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Daniel P. Wolf, Executive  
Secretary

STATE OF MINNESOTA PUBLIC UTILITIES COMMISSION

**NOTICE OF COMPLIANCE FILING REQUIREMENT  
TELEPHONE ASSISTANCE PLAN (TAP)**

*Issued: January 15, 2015*

**In the Matter of Ensuring Compliance with Minnesota Rules, Chapter 7817 and Minnesota Statute §237.70 Telephone Assistance Plan (TAP)**

**Public Utilities Commission (PUC) Docket Numbers:** P999/PR-14-1  
P999/PR-15-1

**Filing Periods:** Calendar Year 2014, Due January 31, 2015, under P999/PR-14-1  
Calendar Year 2015, Due January 31, 2016, under P999/PR-15-1

The Commission reminds all local service providers of their responsibilities to the Telephone Assistance Plan (TAP) under Minnesota Rules, Chapter [7817](#) and Minnesota Statute [§237.70](#).

All local service providers must:

- 1) [eFile](#) the TAP Reporting Form in accordance with Minnesota Rules [7817.0900](#) using the Public Utilities Commission's pre-formatted Excel spreadsheet. **Do not eFile the form as a PDF.** TAP reports are due 30 days after the end of the reporting period.
  - [2014](#) TAP Reporting periods continue to be eFiled under Docket P999/PR-14-1.
  - [2015](#) TAP Reporting periods must be eFiled under Docket P999/PR-15-1.
  - The TAP Reporting Form includes instructions for completing and eFiling the form. The form is available on the Commission's website at [www.mn.gov/puc/](http://www.mn.gov/puc/) select "Telecom," select "For Utilities," select "TAP & Lifeline Reporting." See "TAP Forms," select the appropriate form for the filing period.
  - Enter the correct company identification U- number and company name, available at [www.mn.gov/puc/](http://www.mn.gov/puc/) select "Telecom," select "For Utilities" select "TAP & Lifeline Reporting." See "TAP Tools," select "[Find your Company Identification U- Number.](#)"
- 2) submit to the Department of Public Safety (DPS), the [Wire-line Minnesota Telephone Fees Remittance Form](#) reporting the monthly surcharge amounts collected for TAP, TAM and 911.
  - The [Wireline Minnesota Telephone Fees Remittance Form](#) is available on the DPS's website at [www.dps.mn.gov](http://www.dps.mn.gov), under "Divisions" select "Emergency Communication Networks," select "911," select "Service Provider and 911 Fee Info," scroll down to "[Wireline and Non-Prepaid Wireless Service Providers Continue to Remit Payment to the Minnesota Department of Public Safety,](#)" and select the appropriate form.

- Insert a copy(s) of the Wire-line Minnesota Telephone Fees Remittance Form to your TAP Reporting Form worksheet tab(s) labeled 911-1, 911-2, 911-3.
  - Current surcharges are: TAP \$.03; TAM \$.08 and 911 \$.78.
  - If there are surcharge changes for calendar year 2015, the DPS will provide notice at least 45 days prior to the implementation date.
- 3) provide annual notice of [Minnesota's Telephone Service Discount Program](#) availability to each residential subscriber. The notice must state the following: **YOU MAY BE ELIGIBLE FOR ASSISTANCE IN PAYING YOUR TELEPHONE BILL IF YOU RECEIVE BENEFITS FROM CERTAIN LOW-INCOME ASSISTANCE PROGRAMS OR MEET CERTAIN INCOME LIMITS.** Refer to [www.mn.gov/puc/](http://www.mn.gov/puc/) select "Consumers," select "Telephone Discounts," see "[Am I eligible?](#)"
  - 4) mail the TAP eligibility requirements to residential subscribers in accordance with Minnesota Rules 7817.0400, [Subpart 1](#). The Telephone Service Discount Application, and the eligibility requirements, is available at [www.mn.gov/puc/](http://www.mn.gov/puc/) select "Consumers," select "Telephone Discounts," see "How do I apply?" select [application](#).
  - 5) provide TAP credits to qualified wireline residential subscribers in the earliest possible month following receipt of the Telephone Service Discount Application.
  - 6) follow the Commission's annual recertification procedures to ensure residential subscribers continue to be eligible for benefits. The monthly TAP credit is currently \$3.50.

Local service provider responsibilities are available at [www.mn.gov/puc/](http://www.mn.gov/puc/) select "Telecom," select "For Utilities," select "TAP & Lifeline Reporting," see "TAP Tools," select "[TAP, A Refresher.](#)" This document contains:

- Background information about TAP
- TAP Reporting Form
- Template - Annual Notice to Customers
- Telephone Service Discount Application
- Tariff Template

**Questions** may be directed to:

TAP: Theresa Staples at [theresa.staples@state.mn.us](mailto:theresa.staples@state.mn.us) or 651-201-2202

TAM: Rochelle Garrow at [rochelle.garrow@state.mn.us](mailto:rochelle.garrow@state.mn.us) or 651-539-1878

911: Dana Wahlberg at [dana.wahlberg@state.mn.us](mailto:dana.wahlberg@state.mn.us) or 651-201-7546

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