

**IDAHO TELECOMMUNICATIONS SERVICE ASSISTANCE  
PROGRAM**

**INSTRUCTIONS FOR REMITTING SURCHARGE REVENUES**

**A. WHEN TO FILE:**

The monthly data report should be mailed or emailed in time to reach the Administrator's office by the twentieth (20th) day of the month following the reporting period. Companies can choose to report monthly or quarterly but should notify the Administrator in writing which reporting option will be used. If money is due, a check for the net amount of surcharge revenues should accompany the report. Checks should be made payable to Idaho Telecommunications Service Program or ITSAP. Please do not send cash.

**B. WHERE TO FILE:**

Reports and accompanying checks should be sent to:

Kelli Toohill, Administrator  
Idaho Telecommunications Service Assistance Program  
600 Front St. #351  
PO Box 351  
Lynden, WA 98264

Reports may be sent electronically to: [IdahoTSAP@gmail.com](mailto:IdahoTSAP@gmail.com)

Any questions? Please call: (604) 652-0447/(406) 697-0447

**C. REPORTING PERIOD**

Companies can choose to report monthly or quarterly but should notify the Administrator which reporting option will be used. Companies should report data based on the first day of the month preceding the due date of the ITSAP form. If reporting or remitting quarterly, please list the data for each month individually of the quarter reported.

**D. SURCHARGE REVENUES**

Please indicate the number of each end-users of business, residential and wireless access service. Surcharge revenues equal the number of end users multiplied by the surcharge rate (see most recent Commission Order) plus or minus any pro-rated charges. Pro-rated charges are the surcharges for line in service for a partial month. If reporting/remitting quarterly, please list data for each month separately for the quarter reported.

**E. ASSISTANCE REVENUES**

Please indicate the number of eligible recipients served by your company. Assistance revenues equal the number of eligible recipients multiplied by the credit of \$2.50. If reporting/remitting quarterly, please list data for each month for the quarter reported.

**F. ADMINISTRATION COST**

Please indicate the administration cost incurred by the company. The following formula was used by the ITAP program to determine administrative costs incurred by a company.

- \$10.00 fixed amount for credit recipients
- Add \$1.00 each for the first 10 credit recipients
- Add \$.50 each for the next 20 credit recipients
- Add \$.25 each for all additional credit recipients

- Add \$0.01 each for the first 1,000 (one thousand) total access lines less credit recipients
- Add \$0.005 each for the next 2,000 total access lines less credit recipients

Please provide the calculation of administrative costs if using a different formula or method to determine administrative costs.

**G. TOTAL DUE**

Please remit net surcharge revenues (revenues collected less assistance revenues paid and the administration cost incurred by the company). If net surcharge revenues are negative, a credit is due to the company. Please submit the form and ITSAP will reimburse the company for the amount of the credit.

**January 1, 2021**

**Idaho Telecommunications Service Assistance Program**

**RE: Notice of Change of Address - ITSAP**

This letter is to inform you that the mailing address for reports regarding the Idaho Telecommunications Service Assistance Program changes as of January 1, 2021.

After 23 years of service, Alyson Anderson is transitioning Idaho Telecommunications Service Assistance Program to Kelli Toohill but will continue working with IUSF.

Please be advised of the following addresses, electronic or hard copy, for remittance of the telecommunications reports:

Idaho Telecommunications Service Assistance Program  
c/o Kelli Toohill  
600 Front St. #351/ PO Box 351  
Lynden, WA 98264  
[IdahoTSAP@gmail.com](mailto:IdahoTSAP@gmail.com)  
604-652-0447/406-697-0447

We thank you for your prompt attention to this letter and subsequent changes and appreciate your assistance with this program to assist in the cost of basic local exchange telephone service for eligible residents of Idaho.

If you have any questions with regards to this matter or have received this letter in error, please contact Kelli Toohill at [IdahoTSAP@gmail.com](mailto:IdahoTSAP@gmail.com)

Thank you in advance for your assistance,

Kelli Toohill

Idaho Telecommunications Service Assistance Program

January 2021