

## Common Form 525 Issues

### **First Page**

- ensure that only a six-digit number is entered as a CETC SAC in (3). Do not append the state or any other information
- ensure that the correct CETC Study Area Name is entered in (4)
- ensure all carrier information [(4) through (6)] and contact information [(7) through (11)] on the first page is complete
- ensure that checkmarks on the page match the actual fund submissions/revisions (14)
- do not mix different quarterly filing deadlines on a single Form 525
- ensure that entries in (13) and (14) on the **first** page match the entries in (13) and (14) in the header information on the top of each **subsequent** page

### **Revisions**

When filing a revision, your correspondence should identify the specific High Cost Component, ILEC, Zone, and Wire Center (if appropriate) for which the revision is being submitted. The specific revisions should be noted in an email or cover letter and possibly highlighted within the relevant tabs, particularly if they are hard-to-see minor changes.

### **Form 525 Structure**

- do not merge cells together
- do not split cells that are already merged
- do not add or delete columns
- do not “switch” or move columns

### **Data Input**

File loops in the correct High Cost Component tab:

- loops in Path 1, Path 2, or Path 3 rural ILEC study areas should not be filed under HCM. If there are no loops in rural ILEC study areas, the HCL/LSS tab must be left entirely blank and there should be no check marks in Column 14 (on page 1) for HCL and LSS
- loops in non-rural ILEC study areas should not be filed under HCL/LSS. If there are no loops in non-rural ILEC study areas, the HCM tab must be left entirely blank and there should be no check mark in Column (14) (on page 1) for HCM support
- loops in price cap ILEC study areas should not be filed under ICLS. If there are no loops in rate-of-return ILEC study areas, the ICLS tab must be left entirely blank and there should be no check mark in Column (14) (on page 1) for ICLS
- loops in rate-of-return ILEC study areas should not be filed under IAS. If there are no loops in price cap ILEC study areas, the IAS tab must be left entirely blank and there should be no check mark in Column (14) (on page 1) for IAS

## Common Form 525 Issues

If a SAC is entered in a row, that row must have loop count data entered. Similarly, if loops are entered in a row, please make sure the ILEC name, SAC, and other data are also entered

When filing loops in Path 1 rural ILECs **at the study area level:**

- for HCL/LSS, only Columns (16), (17), (18), (19), (22), and (23) must be populated; leave Columns (20) and (21) blank
- for ICLS, only (24), (25), (26), (27), (30), (31), and (32) must be populated; leave Columns (28) and (29) blank

When filing loops in Path 1 Rural ILECs **at the wire center level:**

- for HCL/LSS, only Columns (16), (17), (18), (19), (21), (22), and (23) must be populated ; leave Column (20) blank
- for ICLS, only (24), (25), (26), (27), (29), (30), (31), and (32) must be populated; leave Column (28) blank

Enter Disaggregation Zone names precisely:

- do not enter CLLI code as zone name unless both are the same
- do not enter “Z1” instead of “Zone1” or “Zone 1”

Enter wire center CLLI codes precisely:

- enter eight-digit CLLI code only
- do not append zone name to CLLI

Do not add extra information:

- “N/A” is not recognized as a Disaggregation Zone name or Wire center CLLI code
- do not enter a “Total” row as the system does not recognize “Total” as an ILEC name or SAC
- when entering the CETC SAC, do not append the state or any other information

When filing loops at the Zone/Wire Center level, ensure the zones & wire centers belong to the ILEC

When filing loops against Path 1 and Path 2 Not-Approved ILEC study areas that receive Acquired Exchange Support (AES), you must file at the Wire Center level

## Common Form 525 Issues

When filing loops against Path 2 Approved and Path 3 ILEC study areas that receive AES, you must file at the Zone/Wire Center level.

Ensure that loop counts filed against a specific ILEC are all grouped together

When filing loops in mini-pooler ILEC study areas, please enter distinct names for each ILEC mini-pooler in the “Incumbent Carrier Name” column and select the appropriate zones and/or wire centers.

Include loop count totals, where appropriate:

- for ICLS, enter total loops in Column (32)
- for IAS, enter total lines in Column (50)