company Name: \_\_\_\_\_

Attn.: \_\_\_\_\_

Statement/Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Please submit to:

**Telecommunications Regulatory Board of Puerto Rico**  
**Attn. PRUSF Administrator**  
**500 Roberto H. Todd Ave.**  
**Stop 18 - Santurce**  
**San Juan, PR 00907-3941**





## PUERTO RICO UNIVERSAL SERVICE FUND PRUSF PAYMENT AND WORKSHEET SUBMISSION INFORMATION

Payments may be made by check or transmitted via electronic funds transfer. Please send both the Carrier Remittance Worksheet and payment to the bank. Payments should be transmitted as follows:

For Payments via Check:

Regular Mail:

**Telecommunications Regulatory Board of PR  
Attn. Universal Service Fund Administrator (PRUSF)  
500 Roberto H. Todd Ave.  
(Pda. 18 - Santurce)  
San Juan, Puerto Rico 00907-3941**

Overnight delivery:

**Telecommunications Regulatory Board of PR  
Attn. Universal Service Fund Administrator (PRUSF)  
500 Roberto H. Todd Ave.  
(Pda. 18 - Santurce)  
San Juan, Puerto Rico 00907-3941**

For Electronic Funds Transfers:

**Identify the transmittal as:**

**"Junta Reglamentadora de Telecomunicaciones de PR"**

**ABA #: 021502011  
Account #: 030057159**

**For bank or wire transfer:**

**ABA #: 021502011  
account #: 030057159  
Swift #: BPPRPRSX**

**Please Note:** For electronic payments, the original Carrier Remittance Worksheet and a **copy** of the electronic payment or fund transfer evidence should be sent to:

**Telecommunications Regulatory Board of Puerto Rico  
Attn. Universal Service Fund Administrator (PRUSF)  
500 Ave. Roberto H. Todd,  
(Pda. 18 – Santurce)  
San Juan, PR 00907-3941**



## PUERTO RICO UNIVERSAL SERVICE FUND GENERAL REVENUE CATEGORY GUIDE

The following list of revenue categories is provided for the use and convenience of Puerto Rico telecommunications providers in determining assessable intrastate retail revenues for the PRUSF. The list is intended only as a guide and is subject to change by the Puerto Rico Telecommunications Regulatory Board at any time. If a category of revenues is not included on this list, but is a source of intrastate retail revenue, please advise and include the revenue as assessable.

### Local Services:

IntraLATA Toll Charges
Connection Charges
Vertical or Class Services (i.e., Caller ID)
Operator Services
Directory Assistance
Pay Phone
Private Line
Voice Mail
Reconnection Fees
Late Payment Charges
Installation/Wiring
Alternative Access & Directory
Change of Long Distance Carrier Fee
Optional Calling Plans Monthly Charges

### Long Distance Services

Toll Charges
Connection Charges
Access Charges (retail)
800 Numbers
WATS
Enhanced Services
Operator Services
Directory Assistance
Pay Phone
Toll Private Line
Prepaid Calling Card
976 Numbers (Pay Per Call)
Voice Mail
Alternative Access & Directory
Reconnection Fees
Late Payment Charges
Optional Calling Plans Monthly Charges

### Wireless and Paging Services:

Basic Service
Airtime Charges
“In-Collect” Roaming Charges
“Out-Collect” Roaming Charges
Activation/Deactivation Charges
Connection Charges
Access Charges
Vertical or Class Services



PUERTO RICO UNIVERSAL SERVICE FUND
FY 2018-2019

De Minimis Payment Exemption Request

This form may be submitted to request De Minimis Exemption from reporting to the Puerto Rico Universal Service Fund (PRUSF), in accordance with the Puerto Rico Universal Regulation #7795, Section 12.4. Please use this form to notify the PRTRB that your company is within the De Minimis Exemption range of annual telecommunications gross revenues of less than \$25,000.

Company Code: PR \_\_\_\_\_ Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Instructions:

Line 1 – Enter total projected revenues for July 2018-June 2019 as reported on the 2018/2019 Carrier Remittance Worksheet.

1. Projected Fiscal Period Revenues: (July 2018-June 2019) \$ \_\_\_\_\_

If the amount entered on Line 1 is \$25,000 or less, you may qualify for a De Minimis Exemption from the PRUSF for the Fiscal Year (July 2018-June 2019). At the end of the Fiscal Year, you will be required to true-up your projection to actuals, to ensure you qualify of De Minimis Exemption.

If the amount entered on Line 1 is greater than \$25,000, please submit your Carrier Remittance Worksheet monthly, per the instructions.

Company Officer or Authorized Personnel: \_\_\_\_\_ (Print Name)

Company Officer or Authorized Personnel: \_\_\_\_\_ (Signature)

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

Please submit the completed form to the TRBPR's address at:

Telecommunications Regulatory Board of Puerto Rico
PRUSF Administrator
500 Roberto H. Todd Ave.
Stop 18 - Santurce
San Juan, PR 00907-3941



## 2018/2019 Puerto Rico USF Support Payment Request Form Lifeline Program

### Section One: Period Covered

For the month of: \_\_\_\_\_, 2018/2019

### Section Two: Lifeline Credit

A.	Number of Lifeline Customers 1 <sup>st</sup> day of Month based on customers served the prior data month as reported on the FCC Form 497.	
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Number of Lifeline Customers \_\_\_\_\_ X Credit per Customer (\$0.00) = Lifeline Credit \$ \_\_\_\_\_

**Enter the total number of Lifeline eligible active customers and multiply by the Lifeline Assistance credit per customer. Do not include Subscriber Line Charge credits reported to the Federal Lifeline Program through the Universal Service Administrative Company (USAC).**

### Section Three: Payment Instructions for Receipt of Lifeline Credit

Please Mark One

<input type="checkbox"/>	Electronic Funds Transfer
<input type="checkbox"/>	Check

Company Code: PR-\_\_\_\_\_ Company Name: \_\_\_\_\_

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

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

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

Indicate if Account is Checking or Savings: \_\_\_\_\_

### Section Four: Certification

Under penalties as provided by law, I certify that I have examined this report and to the best of my knowledge and belief, it is true, correct and complete. I further acknowledge that the aforementioned company is current with its payment obligation of Regulatory Fees and Universal Service Contributions and that the PRTRB has the authority to request additional supporting information as necessary. Under penalty of forfeiture I certify that no public employee of the PRTRB is part of or has an interest in the profits or benefits derived from the contract under which this invoice is issued and if such a relationship does exist the party has applied for an exemption. The only consideration for providing the goods or services under this contract has been the payment of the amount agreed upon with the authorized agency representative. The total amount due for this invoice is just and correct. The services were rendered and they have not been paid.

Officer Name: \_\_\_\_\_

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

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

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

Email (required): \_\_\_\_\_

Phone (required): \_\_\_\_\_

**Please submit this form to:**

**Telecommunications Regulatory Board of Puerto Rico  
Attn. PRUSF Administrator  
500 Roberto H. Todd Ave., Stop 18  
San Juan, Puerto Rico 00907-3981**