

NEBRASKA PUBLIC SERVICE COMMISSION COMMUNICATIONS DEPARTMENT

MEMORANDUM

**TO: ALL TELECOMMUNICATIONS CARRIERS REMITTING TRS
SURCHARGES IN THE STATE OF NEBRASKA**

**CARRIER NAME:
NETRS CARRIER CODE:
CARRIER TYPE:
REMITTER TYPE: (Monthly, Quarterly or Annual)**

**FROM: MAURICE GENE HAND – DIRECTOR COMMUNICATIONS
DEPARTMENT**

RE: ELECTRONIC PAYMENT REQUIREMENTS

DATE: EFFECTIVE IMMEDIATELY

Commission rules and regulations require all payments to the Nebraska Telecommunications Relay Service (TRS) Fund to be in electronic format.

You are receiving this information packet with your assigned Nebraska TRS (NETRS) carrier code (see code above), because you may be required to remit to the TRS fund. If you are downloading this packet from the PSC's website, a NETRS code is required before making electronic payments to this fund.

Below are instructions for electronic remittance of surcharge revenue to the Commission.
****NOTE**:** TRS remittance WORKSHEETS will still be submitted in paper format.

ELECTRONIC REMITTANCE PAYMENT INSTRUCTIONS

A carrier may select either ACH Credit or Debit for submission of its electronic payment. A carrier selecting ACH Credit will be required to initiate its own payment. A carrier selecting ACH Debit will be required to give authorization to the Commission in writing to initiate debiting of remittance payments from the carrier's account.

- A. For ACH Debit election:** Please complete and return the attached ACH Debit Authorization Form to the Commission (**Appendix A**). This form must be signed by an authorized company representative. The form provides authorization to allow the Nebraska State Treasurer to debit via the ACH system your company's bank account for amounts due to the TRS fund based on your submitted TRS remittance worksheet. The TRS remittance worksheet remains due 30 days after the end of the remittance period.

Submission for ACH Elections. Carriers opting for ACH Debit must mail the completed ACH Debit Authorization form to the following address:

**Nebraska Public Service Commission
ATTN: Steve Stovall - Accountant
300 The Atrium 1200 N Street
PO Box 94927
Lincoln NE 68509-4927**

Note: Attach a copy of a voided check or Bank Specification Sheet on bank letterhead with your ACH Debit form. These forms can also be faxed to: (402) 471-0254, attention Steve Stovall.

B. For ACH Credit election: Please email your decision to proceed via ACH Credit to: steve.stovall@nebrasaka.gov. The email must include the carrier name and Nebraska TRS carrier code, provided on this memo above, for verification. The attached ACH Credit Form (**Appendix B**) shows the banking information for initiation of ACH Credit payments. The banking information *must* be inputted exactly as it appears in the “Entry Detail Record Information” section of this form. **There is an Addenda Record section that you must populate as follows:**

- i.** Company Name;
- ii.** Nebraska TRS Carrier Code noted as NETRS#####, provided on this memo above, and;
- iii.** The data period you are remitting.
 - a.** Monthly remitters: Enter in the format mmm/yyyy, where ‘mmm’ represents the month and ‘yyyy’ the year in four-digit format. For example, for the month ending March 31, 2013, enter MAR/2013.
 - b.** Quarterly remitters: Enter QTE mmm/yyyy, where QTE mmm/yyyy is the month and year of the quarter ended period. For example, for the quarter ending March 31, 2013, enter QTE Mar/2013.
 - c.** Annual remitters: Enter in the format Annual yyyy, where ‘yyyy’ is the end of the assessment period. The TRS assessment period is an annual period beginning July 1 of each year so the assessment year July 1, 2013 through June 30, 2014 would be entered ‘Annual 2014.’

If you are downloading this packet from the PSC’s website, Appendix B will be provided to you at your request.

Note: Quarterly or annual payment election is only available to carriers with a monthly liability less than \$25.00

Questions regarding Electronic Fund Transfers: Questions regarding initiating ACH Credits to the Nebraska State Treasurer Office should be directed to the Treasury Management Division at (402) 471-2455.

- C. **NETRS Carrier Code.** Each current operating carrier in Nebraska has been assigned a Nebraska TRS (NETRS) carrier code that appears as 'NETRS#####.' Your carrier code is shown at the beginning of this memo. These codes are assigned for **each separate authority or operation conducted by the carrier in Nebraska.** For example, a carrier operating as an ILEC, CLEC and providing VoIP services would have three unique codes assigned for each carrier operation. This code is permanent, non-transferable and should be used on all correspondence with the Commission regarding TRS.

Your NETRS carrier code is required to be used on both the ACH-Debit form and the Addenda Record section of the ACH-Credit form. Also, the remittance worksheet has been revised to include an area reserved for the carrier to input the NETRS code. Attached in Appendix C is a sample of the revised remittance worksheet indicating where the NETRS code needs to be noted. The remittance worksheet can also be downloaded at http://www.psc.nebraska.gov/telecom/telecom_trs_admin.html. Under 'Carrier's Responsibilities for Surcharge Remittance' section, select the TRS remittance worksheet for the relevant reporting period.

****NOTE**** Each carrier is required to submit a separate remittance payment and worksheet for *each* authority or operation.

- D. **Late Fee / Administrative Fine Procedure.** For a copy of the Commission's TRS Late-Filed Remittance Policy please visit the Commission's website at http://www.psc.nebraska.gov/telecom/pdf/trs/TRS_Late_Remittance_Policy_Final_0710.pdf.
- E. **Nebraska TRS Rules and Regulations.** The Rules and Regulations that govern the administration of TRS program, including the electronic payment rules are available at the Commission's website at http://www.psc.nebraska.gov/rules/rules_telecom.pdf.

For questions or assistance regarding TRS, contact Steve Stovall at 402 471-0225 or email at steve.stovall@nebraska.gov.