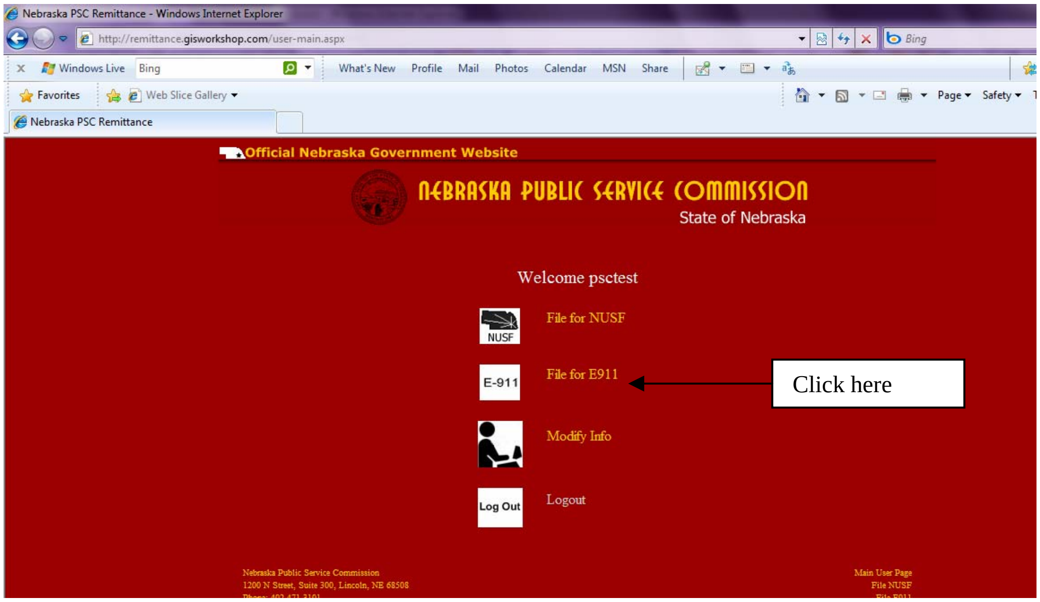
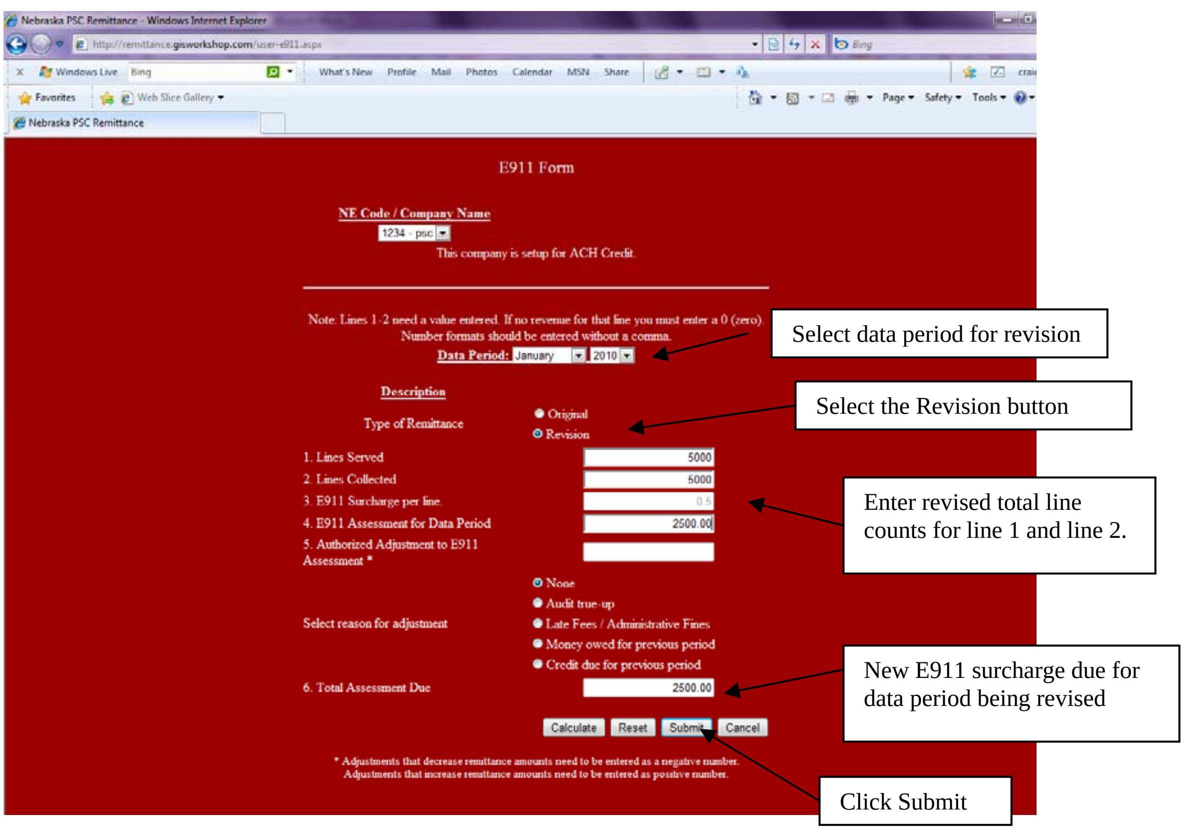
Instructions for Filing a Revised E911 Remittance Worksheet Online

1. Sign onto the Online Remittance site by inputting your user name and password.
2. Click on File for E911

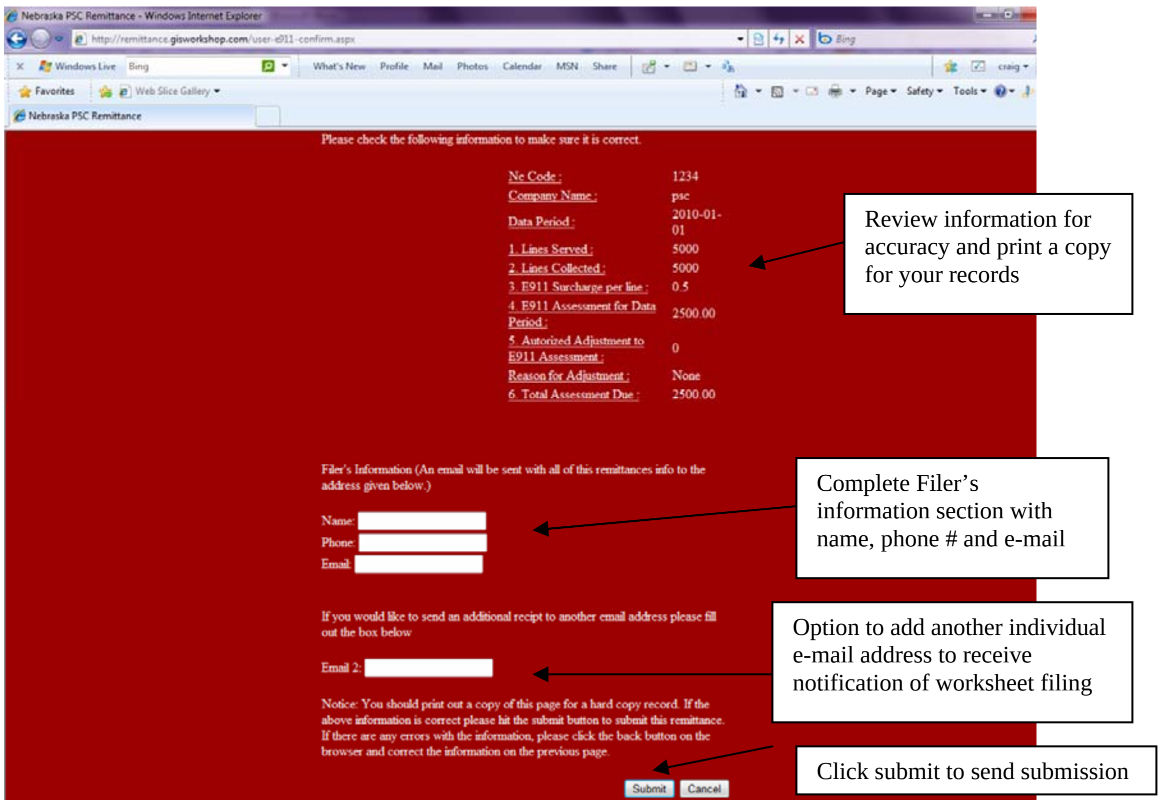


3. Select the data period that you are filing a revision for
4. Select the "Revision" button
5. Enter the revised total line count for both line 1 and line 2 (***not*** just the change from original)

6. Click the Submit button once all information has been entered.



7. Check over the summary of information entered to ensure accuracy. If all information is entered correctly, complete the Filer's information section and click submit to finalize your submission. If you need to go to the previous page to change any information click the back button on your web browser.



8. Using the original surcharge due (Line 6 of original worksheet) and the revised surcharge due (Line 6 of revised worksheet) you must now figure if the company you are filing for owes additional surcharge to the E911 fund or is due a credit from the E911 fund.

   - In the above example the revised total surcharge due is $2,500.00. If the original total surcharge due was $2,000.00 then the company would owe an additional $500.00 for the data period in which revisions were filed.
   - In the above example the revised total surcharge due is $2,500.00. If the original total surcharge due was $3,000.00 then the company would be due a credit of $500.00 for the data period in which revisions were filed.

9. Any additional money due to the E911 fund or credit due from E911 fund as a result of filing revised worksheets must be placed on line 5 of a current filed worksheet. For example: In March 2010 you file a revised worksheet for the January 2010 data period and you owe an additional $500.00. You would include the $500.00 on line 5 of the February 2010 data period, due March 15, 2010 and would select "Money owed for previous period" as the reason for adjustment. Alternatively, if you were due a credit of $500.00 then you would include a negative $500.00 on line 5 and would select "Credit due for previous period" as the reason for adjustment.

Refer to the <u>"Instructions for Taking a Credit on NE E911 Worksheets"</u> for further instruction on this process. Contact the NTIPS department for any additional assistance at 402-471-3101.