

New Mexico State Rural Universal Service Fund
2021 Remittance Worksheet Instructions
Effective January 1, 2021

Filing Requirements and General Instructions

A. Introduction

The New Mexico State Rural Universal Service Fund (NM SRUSF) is a multi-million dollar fund created pursuant to the provisions of the Rural Telecommunications Act, NMSA 1978, §§ 63-9H-1, et seq. (2005). The Fund must operate in a manner that is equitable and nondiscriminatory in its collection and distribution of funds, and must provide a specific, predictable and sufficient support mechanism that reduces intrastate switched access charges to interstate switched access charge levels in a revenue-neutral manner and ensures universal service in the State (NMSA 1978, § 63-9H-6.C.).

By New Mexico state statute and regulation, local exchange carriers (LECs), including Competitive Local Exchange Carriers (CLECs), are to begin the reduction of intrastate access charges to interstate levels commencing April 1, 2006, and may increase local residential and business exchange rates to benchmark levels in order to help offset revenues lost as a result of the required access charge reductions. In addition, LECs that are eligible telecommunications carriers (ETCs) may be reimbursed for the remainder of their access charge revenue loss by receiving payments from the Fund.

On November 18, 2020, the New Mexico Public Regulation Commission (NMPRC) issued an order under Case No. 20-00153-UT establishing the assessment rate for providers of wire-line and wireless telecommunications services in New Mexico at **\$1.08 per non-exempt communication connection, effective January 1, 2021**. For reporting purposes, the \$1.08 surcharge will apply to the January – December 2021 data periods.

On November 18, 2020, the NMPRC issued an Order Adopting Amended State Rural Universal Service Fund Rule in Case No. 19-00286-UT, which makes revisions to NMAC 17.11.10. **Several changes were made to the rules governing the SRUSF, including eliminating the requirement to report intrastate retail revenue data on the Annual Carrier Data Request and the NMUSF Carrier Remittance Worksheet.**

B. Who Must File

Every telecommunications carrier, telecommunications public utility and wireless telecommunications service provider that provides intrastate retail public telecommunications services or comparable services in the state of New Mexico must contribute to the NMUSF. Although carriers are authorized to collect assessments from customers via a clearly marked pass-through surcharge on customer bills, they are not required to do so. Companies cannot assess customers a rate higher than that approved by the NMPRC for the current year. If your company has recently started operations in New Mexico, you are required to complete and submit Attachment C, NMUSF Registration and Start of Business Information form.

C. When to File – (See Attachment A)

All reporting and payment due dates are identified on the 2021 NMUSF Reporting & Payment Schedule in Attachment A.

- **Monthly** reporters: Report the number of non-exempt communication connections and pay the assessments for each month by the 15th of the following month. (e.g. the January 2021 non-exempt communications connections and related assessments must be received (and payment processed) no later than February 16, 2021).

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I. Filing Requirements and General Instructions (cont'd)

C. When to File – (See Attachment A) (cont'd)

- **Quarterly** reporters: Report the estimated number of non-exempt communication connections and pay the assessments for the applicable period at the beginning of each period. Submit a Revised worksheet to report the actual number of non-exempt communications connections within 45 days after the end of the reporting period.

All filings must be received by the NMUSF Administrator by the due date. All payments must be received and posted by the bank by the due date. Postmarks do not constitute receipt.

<p>Worksheet Submission:</p> <p>Carriers are required to file online at www.gvnwusf.com/nm</p>	<p>NMUSF@gvnw.com NMUSF Administration GVNW Consulting, A Vantage Point Company 2930 Montvale Drive, Suite B Springfield, IL 62704</p>
<p>Payment Submission:</p>	<p>Remit payments directly to Bank of Albuquerque</p> <p>See Attachment D for Payment Submission Instructions</p>

D. Compliance

Carriers that do not comply with state rules by filing reports and remitting payments according to the schedule established by the Administrator will be identified and reported to the NMPRC.

If revised monthly/quarterly results indicate that a carrier has overpaid into the Fund and the over-payments cannot be adjusted on the carrier’s next monthly remittance due to the extent of the overpayment, the Administrator will report such instances to the Commission in order to determine whether consumers may have been over-charged the NMUSF flow-through fee.

II. Line-by-Line Instructions for Completion of the NMUSF Worksheet

Section 1 - Carrier Identification Information

Company Code

The company code starts with “NM” followed by six digits. The company code is assigned by the NMUSF Administrator upon registration. Companies owning separate legal entities and separate lines of business (e.g. a local exchange entity and a wireless entity), a separate worksheet must be filed for each entity. Once the NMUSF Administrator has assigned a unique company code to your company, all future correspondence must reference this code.

IMPORTANT NOTE: All correspondence from your company, including remittance checks, Electronic Fund Transfers, Emails, etc. MUST reference your unique Company Code. This is especially important with regard to remittances as payments are applied to carrier accounts based on the Company Code.

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II. Line-by-Line Instructions for Completion of the NMUSF Worksheet (cont'd)

Section 1 - Carrier Identification Information (cont'd)

Company Information:

Upon selecting the Company Code, company information, including company name and address, will be displayed.

Submission Date

The Submission Date is the date the worksheet is being filed online and is automatically populated.

Submission Type - Original or Revision

Carriers should indicate if this is the initial (original) submission of a data period or if the worksheet contains a data period revision. "Revision" should only be indicated when filing a correction or adjustment to a previously filed data period.

Data Period

Select the Data Period. The Data Period indicates the month or quarter and year that corresponds to the data being reported. Please see Attachment A for "NMUSF Reporting and Payment Schedule".

Filing Revisions:

Revisions may be used for correction or to "true-up" the number of non-exempt communication connections previously reported in error. When filing a revision, follow these same instructions. Revisions must be made to data periods they were originally filed. Report actual number of revised non-exempt communication connections, not the difference between the original and the revision.

Section 2 – Remittance Calculation

Line 4 – Number of Non-Exempt Communication Connections

A "Communication Connection", as defined in 17.11.10.7.1 NMAC, means a voice-enabled telephone access line, wireless voice connection, unique voice over internet protocol service connection, or other uniquely identifiable functional equivalent as determined by the Commission.

Line 5 - 2021 Assessment Rate (\$1.08 for January 2021 through December 2021)

Line 6 – Remittance (Line 4 multiplied by Line 5)

If carrier does not receive NMUSF support, or a LITAP disbursement, this is the amount due to the NM USF. Skip down to CHANGE IN COMPANY STATUS AND CERTIFICATION.

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II. Line-by-Line Instructions for Completion of the NMUSF Worksheet (cont'd)

Section 3 – LITAP CALCULATION

Per Case No. 05-00313-UT, Final Order and Final Rule, and Attachment “A” of same, as adopted on September 30, 2010, enter the following information regarding the carrier’s LITAP in the state of New Mexico. PLEASE NOTE: BACKUP IS REQUIRED BEFORE PAYMENT IS ISSUED. PLEASE PROVIDE FCC FORM(S) 497, RECEIPTS, COST INCURRED INVOICES, VOUCHERS, AND OTHER INFORMATION THAT SUPPORT THE FOLLOWING LINE ITEMS.

Line 7 - Enter the single month/year for which qualified Lifeline customers are reported

This month must match the reported month on the Form(s) 497 or other backup. It may be different from the Revenue Data Month.

a) Enter each reported SAC#

For this reported month, enter each six-digit Study Area Code (SAC) # for which you are reporting customers. Please separate each SAC# with commas. Backup must include the Form 497 or other documentation for each SAC#.

b) Enter the sum of all Tier 3 customers

For this reported month, sum all **Tier 3** customers, as reported on each Form 497 or other documentation, and enter here.

Line 8 - Rate per Customer

Enter the rate for LITAP support claimed per customer. The maximum amount of support per customer is \$3.50.

Line 9 - Total adjusted Lifeline support or true-ups and adjustments for this reported month

Enter the total adjusted Lifeline support or true-ups and adjustments made this reported month. Any adjustments that are partial credits must be listed on this line.

Line 10- Lifeline Discount (Line 7b X Line 8) + (Line 9)

Enter the total dollar amount of LITAP support claimed.

Line 11 - Interest Accrual amounts on Lifeline funds

Enter the dollar amount of deferred interest (if applicable).

Line 12 - The amount of administrative, advertising, voucher, and other Lifeline expenses

Enter the dollar amount of administrative, voucher, and other Lifeline expenses borne by the ETC over and above what was expended in connection with Federal Universal Service duties. Supporting documentation must be provided for all expenses. Include the Federal base expenditures being exceeded as part of the documentation.

Line 13 - Total (Line 10 + Line 11 + Line 12)

Enter the total LITAP disbursement credits claimed for the reported month.

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II. Line-by-Line Instructions for Completion of the NMUSF Worksheet (cont'd)

Section 3 – LITAP CALCULATION (cont'd)

Line 14 - The foregone revenue resulting from the discounts provided to Lifeline customers after reimbursements. After subtracting the amount entered on Line 9, enter the dollar amount for the discounts provided to Lifeline customers. This is a reporting requirement but is not included in the total LITAP disbursement credits. **(Do NOT add item to Line 12.)**

Section 5 – Net Remittance Calculation

Line 15 - (Non-LITAP) NMUSF Support Payable to Eligible Telecommunications Carriers

Lists the monthly amount of (non-LITAP) NMUSF Support due to the carrier as authorized by the NMPRC. Support is payable the first day of the second month following the data month reported to the NMUSF Administrator. For example, April's support will be received by the carrier on or before June 1st as long as the carrier's remittance worksheet is received by the mid May due date.

Line 16 - NET NMUSF REMITTANCE: (LINE 6) minus (LINE 13 + LINE 15)

A negative amount indicates a NMUSF payout is due to the carrier. If the result is positive, the submission will calculate the Net Remittance to be paid. If the result is negative, this indicates that a NMUSF payment is due to the carrier.

Officer Name and Officer Title

Enter the officer name and officer title for the contact at the company headquarters.

Filer Name, Filer Email and Filer Phone

The filer name, filer email and filer phone number will automatically be displayed and is associated with the online filing user credentials.

Payment Submission Information

Payments must be remitted directly to Bank of Albuquerque. Please see **Attachment D** "NMUSF Payment and Worksheet Submission Information" for additional details.