



**Re: Submission of Worksheets and Payments for the Vermont Universal Service Fund**

Dear Sir or Madam:

In 1994, the State of Vermont established its first state-wide Universal Service Fund. The purpose of the Vermont Universal Service Fund (VTUSF) is to support the Vermont Telecommunications Relay Services (VTTRS), telephone Lifeline Assistance and the development of state-wide enhanced Emergency 911 service. Vermont law also provides that in the future, pending additional action by the legislature, the fund may be used to support telephone service in high-cost areas of Vermont.

The Vermont State Act (No. 197) of 1994 requires all telecommunications carriers offering services to the citizens of Vermont, both intrastate and interstate, to assess a universal service charge, effective October 1, 1994, for retail telecommunications service provided and/or billed to a Vermont address.

Rolka Loube Saltzer Associates (“RLSA”) (fka Rhoads & Sinon Group LLC) has been selected by the Vermont Public Service Board (VTPSB) to serve as the Administrator of the VTUSF as of July 1, 2006. As the Administrator, we will perform all of the VTUSF implementation, management and administration functions.

Enclosed, you will find the necessary worksheet forms and associated instructions for the requisite VTUSF submissions. The remittance worksheets, associated instructions, and all pertinent information necessary for completion of submissions for the VTUSF are also available at the RLSA website. Please visit and bookmark the website at [www.r-l-s-a.com](http://www.r-l-s-a.com) for future use, and select the section on Fund Admin, then Vermont for additional information. Electronic versions of the enclosed information is available there and also kept up to date as the materials change.

All worksheet submissions and associated remittances are to be forwarded to the following address:

VTUSF  
P.O. Box 64777  
Baltimore, MD 21264-4777

A telecommunications carrier that commences operations in the State of Vermont must register with the VTUSF Administrator by contacting RLSA. The Board’s VTUSF regulations

establish a monthly frequency for the submission of VTUSF revenue reporting worksheets and assessment remittances, however, carriers with a comparatively low level of retail revenues (i.e. less than \$200,000 / year) should contact the Administrator regarding adopting a quarterly or annual filing frequency. Inactive carriers with no revenues must file an annual report confirming the absence of retail telecommunications service to a Vermont Address.

Please direct any inquiries regarding these matters to the undersigned preferably through the use of e-mail to [msaltzer@r-l-s-a.com](mailto:msaltzer@r-l-s-a.com) and be sure to indicate that your inquiry relates to the VT USF on the subject line and that the body of the message identifies your company to ensure prompt attention.

Sincerely,

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Matt Saltzer, Vice President of Operations