

## APPEAL CHECKLIST

When appealing a USAC decision, use the following checklist to ensure that the necessary information has been provided. Remember to retain all appeal correspondence and documentation.

<b>Deadline</b>	
	Submit your appeal within 60 days of the date of USAC’s notification letter (e.g., FCDL, Form 486 letter, etc.)
<b>Contact Information</b>	
	Current appellant contact information
	An alternate contact person and/or information (if applicable)
	The Billed Entity Number (BEN) and name
	Service provider name(s) and Service Provider Identification Number(s) if different from appellant
<b>Appeal Information &amp; Explanation</b>	
	State that your letter is an appeal
	Relevant Funding Year, Form (e.g., 470, 471, 486, etc.) , Application Number(s), FRN(s)
	Provide a concise and clear explanation for each FRN you are appealing (reference or copy language from the decision you are appealing)
	Your requested outcome for each decision appealed
	Provide documentation to support your appeal
<b>Authorized Person</b>	
	Signature, Name and Title (an electronic signature is accepted for submitted via email)
	Consultant Letter of Agency or Agreement (if another person or party is representing the appellant who is not listed as contact person or consultant on the filed application)
	Contact information (telephone number, email)

For more information, search appeals on the [USAC website](#)