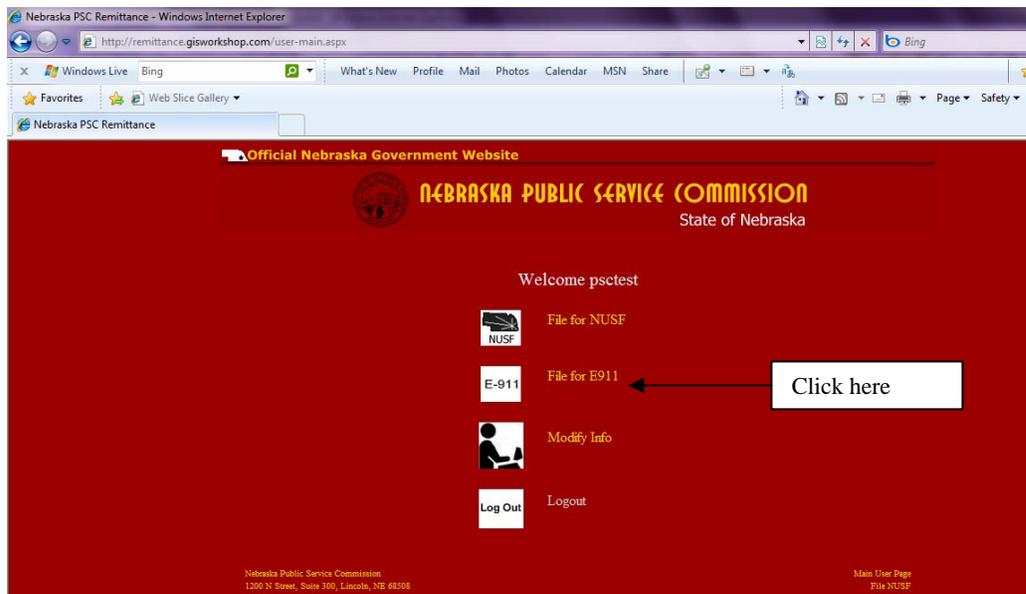


## Instructions for Taking a Credit on E911 Remittance Worksheets

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



To assist instruction we will use two different examples:

1. The credit to take does not exceed the total E911 monthly surcharge due.
2. The credit to take will take multiple data periods to exhaust the full credit due.

NOTE: These examples are for credits due to a company because of revisions filed for previous data periods. If you are taking a credit due to a letter received from the NTIPS department stating that your audit revealed an overpayment by your company, the process would be the same as described in these examples you would simply chose “audit true-up” as the reason for the credit entries.

## Example #1

Company XYZ has filed a revised worksheet for January 2010 and is due a credit of \$500.00. Company XYZ usually has a monthly E911 surcharge due of approximately \$1,000.00. In this example, the company will be able to take the credit due to them on one data period's worksheet. The current worksheet that Company XYZ is filing is for the data period of February 2010, due March 15, 2010.

1. Select the data period for the current data period due, in our example this would be February 2010.
2. Select the "original" button.
3. Enter the total line counts for line 1 and line 2.
4. To take the credit discussed in this example Company XYZ will enter a negative \$500.00 on line 5 Authorized Adjustments to E911 Assessment and select "Credit due for previous period" as the reason for adjustment. The form will deduct this amount from line 6 total assessment due.

The screenshot shows the 'E911 Form' in a web browser. The form is titled 'E911 Form' and has a red background. It contains the following fields and options:

- NE Code / Company Name:** 1234 - psc
- Data Period:** February 2010
- Type of Remittance:** Original (selected), Revision
- Description:**
  - 1. Lines Served: 5000
  - 2. Lines Collected: 5000
  - 3. E911 Surcharge per line: 0.5
  - 4. E911 Assessment for Data Period: 2500.00
  - 5. Authorized Adjustment to E911 Assessment \*: -500
- Select reason for adjustment:** None, Audit true-up, Late Fees / Administrative Fines, Money owed for previous period, Credit due for previous period (selected)
- 6. Total Assessment Due:** 2000.00

Annotations on the form:

- 'Select current data period' points to the 'Data Period' dropdown.
- 'Select original button' points to the 'Original' radio button.
- 'Enter total line counts for line 1 and line 2' points to the input fields for 'Lines Served' and 'Lines Collected'.
- 'Enter the credit due to Company XYZ on line 5 and select the reason for adjustment' points to the 'Authorized Adjustment' field and the 'Credit due for previous period' radio button.
- 'The form deducts the \$500.00 from the total E911 assessment due on line 6' points to the 'Total Assessment Due' field.

\* Adjustments that decrease remittance amounts need to be entered as a negative number. Adjustments that increase remittance amounts need to be entered as positive number.

5. After clicking submit you will be taken to another page that summarizes your information. 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.

In this example, Company XYZ would owe \$2000.00 for February 2010, as shown on line 6.

The screenshot shows a web browser window displaying the 'Nebraska PSC Remittance' confirmation page. The page has a red background and contains the following information:

Please check the following information to make sure it is correct.

<u>Ne Code :</u>	1234
<u>Company Name :</u>	psc
<u>Data Period :</u>	2010-02-01
<u>1. Lines Served :</u>	5000
<u>2. Lines Collected :</u>	5000
<u>3. E911 Surcharge per line :</u>	0.5
<u>4. E911 Assessment for Data Period :</u>	2500.00
<u>5. Authorized Adjustment to E911 Assessment :</u>	-500
<u>Reason for Adjustment :</u>	Credit due for previous period
<u>6. Total Assessment Due :</u>	2000.00

Filer's Information (An email will be sent with all of this remittances info to the address given below.)

Name:

Phone:

Email:

If you would like to send an additional receipt to another email address please fill out the box below

Email 2:

Notice: You should print out a copy of this page for a hard copy record. If the above information is correct please hit the submit button to submit this remittance. If there are any errors with the information, please click the back button on the browser and correct the information on the previous page.

Submit Cancel

Four callout boxes with arrows pointing to specific elements on the page:

- Review information for accuracy and print a copy for your records (points to the summary table)
- Complete Filer's information section with name, phone # and e-mail (points to the Name, Phone, and Email input fields)
- Option to add another individual e-mail address to receive notification of worksheet filing (points to the Email 2 input field)
- Click submit to send submission (points to the Submit button)

## Example #2

Company XYZ has filed a revised worksheet for January 2010 and is due a credit of \$500.00. Company XYZ usually has a monthly E911 surcharge due of approximately \$200.00. In this example, it will take Company XYZ approximately 2-3 months to exhaust the credit due to them. The current worksheets that Company XYZ will be taking this credit on in this example is for the data period of February 2010, due March 15, 2010; the data period of March 2010, due April 15, 2010; and the data period of April 2010, due May 15, 2010.

1. Select the data period for the current data period due, in our example this would be February 2010.
2. Select the "original" button.
3. Enter the total line counts for line 1 and line 2.
4. To take the credit discussed in this example Company XYZ will enter a negative amount on line 5 Authorized Adjustments to E911 Assessment and select "Credit due for previous period" as the reason for adjustment. The negative amount entered cannot exceed the total of line 4 after completing the steps above. The form deducts the credit entered and the total NUSF assessment due for Company XYZ for this data period would be \$0.

### February 2010 data period, due March 15, 2010

The screenshot shows the 'E911 Form' in a web browser. The form is titled 'E911 Form' and includes the following fields and options:

- NE Code / Company Name:** 1234 - psc (dropdown menu)
- Data Period:** February 2010 (dropdown menu)
- Type of Remittance:**  Original (selected),  Revision
- Description:**
  - 1. Lines Served: 400
  - 2. Lines Collected: 400
  - 3. E911 Surcharge per line: 0.5
  - 4. E911 Assessment for Data Period: 200.00
  - 5. Authorized Adjustment to E911 Assessment \*: -200
- Select reason for adjustment:**  None,  Audit true-up,  Late Fees / Administrative Fines,  Money owed for previous period,  Credit due for previous period
- 6. Total Assessment Due:** 0.00

Annotations with arrows point to the following elements:

- 'Select current data period' points to the 'Data Period' dropdown.
- 'Select original button' points to the 'Original' radio button.
- 'Enter total line counts for line 1 and line 2' points to the input fields for 'Lines Served' and 'Lines Collected'.
- 'Enter the credit due to Company XYZ on line 5 and select the reason for adjustment' points to the 'Authorized Adjustment' field and the 'Credit due for previous period' radio button.
- 'The form deducts the \$200.00 from the total E911 assessment due on line 6' points to the 'Total Assessment Due' field.

\* Adjustments that decrease remittance amounts need to be entered as a negative number.  
Adjustments that increase remittance amounts need to be entered as positive number.

5. Follow the same instructions as provided in Example #1 for Step #5.

The remaining months would be entered on their respective due dates and would be entered as follows:

On the February 2010 data period Company XYZ took a credit of \$200.00. Since their total credit to take was \$500.00, they have a remaining credit to use in the amount of \$300.00. As shown below their total assessment due for the March 2010 data period is only \$225.00, so the total credit they can take on the March 2010 worksheet is only \$225.00 of the remaining \$300.00 credit. The form deducts the credit entered and the total NUSF assessment due for Company XYZ for this data period would be \$0.

### March 2010 data period, due April 15, 2010

The screenshot shows the 'E911 Form' in a web browser. The form is titled 'E911 Form' and includes the following fields and options:

- NE Code / Company Name:** 1234 - psc
- Data Period:** March 2010
- Type of Remittance:** Original (selected), Revision
- Description:**
  - 1. Lines Served: 450
  - 2. Lines Collected: 450
  - 3. E911 Surcharge per line: 0.5
  - 4. E911 Assessment for Data Period: 225.00
  - 5. Authorized Adjustment to E911 Assessment \*: -225
- Select reason for adjustment:** None, Audit true-up, Late Fees / Administrative Fines, Money owed for previous period, Credit due for previous period (selected)
- 6. Total Assessment Due:** 0.00

Annotations on the form:

- 'Select current data period' points to the 'Data Period' dropdown.
- 'Select original button' points to the 'Original' radio button.
- 'Enter total line counts for line 1 and line 2' points to the input fields for 'Lines Served' and 'Lines Collected'.
- 'Enter the credit due to Company XYZ on line 5 and select the reason for adjustment' points to the 'Authorized Adjustment' field and the 'Credit due for previous period' radio button.
- 'The form deducts the \$225.00 from the total E911 assessment due on line 6' points to the 'Total Assessment Due' field.

\* Adjustments that decrease remittance amounts need to be entered as a negative number. Adjustments that increase remittance amounts need to be entered as positive number.

On the February 2010 data period Company XYZ took a credit of \$200.00. On the March 2010 data period Company XYZ took a credit of \$225.00. Since their total credit to take was \$500.00, they have a remaining credit to use in the amount of \$75.00. As shown below their total assessment due for the April 2010 data period is \$200.00, so they can take the total remaining credit of \$75.00 on the April 2010 worksheet and their credit is now exhausted. Company XYZ would need to pay \$125.00 to fulfill their E911 obligation for the April 2010 data period.

The screenshot shows the 'E911 Form' in a web browser. The form includes the following elements:

- NE Code / Company Name:** 1234 - psc
- Data Period:** April 2010
- Type of Remittance:** Original (selected)
- Description Table:**

Description	Value
1. Lines Served	400
2. Lines Collected	400
3. E911 Surcharge per line.	0.5
4. E911 Assessment for Data Period	200.00
5. Authorized Adjustment to E911 Assessment *	-75
6. Total Assessment Due	125.00
- Select reason for adjustment:** Credit due for previous period (selected)
- Buttons:** Calculate, Reset, Submit, Cancel

Callout boxes provide the following instructions:

- Select current data period:** Points to the Data Period dropdown menu.
- Select original button:** Points to the 'Original' radio button.
- Enter total line counts for line 1 and line 2:** Points to the input fields for 'Lines Served' and 'Lines Collected'.
- Enter the credit due to Company XYZ on line 5 and select the reason for adjustment:** Points to the 'Authorized Adjustment' field and the 'Credit due for previous period' radio button.
- The form deducts the \$500.00 from the total E911 assessment due on line 6:** Points to the 'Total Assessment Due' field.

\* Adjustments that decrease remittance amounts need to be entered as a negative number. Adjustments that increase remittance amounts need to be entered as positive number.

**If you should require further instructions or have any additional questions on this process please contact the NTIPS department at 402-471-3101.**