

*What's New . . .*

- The KUSF Assessment rate is 7.50%, effective March 2018 – February 2019 (FY 22).
- FY 22 KUSF Instructions, Carrier Remittance Worksheets (CRW), and the Kansas Corporation Commission's (KCC) order are enclosed.
- Companies are encouraged to use E-Filing (<http://www.gvnw.com/USF/KUSF.aspx>) to reduce errors and ensure your CRW is complete. CRWs may be sent via -mail to [kusf@gvnw.com](mailto:kusf@gvnw.com) or fax to (217) 698-2715 if your company does not use online E-Filing.
- The Commission requires carriers to notify the Commission and the third-party administrator within 30 days of any changes a carrier makes to its KUSF contribution methodology. The notice shall be filed in the applicable annual KUSF docket and a copy of the notice shall be provided to the KUSF third-party administrator. (2/23/2017 Order, Docket 16-517, ¶ 21).

*Reminders . . .*

- Any company doing business in the State of Kansas must register with the Kansas Secretary of State's office. You may contact them at [corp@kssos.org](mailto:corp@kssos.org) or (785) 296-4564.
- Effective July 1, 2016, K.S.A. 66-2008(a) was modified to state, in part,  
The commission shall not require any provider to contribute to the KUSF under a different contribution methodology than such provider uses for purposes of the federal universal service fund, including for bundled offerings.
- **If your Company elects to report revenue and contribute to the KUSF using the same methodology as that used for Federal USF contribution purposes, you are required to check the Box on Line 22 and certify this in Section 4 with each CRW submitted.**
- **Annual True-Ups - FY 2017/2018 (FY 21)** will be sent via email in late March 2018. A current e-mail contact must be on file with GVNW. The **Annual True-Up is due to GVNW by April 16, 2018.** \*\*True-ups must reflect actual revenues. Annual, semi-annual, and quarterly reporters must file an Annual True-Up. Monthly filers should remit an Annual True-Up to reflect corrections or adjustments to the company's books (i.e. audit or end-of -year adjustments, items not recognized until closing of company's books, etc.).
- Every company must submit a new **Attachment B, "Carrier Operations and Election Form"** for **Year 22 by April 16, 2018. CRWs will not be processed without a new Attachment B on file and will be subject to penalties. Note: A new Attachment B is required to update company, agent, or revenue information at any other time during the plan year.**
  - If your company does not generate any Kansas intrastate retail revenue, complete Section 3 of Attachment B, mark the "Not Generating Kansas intrastate retail revenue (\$0.00)" box. Submit a new Attachment B and Carrier Remittance Worksheet within 30 days of your Company beginning to generate Kansas intrastate revenues subject to the KUSF.
- Incomplete Forms: CRW data must be legible, printed in ink or typed and signed by an officer of the Company or an authorized Company Agent. Unsigned CRWs, CRWs signed by an unauthorized Agent, and CRWs that do not have Block C completed will be considered Incomplete and be Returned. Incomplete CRWs will be subject to the late CRW penalty of 1% per month (12% cumulative) of the assessment or **\$100, whichever is greater.**

- **Block C- KUSF Assessments Collected from Customers:** Report the actual KUSF Assessments collected from your Company's end-user customers for the data month reported. **Do not report an amount that is calculated based on the intrastate retail revenue billed to and/or collected from end-users.**
- **Quarterly True-ups:** If your Company is reporting revenues one or more months in arrears or reporting estimated or calculated revenues, you must remit a quarterly True-up within 45 days of the end of each quarter. (1/13/2010 Order, Docket No. 10-GIMT-188-GIT). Quarterly True-up forms are available from the KUSF website at <http://www.gvnw.com/KUSF.aspx>.
- **Remitting electronic payment helps** ensure timely receipt and processing of the payment and avoids Late Payment Penalties. If you are not remitting electronic payments, contact us today at [kusf@gvnw.com](mailto:kusf@gvnw.com) to do so.
- **Paper checks must be payable to: (1) Kansas Universal Service Fund, (2) KS USF, or (3) KUSF.** Checks payable to any other entity will not be processed and will be returned to the company. Applicable Penalties will be applied.
- **Avoid Penalty Charge:** Allow a minimum of 3 days for payments sent via overnight delivery to be posted to the company's account. The bank will not post payments received after the processing time until the next day. Allow additional time for payments and CRWs remitted via regular mail service.
- **Record Retention Period** for paper, electronic, and/or other forms of digital documentation (e.g. accounting records, billing records, customer account records, etc.) that supports the revenues reported and assessments paid to the KUSF, as well as assessments collected from end-user subscribers, must be maintained for three (3) years after the end of each KUSF Fiscal Year. See Oct. 20, 2015 Order on Determining KUSF Contribution Methodology, ¶ 36. **Penalties will be applied consistent with Commission Orders.** (1/23/2006 Order, Docket No. 06-GIMT-332-GIT and 1/23/2007 Order, Docket No. 07-GIMT-276-GIT).
- GVNW and Staff cannot waive any penalty. An official legal pleading to seek a waiver of any penalty must comply with K.A.R. 82-1-228(d), requiring a corporation to have an attorney that is admitted to practice in Kansas or a non-resident attorney associated with a local attorney.