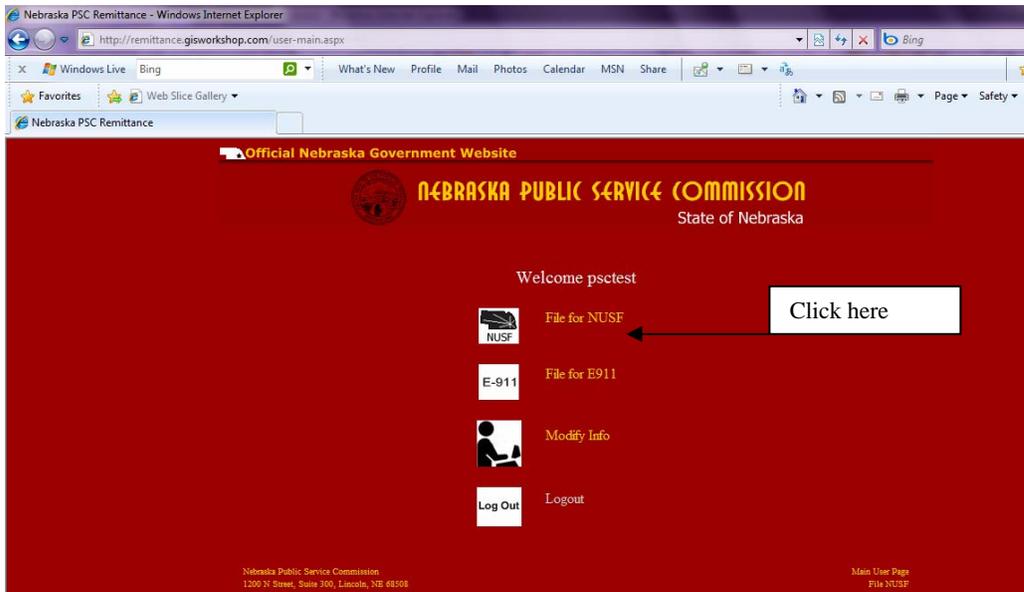


Instructions for Taking a Credit on NUSF Worksheets

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



To assist instruction we will use two different examples:

1. The credit to take does not exceed the total NUSF 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 \$248.50. Company XYZ usually has a monthly NUSF surcharge due of approximately \$5,000.00. 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 revenue totals for the February 2010 data period.
4. Enter total bad debt, if applicable, and select the bad debt button. Or, enter any other adjustments to retail revenues for the data period and select the other button if the adjustment is not attributable to bad debt. Please note that if this amount is over 10% of the amount calculated on line 11 Subtotal NE Intrastate Retail Revenue, you will need prior approval from the NTIPS department and should contact the department for further information on the process to approve such adjustments.
5. To take the credit discussed in this example Company XYZ will enter a negative \$248.50 on line 16 Authorized Adjustments to NUSF Assessment and select "Credit due for previous period" as the reason for adjustment. The form will deduct this amount from line 17 total NUSF assessment due.

The screenshot shows the 'NUSF Form' in a web browser. The form includes a dropdown for 'NE Code / Company Name' (1234 - psc) and a note that the company is set up for ACH Credit. A 'Data Period' dropdown is set to 'February 2010'. Below this is a table for revenue entries with columns for 'Description' and 'Amount'. The 'Type of Remittance' is set to 'Original'. A 'Select reason for adjustment' section has 'Bad Debt' selected. Line 16 shows a negative adjustment of -248.50 with 'Credit due for previous period' selected. Line 17 shows a total NUSF assessment due of 4755.50. Callouts point to these specific fields and buttons.

Description	Amount
1. Fixed Local Exchange Service	70000.00
2. Fixed Local Private Line Service	0
3. Other Fixed Local Service Revenue	0
4. Mobile Monthly Activation Charge	0
5. Mobile Usage Charges	0
6. Prepaid Toll Calling Services	0
7. ALT. Access & Directory Services	0
8. Switched Toll Services	2000.00
9. Toll Private Line Services	0
10. Other Toll Service Revenue	0
11. Subtotal NE Intrastate Retail Revenues	72000.00
12. Authorized Adjustments to Retail Revenue *	
13. Total NE Intrastate Retail Revenue	72000.00
14. NUSF Surcharge Rate	6.88%
15. NUSF Assessment for Data Period	5004.00
16. Authorized Adjustments to NUSF Assessment *	-248.50
17. Total NUSF Assessment Due	4755.50

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

- 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 \$4,755.50, as shown on line 17.

The screenshot shows a web browser window displaying the Nebraska Public Service Commission's remittance confirmation page. The page title is "Nebraska PSC Remittance" and the URL is "http://remittance.gisworkshop.com/user-nusf-confirm.aspx". The page content includes a list of remittance items, a section for Filer's Information, and a section for an additional email address. Callout boxes provide instructions for each section.

Review information for accuracy and print a copy for your records

Ne Code :	1234
Company Name :	pse
Data Period :	2010-02-01
1. Fixed Local Exchange Service :	70000.00
2. Fixed Local Private Line Service :	0
3. Other Fixed Local Service Revenue :	0
4. Mobile Monthly Activation Charge :	0
5. Mobile Usage Charges :	0
6. Prepaid Toll Calling Services :	0
7. ALT Access & Directory Services :	0
8. Switched Toll Services :	2000.00
9. Toll Private Line Services :	0
10. Other Toll Service Revenue :	0
11. Subtotal NE Intrastate Retail Revenues :	72000.00
12. Authorized Adjustments to Retail Revenue :	0
Reason for adjustment :	None
13. Total NE Intrastate Retail Revenue :	72000.00
14. NUSF Surcharge Rate :	6.95
15. NUSF Assessment for Data Period :	5004.00
16. Authorized Adjustments to NUSF Assessment :	-248.50
Reason for Adjustment :	Credit due for previous period
17. Total NUSF Assessment Due :	4755.50

Complete Filer's information section with name, phone # and e-mail

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

Name:

Phone:

Email:

Option to add another individual e-mail address to receive notification of worksheet filing

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

Email 2:

Click submit to send submission

Submit Cancel

Nebraska Public Service Commission
1200 N Street, Suite 300, Lincoln, NE 68508
Phone: 402-471-5101
Toll Free: 1-800-526-0017 (Nebraska Only)
TDD: 402-471-6213
Fax: 402-471-6234

Nebraska PSC
NUSF Main Page
Logout

Example #2

Company XYZ has filed a revised worksheet for January 2010 and is due a credit of \$1,500.00. Company XYZ usually has a monthly NUSF surcharge due of approximately \$500.00. In this example, it will take Company XYZ approximately 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 revenue totals for the February 2010 data period.
4. Enter total bad debt, if applicable, and select the bad debt button. Or, enter any other adjustments to retail revenues for the data period and select the other button if the adjustment is not attributable to bad debt. Please note that if this amount is over 10% of the amount calculated on line 11 Subtotal NE Intrastate Retail Revenue, you will need prior approval from the NTIPS department and should contact the department for further information on the process to approve such adjustments.
5. To take the credit discussed in this example Company XYZ will enter a negative amount on line 16 Authorized Adjustments to NUSF Assessment and select “Credit due for previous period” as the reason for adjustment. The negative amount entered cannot exceed the total of line 15 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 Nebraska PSC Remittance form in a browser window. The form is titled "February 2010 data period, due March 15, 2010". The browser address bar shows "http://remittance.gisworkshop.com/user-nusf.aspx". The form has a red background and contains the following fields and options:

- Data Period:** February 2010 (selected)
- Type of Remittance:** Original (selected), Revision
- Revenue Totals:** 1. Fixed Local Exchange Service: 7000.00; 2. Fixed Local Private Line Service: 0; 3. Other Fixed Local Service Revenue: 0; 4. Mobile Monthly Activation Charge: 0; 5. Mobile Usage Charges: 0; 6. Prepaid Toll Calling Services: 0; 7. ALT. Access & Directory Services: 0; 8. Switched Toll Services: 200.00; 9. Toll Private Line Services: 0; 10. Other Toll Service Revenue: 0; 11. Subtotal NE Intrastate Retail Revenues: 7200.00; 12. Authorized Adjustments to Retail Revenue: *
- Select reason for adjustment:** None, Bad Debt, Other
- Revenue Totals (continued):** 13. Total NE Intrastate Retail Revenue: 7200.00; 14. NUSF Surcharge Rate: 6.93%; 15. NUSF Assessment for Data Period: 500.40; 16. Authorized Adjustments to NUSF Assessment: *-500.40
- Select reason for adjustment (continued):** None, Audit true-up, Late Fees / Administrative Fines, Money owed for previous period, Credit due for previous period (selected)
- Total NUSF Assessment Due:** 17. Total NUSF Assessment Due: 0.00

Annotations on the form include:

- "Select data period" pointing to the Data Period dropdown.
- "Select the original button" pointing to the Original radio button.
- "Enter revenue totals for the February 2010 data period, if Company XYZ has no revenue for a certain line, or type of revenue, a zero '0' should be entered for that line" pointing to the revenue input fields.
- "Enter bad debt or any other adjustments to revenue and select the reason for adjustment" pointing to the Authorized Adjustments field and the reason for adjustment radio buttons.
- "Enter the credit due to Company XYZ on line 16 and select 'credit due for previous period' as the reason for adjustment. The credit for this data period cannot exceed the amount calculated on line 15." pointing to the Authorized Adjustments field and the Credit due for previous period radio button.
- "Total NUSF assessment for this data period is \$0." pointing to the Total NUSF Assessment Due field.

6. Follow the same instructions as provided in Example #1 for Step #6.

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 \$500.40. Since their total credit to take was \$1,500.00, they have a remaining credit to use in the amount of \$999.60. As shown below their total assessment due for the March 2010 data period is only \$503.88, so the total credit they can take on the March 2010 worksheet is only \$503.88 of the remaining \$999.60 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 Nebraska PSC Remittance web form in Internet Explorer. The browser address bar shows <http://remittance.gisworkshop.com/user-nusf.aspx>. The form is titled "Nebraska PSC Remittance" and has a "Data Period" dropdown menu set to "March 2010".

The form contains several sections with input fields and radio buttons:

- Data Period:** March 2010 (Selected)
- Type of Remittance:** Original (Selected), Revision
- Revenue Lines (1-12):**
 - 1. Fixed Local Exchange Service: 6900.00
 - 2. Fixed Local Private Line Service: 0
 - 3. Other Fixed Local Service Revenue: 0
 - 4. Mobile Monthly Activation Charge: 0
 - 5. Mobile Usage Charges: 0
 - 6. Prepaid Toll Calling Services: 0
 - 7. ALT. Access & Directory Services: 0
 - 8. Switched Toll Services: 350.00
 - 9. Toll Private Line Services: 0
 - 10. Other Toll Service Revenue: 0
 - 11. Subtotal NE Intrastate Retail Revenues: 7250.00
 - 12. Authorized Adjustments to Retail Revenue *
- Select reason for adjustment (12):** None (Selected), Bad Debt, Other
- 13. Total NE Intrastate Retail Revenue:** 7250.00
- 14. NUSF Surcharge Rate:** 6.98%
- 15. NUSF Assessment for Data Period:** 503.88
- 16. Authorized Adjustments to NUSF Assessment *:** -503.88
- Select reason for adjustment (16):** None, Audit true-up, Late Fees / Administrative Fines, Money owed for previous period, Credit due for previous period (Selected)
- 17. Total NUSF Assessment Due:** 0.00

Annotations on the screenshot provide instructions for each field:

- Select data period:** Points to the "Data Period" dropdown menu.
- Select the original button:** Points to the "Original" radio button.
- Enter revenue totals for the March 2010 data period, if Company XYZ has no revenue for a certain line, or type of revenue, a zero "0" should be entered for that line:** Points to the revenue input fields.
- Enter bad debt or any other adjustments to revenue and select the reason for adjustment:** Points to the "12. Authorized Adjustments to Retail Revenue" field and its radio buttons.
- Enter the credit due to Company XYZ on line 16 and select "credit due for previous period" as the reason for adjustment. The credit for this data period cannot exceed the amount calculated on line 15.** Points to the "16. Authorized Adjustments to NUSF Assessment *" field and its radio buttons.
- Total NUSF assessment for this data period is \$0.** Points to the "17. Total NUSF Assessment Due" field.

On the February 2010 data period Company XYZ took a credit of \$500.40. On the March 2010 data period Company XYZ took a credit of \$503.88. Since their total credit to take was \$1,500.00, they have a remaining credit to use in the amount of \$495.72. As shown below their total assessment due for the April 2010 data period is \$517.78, so they can take the total remaining credit of \$495.72 on the April 2010 worksheet and their credit is now exhausted. Company XYZ would need to pay \$22.06 to fulfill their NUSF obligation for the April 2010 data period.

April 2010, due May 15, 2010

The screenshot shows the 'Nebraska PSC Remittance' web application interface. The browser window title is 'Nebraska PSC Remittance - Windows Internet Explorer' and the address bar shows 'http://remittance.gisworkshop.com/user-nusf.aspx'. The page has a red background and contains several sections:

- Data Period:** A dropdown menu set to 'April' for the year '2010'. A callout points to this with the text 'Select data period'.
- Type of Remittance:** A list of 12 categories with corresponding input fields for revenue. A callout points to the 'Original' radio button with the text 'Select the original button'. Another callout points to the input fields with the text 'Enter revenue totals for the April 2010 data period, if Company XYZ has no revenue for a certain line, or type of revenue, a zero "0" should be entered for that line'.
- Authorized Adjustments to Retail Revenue * (Line 12):** An input field with a value of 0. A callout points to it with the text 'Enter bad debt or any other adjustments to revenue and select the reason for adjustment'.
- Select reason for adjustment:** Radio buttons for 'None', 'Bad Debt', and 'Other'. A callout points to the 'Bad Debt' option with the text 'Enter the credit due to Company XYZ on line 16 and select "credit due for previous period" as the reason for adjustment. The credit for this data period cannot exceed the amount calculated on line 15.'
- Total NE Intrastate Retail Revenue (Line 13):** An input field with a value of 7450.00.
- NUSF Surcharge Rate (Line 14):** An input field with a value of 6.95%.
- NUSF Assessment for Data Period (Line 15):** An input field with a value of 517.78.
- Authorized Adjustments to NUSF Assessment * (Line 16):** An input field with a value of -495.72. A callout points to it with the text 'Total NUSF assessment due for this data period is \$22.06.'
- Select reason for adjustment:** Radio buttons for 'None', 'Audit true-up', 'Late Fees / Administrative Fines', 'Money owed for previous period', and 'Credit due for previous period'. A callout points to the 'Credit due for previous period' option.
- Total NUSF Assessment Due (Line 17):** An input field with a value of 22.06.

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