FORM 502 – Non-GEOGRAPHIC REPORTING

INSTRUCTIONS FOR UTILIZATION AND FORECAST FORMS

>>>Please Read Thoroughly Before Completing Forms<<<

When to File:

Reporting carriers shall file utilization and forecast reports semi-annually on or before February 1 for the preceding 6 month reporting period ending on December 31, and on or before August 1 for the preceding 6 month reporting period ending on June 30. Reporting is mandatory.

Company Information:

Reporting carriers must provide information about their company on the Company Information worksheet. The following fields are required: Parent Company Name, Service Provider Name, Company Address, City, State, Zip, Contact Name, Contact Tel#, Email, Parent Company OCN, SP OCN, SP FRN, and SP Service Type. If any of these fields are not provided, the Form 502 will be rejected. The SP OCN is the 4 character code assigned by NECA for the reporting carrier. Carriers that have multiple OCNs must submit a separate Form 502 for each OCN that they hold numbering resources under. The SP FRN is the 10 digit FCC Registration Number assigned to the carrier by the Federal Communications Commission (FCC) and is the same number used by entities on FCC Form 499-A.

PART 1 - UTILIZATION INSTRUCTIONS

Choose the appropriate utilization form:

U2   Primary Carriers

   All carriers report at NPA-NXX code level.

U4   Intermediate Carriers

   All carriers report at NPA-NXX code level.

Carriers that receive 500/900 NXX numbering resources both from the Numbering Administrator and from another carrier will need to complete more than one utilization form to account for all of their numbering resources.

Carrier Types:

Primary Carrier is defined as a carrier that receives numbers directly from the Numbering Administrator. Form U2 is used by these carriers to report number utilization.

Intermediate Carrier is defined as a carrier that receives numbers from another carrier. Form U4 is used by intermediate carriers to report number utilization.

Utilization Data:

NPA-NXX

Carriers reporting on 500 and/or 900 NXX codes complete forms U2 or U4 to report utilization at the NXX level. For each NXX in which your company has numbering resources, enter the NPA-NXX and the quantity of **Assigned, Intermediate, Reserved, Aging and Administrative** numbers. Provide one entry for each NXX.

Usage Categories

Each utilization form requires that numbers be reported in five categories as defined in FCC Order 00-104. A sixth category, "Available," is automatically calculated and no entry is required.

Assigned: Enter the quantity of Telephone Numbers (TNs) that are classified as "Assigned" for each identified NPA-NXX. Assigned numbers are defined as "numbers working in the Public Switched Telephone Network under an agreement such as a contract or tariff at the request of specific end users or customers for their use, or numbers not yet working but having a customer service order pending. Numbers that are not yet working and have a service order pending for more than five days shall not be classified as assigned numbers."

Intermediate: Enter the quantity of TNs that are classified as "Intermediate" for each identified NPA-NXX or NPA-NXX-X. Intermediate numbers are defined as "numbers that are made available for use by another telecommunications carrier or non-carrier entity for the purpose of providing telecommunications service to an end user or customer." An exception to this requirement is numbers ported for the purpose of transferring an established customer's service to another service provider, in which case the numbers are classified as "Assigned" by the porting carrier and not counted by the receiving carrier.

For intermediate numbers provided by carriers to non-carrier entities, the providing carrier must report utilization for these numbers. Numbers assigned to end users by a non-carrier entity should be reported by the providing carrier as "Assigned." Any remaining numbers held by a non-carrier entity that are not assigned to end users shall be reported by the providing carrier as "Intermediate." The sum of numbers reported by the carrier for the non-carrier entity in these two

2

categories should always equal the total of numbers held by the non-carrier entity.

Reserved: Enter the quantity of TNs that are classified as "Reserved" for each identified NPA-NXX or NPA-NXX-X. Reserved numbers are defined as "numbers that are held by service providers at the request of specific end users or customers for their future use". Numbers held for specific end users or customers for more than 180 days shall not be classified as reserved numbers.

Aging: Enter the quantity of TNs that are classified as "Aging" for each identified NPA-NXX or NPA-NXX-X. Aging numbers are defined as "disconnected numbers that are not available for assignment to another end user or customer for a specified period of time." Numbers previously assigned to residential customers may be aged for no more than 90 days. Numbers previously assigned to business customers may be aged for no more than 365 days.

Administrative: Enter the quantity of TNs that are classified as "Administrative" for each identified NPA-NXX or NPA-NXX-X. Administrative numbers are defined as "numbers used by telecommunications carriers to perform internal administrative or operational functions necessary to maintain reasonable quality of service standards."

Quantities of Numbers Received: Enter the total quantity of numbers received.

Notes/Assignee: Intermediate carriers - enter the name of the carrier from which you received numbers. Primary carriers - enter the name of the entity to which you gave numbers.

Completion

For email/Excel™ submissions:

Confirm that the data requested above has been provided for all applicable states, NPAs and Rate Centers, then click on the "Check the Data Before Submitting" button. A formula that automatically calculates the Total NXXs or 1K Blocks will be added to each row where data has been entered. Also, the data entered will be checked for format and to see that it is within valid ranges. Error/Check messages will be added on the right end of each row that should be checked and corrected before submitting the form to NANPA.

For NAS on-line submissions:

Confirm that the data requested above has been provided for all of the numbering resources which are allocated to your company, then click on the "COMPLETED WORKSHEET" button on each of the utilization worksheets you have completed.

PART 2 - FORECAST INSTRUCTIONS

Choose the forecast form F3b from the drop-down menu on the Company Information page.

Forecast Data:

Initial versus Growth

Initial numbering resources are the first numbering resources received by a carrier in a particular area. Growth numbering resources are additional numbering resources received by a carrier already established in a particular area.

NPA

Enter the NPA (500 and/or 900) for which you are providing forecast data. Enter the number of Initial and Growth NXX codes that your company will require for the 500 and/or 900 NPAs for the next five years.

Completion

For email/Excel™ submissions:

Confirm that the data requested above has been provided for all applicable states, NPAs and Rate Centers, then click on the "Check the Data Before Submitting" button. A formula that automatically calculates the Total NXXs or 1K Blocks will be added to each row where data has been entered. Also, the data entered will be checked for format and to see that it is within valid ranges. Error/Check messages will be added on the right end of each row that should be checked and corrected before submitting the form to NANPA.

For NAS on-line submissions:

Confirm that the data requested above has been provided for all applicable NPAs (500 and/or 900) and then click on the "COMPLETED WORKSHEET" button on the F3b. A formula that automatically calculates the Total NXXs will be added to each row where data has been entered.

Submit Form 502 to NANPA

For email/Excel™ submissions:

Save the workbook to a file in an Excel™ format (e.g., cocus.xlsm or cocus.xlsx), attach the file to an email and send it to nruf@nanpa.com.

For NAS on-line submissions:

Hit the "SUBMIT TO NANPA" button at the Company Information Page to send the complete Form 502 to NANPA. A tracking number will be provided for the successful submission.

For additional instructions, see the NRUF Form 502 Geographic Job Aid on the NANPA website (www.nanpa.com). For additional questions, contact NANPA at 1-866-623-2282.