

Compliance Checklist

ONE-TIME

1. Obtain Carrier Registration from the Secretary of Your State

One-time registration and fee.

2. Secure a Sales Tax Resellers Certificate from Your State's Department of Revenue.

One-time registration.

To find your state's rules of resale certificates, click [here](#).

3. Apply for a Carrier Federal Registry Number (FRN) and 499 Filer ID.

One-time registration and fee.

To begin, click [here](#).

Have questions about the FRN? Get them answered [here](#).

4. Open a Reporting Account with the Universal Service Administrative Company (USAC).

The USAC the entity that will be collecting the fees associated with the telecom industry. One-time registration and fee.

To register using the filer ID you just received, click [here](#).

OPTIONAL

5. Obtain State-Level Telecommunications Registration

One-time registration and fee. Some states don't require resellers to apply to become a VoIP carrier, but it's best to be sure. Please contact your state's public commission to see what it requires in order to perform business.

RECURRING

6. File 499 Form to USAC (1/QTR and 1/YR)

Learn more about the 499 forms [here](#) and learn how to file them [here](#).