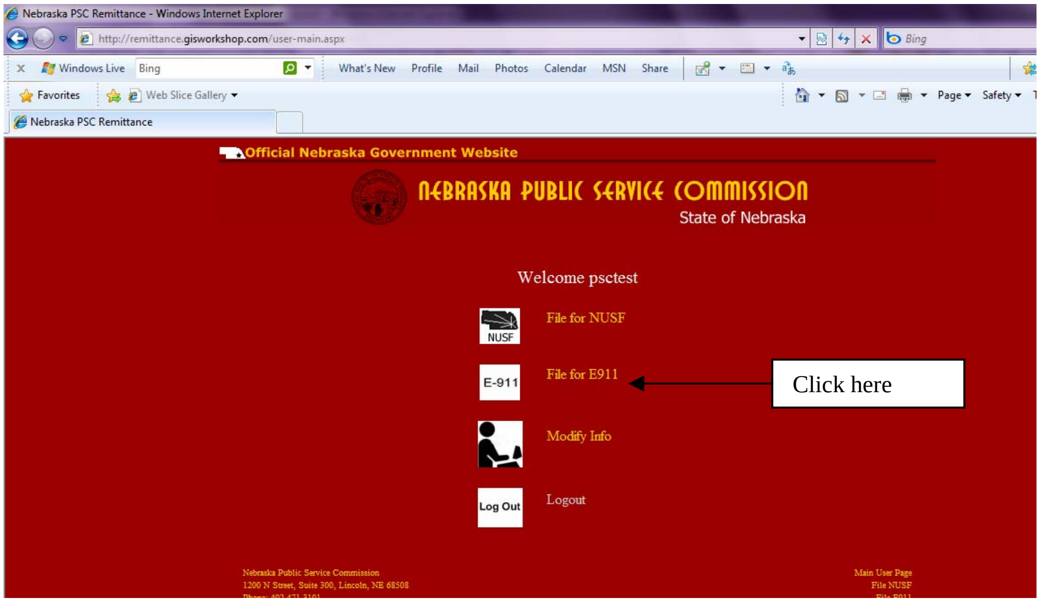
Instructions for Taking a Credit on E911 Remittance Worksheets

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:

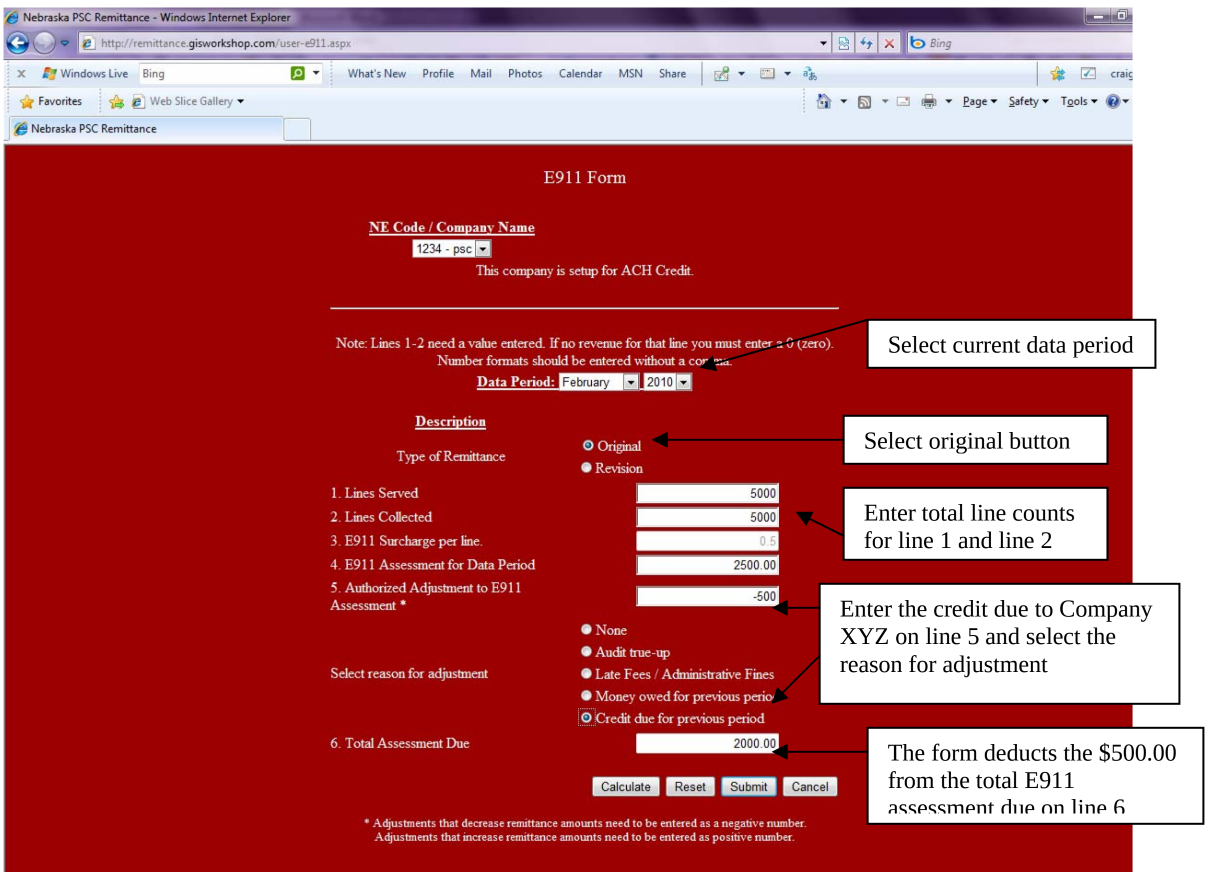
1. The credit to take does not exceed the total E911 monthly surcharge due.
2. The credit to take will take multiple data periods to exhaust the full credit due.

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

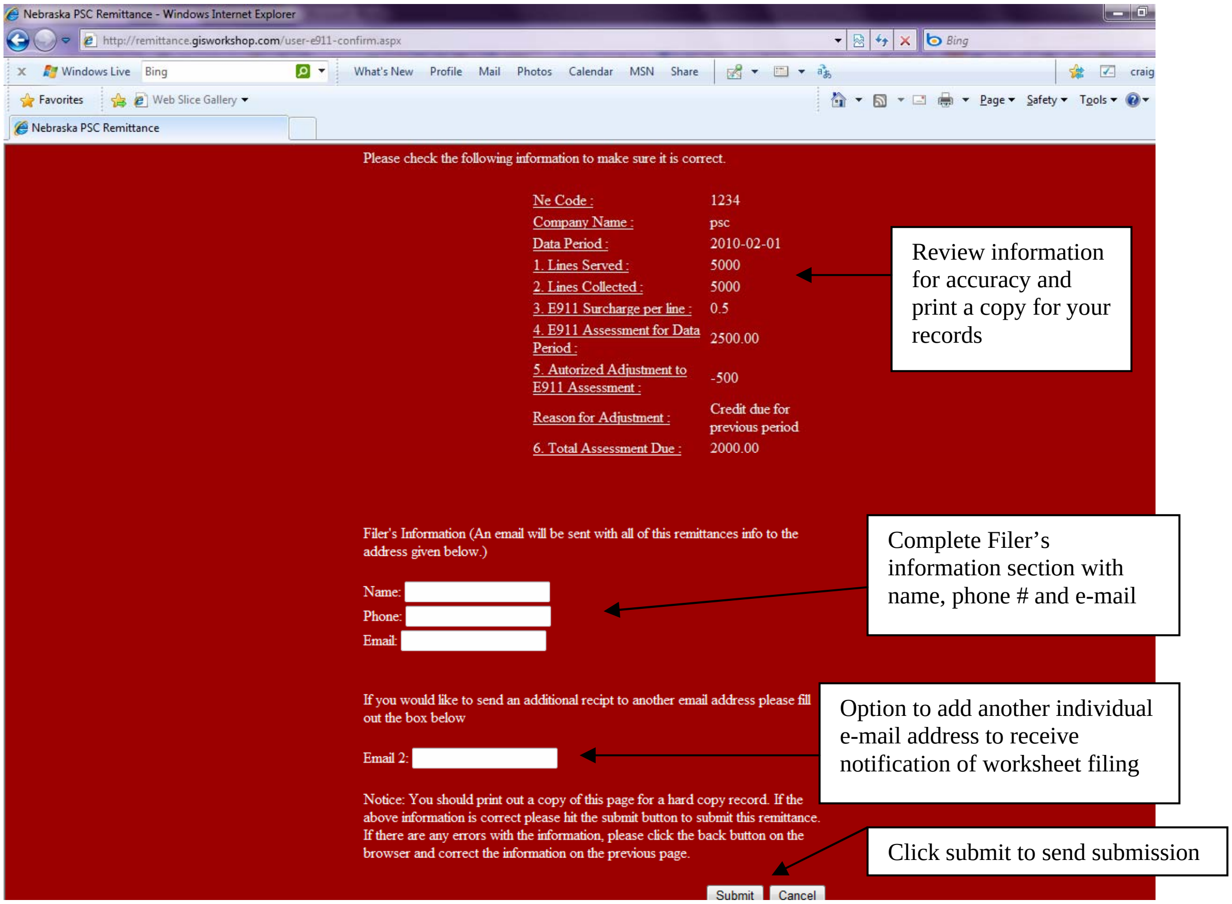
Company XYZ has filed a revised worksheet for January 2010 and is due a credit of $500.00. Company XYZ usually has a monthly E911 surcharge due of approximately $1,000.00. In this example, the company will be able to take the credit due to them on one data period's worksheet. The current worksheet that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



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.

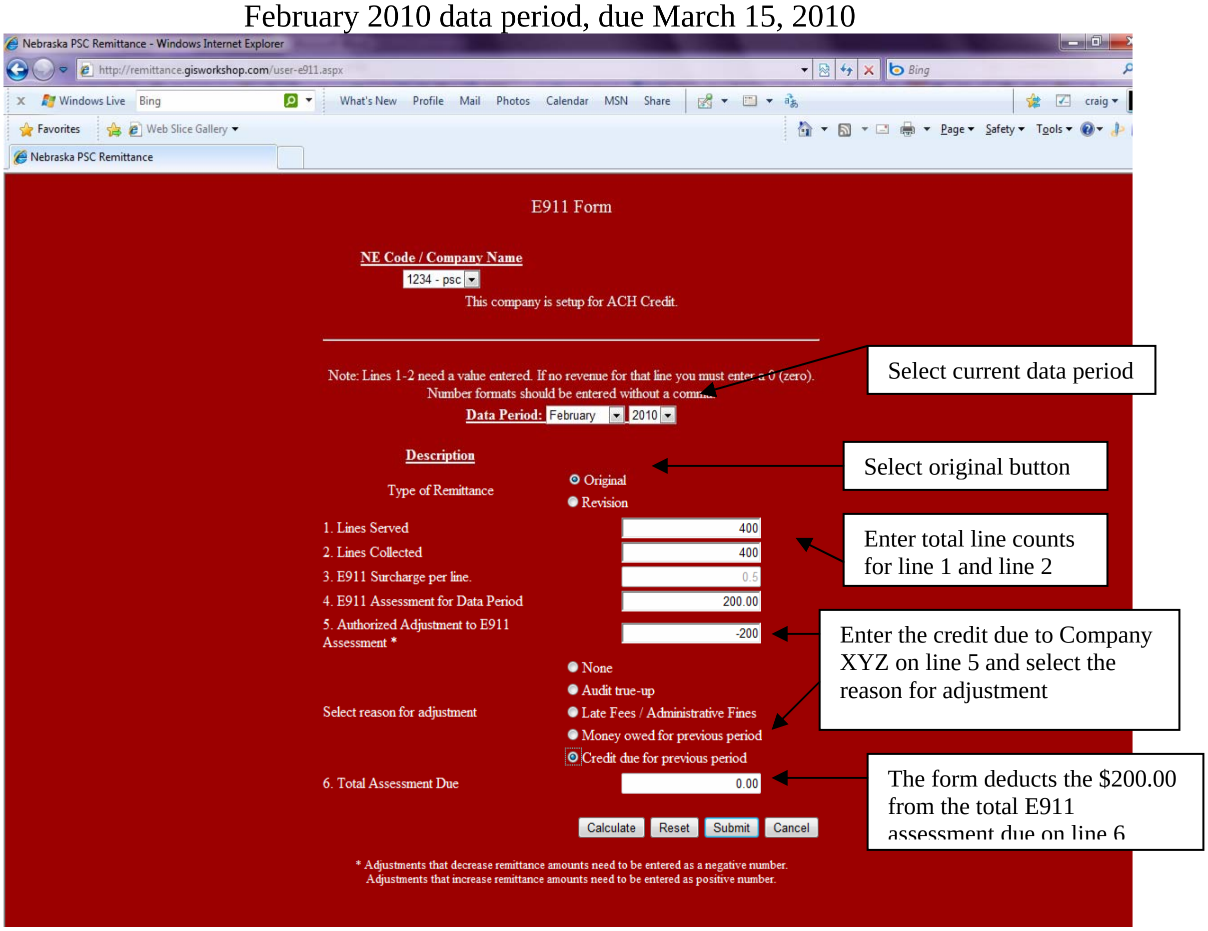


Example #2

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

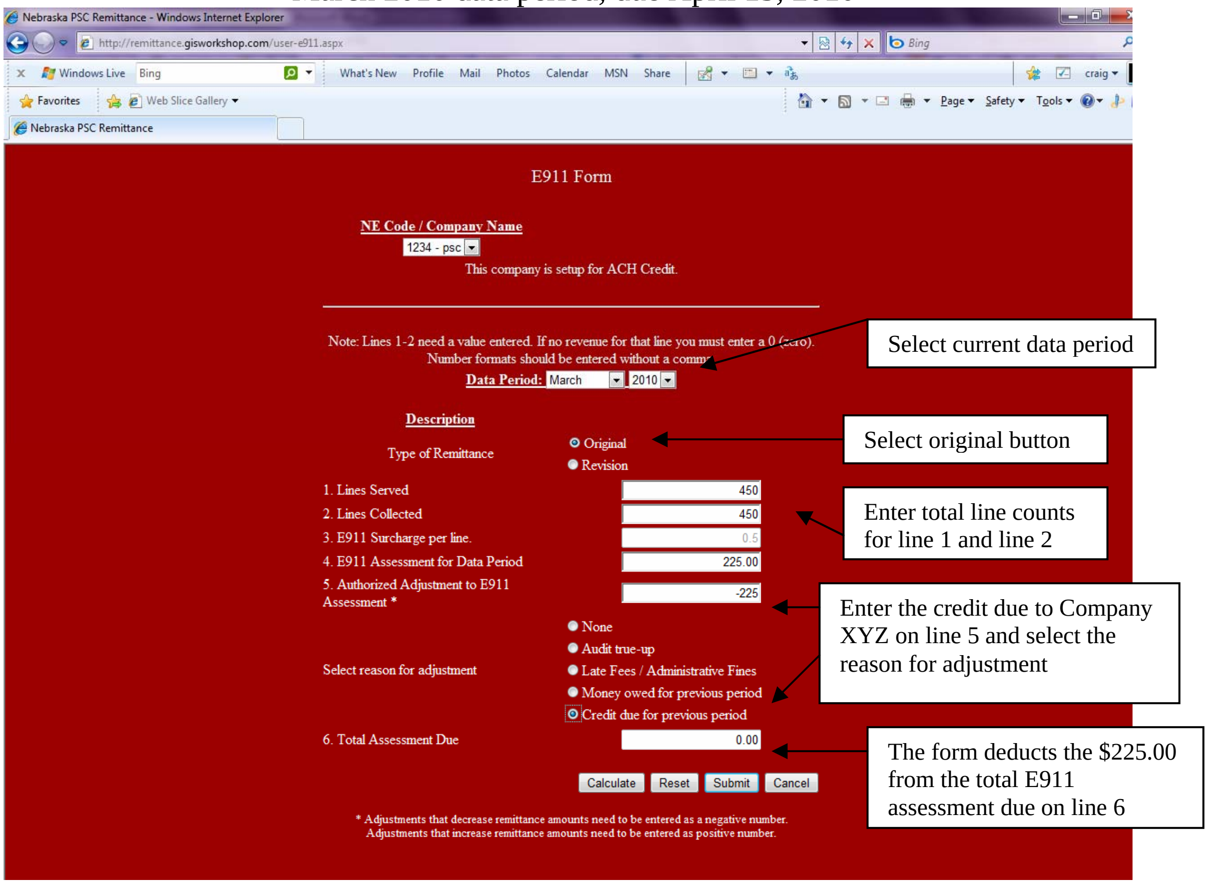


5. Follow the same instructions as provided in Example #1 for Step #5.

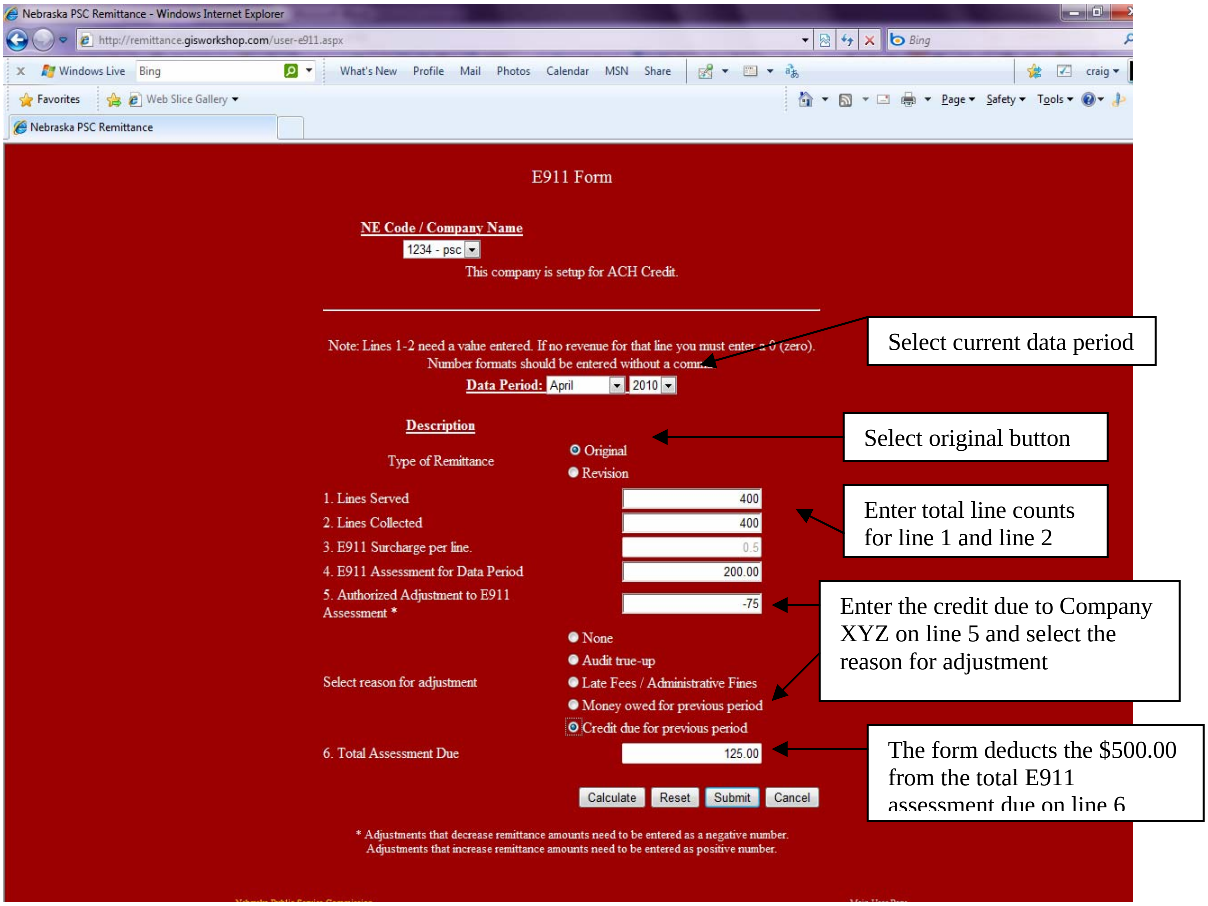
The remaining months would be entered on their respective due dates and would be entered as follows:

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



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.



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