NANPA
North American Numbering Plan Administrator

Numbering Resource Utilization/Forecast (NRUF) Form 502 Job Aid

Reporting Non-Geographic Utilization and Forecast Data

Version: 1.5

Version History

<table>
<tr><th colspan="3">Revision History</th></tr>
<tr><th>Date</th><th>Version</th><th>Description</th></tr>
<tr><td>October 28, 2024</td><td>1.0</td><td>Initial release of the combined NAS NANP Administration System (NAS) NRUF Non-Geographic Job Aid</td></tr>
<tr><td>November 27, 2024</td><td>1.1</td><td>Added new timeframe for NRUF on file</td></tr>
<tr><td>December 20, 2024</td><td>1.2</td><td>Added clarification that rows containing minor errors are not accepted and will not be considered on file.</td></tr>
<tr><td>January 21, 2025</td><td>1.3</td><td>Added language pertaining to special characters allowed in the Notes/Assignee field on the U2 and U4 forms.</td></tr>
<tr><td>May 29, 2025</td><td>1.4</td><td>Added clarification on reporting of intermediate numbers and requirements for populating NRUF forms.</td></tr>
<tr><td>December 1, 2025</td><td>1.5</td><td>Revised the preparation instructions to clarify the steps required to enable macros and incorporated minor edits for accuracy.</td></tr>
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1 Introduction

1.1 Purpose

This document provides information that supplements the instructions for completing and submitting the Excel™ version of the FCC Form 502, Numbering Resource Utilization/Forecast (NRUF) to the North American Numbering Plan Administrator (NANPA) for 5XX-NXX and 9YY-NXX resources.

It is not intended to replace the Instructions tab which is contained in the Excel™ version of the NRUF FCC Form 502 which is available on the NANPA website www.nanpa.com under NRUF/Requirements to File.

Questions concerning this Job Aid should be directed to NANPA at 571-363-3824.

2 Submission Information

The Form 502 is a Federal Communications Commission (FCC) Form, approved by the Office of Management and Budget (OMB Approved No. 3060-0895) on January 1, 2001. The current Edition Date is June 2016.

2.1 Submission Timeframes

All reporting carriers must submit NRUF Reports to NANPA semi-annually, on or before February 1 for the reporting period ending on December 31, and on or before August 1 for the reporting period ending on June 30.

2.2 Carriers Required to Submit NRUF Reports

All carriers that receive 5XX-NXX and/or 9YY-NXX numbering resources from NANPA (i.e., CO code holders) must report utilization and forecast data to NANPA.

Reporting is mandatory for carriers as defined in the NRO Order (Report and Order in the Matter of Numbering Resource Optimization, CC Docket No. 99-200, FCC 00-104, March 31, 2000).

In addition, carriers that receive intermediate numbers must report utilization data for such numbers in their inventories to the NANPA to the same extent required for CO code holders. For intermediate numbers controlled by non-carriers (such as retailers or unified messaging service providers), the carrier that provides intermediate numbers to such entities must report utilization and forecast data to the NANPA for these numbers.

Reporting is also mandatory for Interconnected VoIP service providers that obtain numbering resources directly from the Number Administrators per FCC 15-70, Report and Order In the Matter of Numbering Policies for Modern Communications WC Docket No. 13-97, June 22, 2015, which also provides this clarification on intermediate numbers:

"…numbers provided to carriers, interconnected VoIP providers, or other non-carrier entities by numbering partners should be reported as "intermediate," and do not qualify as "end users" or "customers" as those terms are used in the definition of "assigned numbers" in section 52.15(f)(1)(iii) of the Commission's rules.[1]"

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[1] 47 C.F.R. § 52.15(f)(1)(iii).

2.2.1 Resold Services

A carrier transferring the service to another carrier or non-carrier entity should classify the numbers as "Assigned" and the numbers should not be counted by the receiving carrier. These numbers should not be considered intermediate numbers because the intermediate classification only applies to blocks of numbers obtained from or given to another carrier or non-carrier entity for future assignment. Numbers transferred with resold services already have established customer assignments, and therefore cannot be used for future assignment.

2.3   Carriers Not Required to Submit NRUF Reports

A non-carrier that receives numbering resources from a carrier is not required to submit an NRUF FCC Form 502. Examples of non-carriers are retailers and unified messaging service providers. A carrier or non-carrier that receives numbers through "resold" services should not report on these numbers. (See Section 2.2.1).

3   Submission Methods & NAS Registration

3.1   Preparations

All reporting carriers must be a registered user of the NANP Administration System (NAS) and must have selected the **Subscription Choice** of **NRUF** prior to submission of the Non-Geographic NRUF FCC Form 502.

Service providers must maintain an active NAS profile in order to submit an NRUF by renewing their password every 180 days. Per the *North American Numbering Plan Numbering Resource Utilization/Forecast Reporting (NRUF) Guidelines* (ATIS-0300068; NRUF Reporting Guidelines) published by the Alliance for Telecommunications Industry Solutions (ATIS) § 6.6 "SPs are responsible for keeping company contact information updated by maintaining an active NAS profile with the NANPA."

Service providers should also subscribe to the NANP Notification System (NNS) when registering in NAS. **NNS Notifications** is only provided when the **Resource Subscription** of **NANP Notification System (NNS)** is selected. **NNS Notifications** allows the applicant to select specific geographic and non-geographic notifications they would like to receive. To receive reminders of submission due dates and other notices applicable to NRUF, select **NRUF Reporting**.

3.2   Submission Methods

Users may submit their Non-Geographic NRUF FCC Form 502 through the web-based user interface (NAS), Secure File Transfer Protocol (SFTP), and Application Programming Interface (API). If you would like to submit using either SFTP or API, you must contact NANPA Customer Support at support@nanpa.com or 866-623-2282.

Carriers can expect to receive an e-mail confirmation or error notification for all NRUF submissions the same day of the file transmission. If a confirmation or error notification is not received by the next business day following the NRUF submission, please call 571-363-3824 or 571-363-3826.

4   Reporting Requirements

Each NRUF submission requires the 5XX/9YY reporting carrier to complete a minimum of three forms: Company Information, Utilization, and Forecast. The two exceptions to this requirement are:

- Intermediate reporting carriers are not required to complete a forecast form. This exception only applies to carriers that operate solely as intermediate carriers.
- Reporting carriers that do not have any assigned numbers are not required to complete a utilization form.

If a carrier does not foresee a need for any resources associated with a specific Service Provider Operating Company Number (OCN), the carrier should still complete the F3B noting zeros for Year 1 through Year 5.

NOTE: Any non-geographic NXX(s) for which an NRUF is not received are subject to reclamation.

4.1   Newly Assigned Resources

For newly assigned resources, carriers must report on all 5XX-NXX and/or 9YY-NXX resources assigned to them as of June 30 or December 31, regardless of the effective date of the 5XX-NXX and/or 9YY-NXX. This means that if a carrier was assigned a 5XX-NXX or a 9YY-NXX assignment as of June 30, that carrier should report that assignment on the appropriate utilization form for the August 1 submission and if the carrier was assigned a 5XX-NXX or a 9YY-NXX as of December 31, that carrier should report that assignment on the appropriate utilization form for the February 1 submission.

4.2   Returned Resources

Service providers are not required to report utilization on resources that have been returned to NANPA if the service provider is in receipt of the Part 3 approval by December 31 for the February 1 submission due date and by June 30 for the August 1 submission due date.

4.3   Transferred Resources

For 5XX-NXX and/or 9YY-NXX transfers or OCN changes, service providers should use the Administrator Part 3 approval date of response to identify which OCN for reporting utilization.

5   Reporting Based on Separate Legal Entity Identified by Operating Company Number (OCN)

Carriers must submit their NRUF data based upon the Service Provider OCN and must include all 5XX-NXX and 9YY-NXX resources assigned to the OCN. Carriers should not file separate NRUF reports for the utilization and forecast data under the OCN.

6   Major and Minor NRUF Errors

Submissions with major error(s) will be automatically rejected and the NRUF will not be considered on file. Examples of the types of NRUF submissions that will be automatically rejected include:

- Submissions in which specific fields of the company information are missing. The specific fields are:

<Parent Company Name>	<Parent Company OCN>
<Service Provider Name>	<SP OCN>
<Company Address>	<SP FRN>
<City>	<SP Service Type>
<State>	
<Zip>	

<Contact Name>	
<Contact Tel#>	
<E-mail>	

- Submissions using a version of the FCC Form 502 other than the current FCC Form 502 (June 2016 Edition Date).
- Submissions where the carrier alters any of the forms within the Excel™ workbook, including changing the order of forms, deleting forms, removing cells, modifying calculations, or embedding a reference to another spreadsheet.
- Submissions which do not contain the required minimum of three completed forms (please see the two exceptions noted under Section 4, Reporting Requirements) within the NRUF Excel™ workbook, or if all utilization and forecast forms contain no data.
- Submissions in which the Parent Company OCN has not been added to the user's NAS profile.
- Submissions in which the service provider FCC Registration Number (FRN) field is not populated or is not 10-digits.

Submissions with minor error(s) will not automatically be rejected, but the carrier will be notified of the error(s). Those rows with minor errors will not be accepted and are not considered on file. Examples of minor errors in the NRUF submission include:

- If a carrier reports utilization that adds up to more than 10,000 telephone numbers (TNs) on any of the rows on the U2.
- If a carrier reports utilization of more TNs than received on the U4.
- If a carrier forecasts for TNs rather than NXXs. For example, if the carrier fills in 10,000 in the Year 1 section of the F3B which would result in a forecast of 10,000 NXXs versus 10,000 TNs.
- If a carrier fails to enter carrier/entity information in the Notes/Assignee field when the carrier reports intermediate numbers or the carrier is an intermediate carrier. Primary carriers are expected to enter the name of the entity to which the primary carrier gave numbers, and intermediate carriers are expected to enter the name of the carrier from which the intermediate carrier received numbers.
- Submissions that contain unrecognizable NPA information.
- If a carrier reports utilization multiple times for the same NXX.
- If a carrier forecasts multiple times for the same NPA.

NANPA will send notification to the carrier of the reason the form must be revised and resubmitted for all submissions with errors. Failure to correct the identified errors may result in numbering resources being withheld.

The Excel™ version of the NRUF FCC Form 502 includes a button labeled "Check the Data Before Submitting" on each of the forms except the Company Information. A carrier can use this button after populating each form to run an error check on the respective form. Error messages displayed at the right end of each row should be corrected before submitting the NRUF FCC Form 502 to NANPA.

7 Missing or Anomalous Data

Per the *Non-Geographic 5XX-NXX Code Assignment Guidelines* (ATIS- 0300052) and *9YY NXX Code Assignment Guidelines* (ATIS-0300060), all 5XX-NXX and 9YY-NXX code holders must provide NANPA with the NRUF semi-annual forecast and utilization reports on every NXX assigned to them. The guidelines may be found at: https://atis.org/committees-forums/inc/documents/

If NANPA concludes the data provided is insufficient, NANPA may refer the matter to the FCC. Additional resources will not be assigned by NANPA to that carrier until the FCC has resolved all questions regarding the inconsistency or anomaly.

NANPA will send a 5XX-NXX and/or 9YY-NXX Missing Utilization notification within 45 days of the submission deadline to any Service Provider OCN who has filed an NRUF for the current NRUF cycle but who has not filed a utilization form for all 5XX-NXX and/or 9YY-NXX resources assigned to the OCN in NAS.

NANPA will send a 5XX-NXX and/or 9YY-NXX Anomalous notification within 90 days of the submission deadline to any Service Provider OCN who has not filed any NRUF for the current NRUF cycle and who has 5XX-NXX and/or 9YY-NXX resources assigned to the OCN in NAS.

If a service provider's 5XX-NXX and/or 9YY-NXX records need to be updated in NAS to show the proper OCN assignment, the carrier should file a Part 1 to change those records or contact NANPA Customer Support for assistance.

As part of NANPA's efforts to ensure the integrity of 5XX-NXX and/or 9YY-NXX assignment data, NANPA may send a Missing Utilization or Anomalous notification to a carrier if it appears an NRUF has not been properly filed. Notifications may also occur at any time there is a need to address potential 5XX-NXX and/or 9YY-NXX assignment data discrepancies. To avoid receiving a 5XX-NXX and/or 9YY-NXX Missing Utilization or Anomalous notification, primary reporting carriers must submit the NRUF utilization on a U2.

Service providers with 5XX-NXX resources are advised to run a **5XX NPA NRUF Utilization Missing Report** in NAS, the next business day, after receipt of confirmation. The **5XX NPA NRUF Utilization Missing Report** shows 5XX-NXX resources where the service provider in NAS did not report utilization on codes assigned to the service provider for the current cycle. If there are 5XX-NXX resources listed on the **5XX NPA NRUF Utilization Missing Report**, the NRUF FCC Form 502 should be revised to include these NXXs.

8   NRUF on File for Request for 5XX-NXX/9YY-NXX Assignment

When a carrier submits a Non-Geographic 5XX-NXX Code Application – Part 1 or 9YY NXX Code Application – Part 1, NANPA is required to verify that the carrier identified by the Service Provider OCN indicated on the Part 1 application has an acceptable NRUF on file with NANPA for the requested NPA.

An NRUF for the current reporting cycle must be on file with NANPA for the carrier to receive 5XX and/or 9YY numbering resources.

If a carrier applies for a 5XX-NXX or 9YY-NXX and NANPA does not find an NRUF on file as outlined above, NANPA will deny the application and provide to the applicant a Part 3, Administrator's Response/Confirmation stating the applicant must have an NRUF on file. Additional instructions will be provided on where to obtain a copy of the NRUF FCC Form 502 and appropriate NANPA contact information for the applicant to address their questions.

More information on the 5XX-NXX and 9YY-NXX assignment process in NAS is available in the *Other User NANP Administration System (NAS) User Guide for Non-Geographic 5XX-NXX and 9YY-NXX Resources* located on the NANPA website: www.nanpa.com/resources/nas-user-guides

Although Parent Company information (Parent Company Name and Parent Company OCN) is required on the NRUF report per the NRO Order, only the Service Provider OCN field is utilized for purposes of verifying that the carrier has an NRUF on file.

9   Process for Revising or Correcting NRUF Submissions

Please note that you can revise your NRUF submission for the current reporting period if you find that you need to update your utilization and/or forecast records. If you submit a forecast in order to request new 5XX and/or 9YY codes, it is recommended to allow at least one hour after receiving an email confirmation stating the NRUF forecast was accepted before requesting new resources.

If the NRUF submission is found to have errors, the carrier will be notified of the error(s) and the carrier should correct the NRUF FCC Form 502 and resubmit. Service providers that fail to address the problem(s) identified by NANPA with their submission will be deemed, for purposes of applications for numbering resources, not to have an NRUF on file which may result in a denial of future assignments of numbering resources.

If a carrier changes a Service Provider OCN after the most recent FCC Form 502 submission, the carrier must submit a new FCC Form 502 forecast. The new FCC Form 502 should contain the new Service Provider OCN in the company information and the appropriate forecast form. The carrier must submit the new forecast prior to submitting a Part 1 Application using the new Service Provider OCN.

10 NRUF Cycle Change Timelines

Reporting carriers must submit an updated NRUF each 6-month reporting period. If a carrier experiences no change in their utilization or forecast data, the carrier must still submit an NRUF FCC Form 502 for the filing period using the June 2016 Edition of the FCC Form 502. It can be found on the NANPA website under NRUF/Submission Methods and Resources:

https://nanpa.com/nruf/requirements-file

All reporting carriers who have subscribed to receive NRUF notifications via **NANP Notification System** (**NNS**) and who have an active NAS profile will be sent a reminder notification two months (June 1 & December 1) prior to the next NRUF submission due date. The notification will include the earliest date the carrier can submit the NRUF.

At the end of the NRUF cycle (June 30 & December 31), NRUF data submitted by service providers is archived in NAS. Service providers will not be able to update or correct previously submitted NRUF data from a prior NRUF cycle after the start of a new NRUF cycle.

Corrections to the February 1 NRUF submission will be accepted through June 30, and the August 1 NRUF submission will be accepted no earlier than July 1. Corrections to the August 1 NRUF submission will be accepted through December 31, and the February 1 NRUF submission will be accepted no earlier than January 1.

If a carrier needs to update their August 1 forecast between January 1 and January 31, the carrier will need to submit their February 1 FCC Form 502. If the carrier has not yet gathered their utilization data for the February 1 reporting period, the carrier must update their FCC Form 502, with the utilization portion populated, prior to or on the February 1 due date.

If a carrier needs to update their February 1 forecast between July 1 and July 31, the carrier will need to submit their August 1 FCC Form 502. If the carrier has not yet gathered their utilization data for the August 1 reporting period, the carrier must update their FCC Form 502, with the utilization portion populated, prior to or on the August 1 due date.

11 NRUF FCC Form 502 Data

11.1 Preparations

A password is not required to populate the Excel™ version of the FCC Form 502. Reporting carriers should not alter the form or use Excel™ security features to unprotect or apply password protection to any of the individual forms or to the FCC Form 502 workbook.

Be sure to download the FCC Form 502 to the user's personal computer as an Excel™ workbook before attempting to populate it with data. The form is created in the Microsoft Excel™ Macro-Enabled, .xlsm format. NANPA recommends saving the form to your desktop and then moving to a different folder/directory after completion, if desired.

To utilize the macros in the downloaded form, which includes the functionality of the "Check the Data Before Submitting" button, the macros must remain enabled. If the macros are not working, you may need to adjust the security level in your copy of Excel™ from high to medium or you may need to select "Enable all macros" in the Excel™ Trust Center to allow the use of macros. To enable, open the form, and select File > Options (may be located under "More") > Trust Center > Trust Center Settings > Macros Settings > "Enable Macros," and select OK.

Also, be sure to select "Enable Editing" if prompted to do so the yellow banner at the top of the worksheet, once workbook is opened and prior to populating the workbook with data.

After "Enable Editing", you may be prompted with a security warning which will require you to "Unblock" the macros to continue. If you receive the following warning:

SECURITY RISK Microsoft has blocked macros from running because the source of this file is untrusted.

Close the form, right-click the form, select Properties > General tab > check "Unblock" for Security > Apply, and then select OK. This will resolve the security risk to allow you to proceed with completing the FCC Form 502 and using the "Check the Data Before Submitting" button.

Your IT department may need to grant permission to use macros. If use of macros is not permitted by your company policy, .xlsx (disabled macros) is an acceptable format for submitting the FCC Form 502. Please note if the macros cannot be enabled, the "Check the Data Before Submitting" button will not function and the applicable columns will calculate on the NRUF Reports once the form is processed in NAS.

11.2 General Instructions

Provides general instructions about the FCC Form 502 and how the user can navigate among the different forms.

11.3 Company Information

The reporting carrier is required to enter data in every field on this form except the Address 2 and Fax # fields. The carrier must populate the fields by overwriting the information identified by the angle brackets (< >) in each field except for SP Service Type which is selected by drop-down.

The carrier must begin the workbook by populating the Company Information. Entries made in all fields will be automatically repeated in the Utilization and Forecast forms.

11.3.1 Service Provider Service Type

Carriers must use the "SP Service Type" drop-down box to identify the service type. The carrier must identify their Service Type as one of the following by clicking on the drop-down menu:

- CAP or CLEC
- Incumbent Local Exchange Carrier (ILEC)
- Interconnected VoIP
- Interexchange Carrier (IXC)
- Other Local (Shared-Tenant, Private Carriers)
- Local Reseller
- Other Mobile Service Provider
- Paging and Messaging
- Satellite Service Providers
- SMR Dispatch
- Wireless Data Service Provider
- Wireless Telephony (Cellular, PCS, SMR)

11.3.2 Service Provider Name and Service Provider OCN

The reporting carrier must populate the Service Provider Name field of the NRUF with the exact name that corresponds to the Service Provider OCN, as indicated in NECA records as also published in the LERG™ Routing Guide Volume 1.

The reporting carrier must provide one four-place alphanumeric code in the Service Provider OCN field on the submission. Reporting carriers must file a separate FCC Form 502 for each Service Provider OCN. Use of an Administrative Operating Company Number (AOCN) in this field is not acceptable.

Service providers who utilize the Excel™ submission method should only use upper case letters (e.g., A) instead of lower-case letters (e.g., a) when listing their Parent Company OCN or Service Provider OCN in their Form 502 if their OCN contains a letter.

Carriers that do not have a Service Provider OCN must obtain an OCN in order to file an FCC Form 502. *The Non-Geographic 5XX-NXX Code Assignment Guidelines* (ATIS-0300052) provides the following definition of an OCN:

> A four-position alphanumeric code that uniquely identifies providers of local telecommunications service. OCN assignments are required of all Service Providers (SP) in their submission of utilization and forecast data (FCC 00-104 ¶41 and Public Notice DA 00-1549). Relative to Central Office (CO) Code (NPA-NXX) assignments addressed by these guidelines, National Exchange Carrier Association (NECA) assigned Company Codes are used as OCNs. Companies with no prior Central Office (CO) Code (NPA-NXX) or Company Code assignments shall contact NECA (www.neca.org; 800-228-8597) to be assigned a Company Code(s). Since multiple OCNs and/or Company Codes may be associated with a given company, companies with prior assignments should direct questions regarding appropriate OCN usage to the iconectiv® Telecom Routing Administration (TRA) (www.trainfo.com; 866-672-6997).

11.3.3 Parent Company Name and Parent Company OCN

If the reporting carrier is a subsidiary of another company, the reporting carrier should provide the name of that other company as its Parent Company. If the reporting carrier is owned by more than one Parent Company, the reporting carrier should report the Parent Company Name and OCN of the highest parent company.

If the reporting carrier is not a subsidiary of any other company, the reporting carrier should enter its own name and OCN in the Parent Company Name and Parent Company OCN field.

11.3.4 FCC Registration Number (FRN)

The FRN is a 10-digit number that is assigned to an entity that does business with the FCC. A filer, licensee, certificate holder, or any entity sending payments to the FCC is considered to be doing business with the FCC. The FCC uses this FRN to determine if an entity's fees have been paid. The FRN is the same number used by entities on FCC Form 499-A. More information about FRNs can obtained by calling the FRN Help Desk (877-480-3201) or from the following website:

https://apps.fcc.gov/coresWeb/publicHome.do

The FRN field is a required field in the Company Information. If a service provider fails to enter any information in the field (i.e., it is left blank), NANPA will reject the submission and inform the service provider that the FRN is required to have a valid NRUF on file. If the field is populated, NANPA will check to see if the number provided is a 10-digit number. If the number provided is not ten digits, NANPA will reject the submission and notify the service provider.

If a service provider has multiple FRNs, they are directed to select one FRN to be used on all FCC Form 502 submissions a service provider fills out for each OCN.

Here are some Frequently Asked Questions regarding the FRN requirement:

Q1.　　What is an FRN?
A1.　　An FRN is an FCC Registration Number, which is a 10-digit number that is assigned to an entity that does business with the FCC. A filer, licensee, certificate holder, or any entity sending payments to the FCC is doing business with the FCC. The FCC uses this FRN to determine if an entity's fees have been paid. The FRN is the same number used by entities on FCC Form 499-A.

Q2.　　Where do I get an FRN?
A2.　　The FCC will assign you an FRN through the FCC's Commission Registration System (CORES). The CORES website (https://apps.fcc.gov/coresWeb/publicHome.do) contains Customer Service and Help Desk contact information.

Q3.　　Who in my company would know what my company FRN is?
A3.　　Since the FCC uses the FRN to track whether an entity has paid required regulatory fees, your company's Accounting Department or those responsible for filing your company's taxes would likely know your FRN.

Q4.　　What happens if I don't include the FRN in my submission?
A4.　　NANPA will reject the submission and notify the service provider if the number is not included, or if it is invalid (i.e., not a 10-digit number).

Q5.　　Who ordered that an FRN be included on the FCC Form 502?

A5.   The FCC's Wireline Competition Bureau ordered NANPA to include the FRN on the FCC Form 502.

Q6.   The FCC Form 502 is an Office of Management and Budget (OMB) form. Did OMB approve inclusion of the FRN on the FCC Form 502?
A6.   Yes.

Q7.   Was there a public notice sent out directing this inclusion?
A7.   No. An FCC directive requested NANPA to notify reporting carriers.

Q8.   Can NANPA find out for me what my FRN is?
A8.   NANPA does not have access to CORES, so NANPA is unable to verify your FRN.

Q9.   If my company has multiple FRNs, which one should I use?
A9.   If a company has multiple FRNs, the company can select one FRN to be used on all FCC Form 502 submissions.

11.4 Main Menu

This page provides navigation buttons to assist the carrier in completing the form.

11.5 Utilization Forms

Carriers should enter data beginning with row 21 on the utilization forms which is the gray shaded header row identified by angle brackets (< >). The header row is required on the form even if no data is populated.

Only the first row automatically calculates Available TNs and Utilization percentage. To activate calculations for additional rows of data, service providers should enter data or paste data into the appropriate utilization form(s), and then press "Check the Data Before Submitting" for the spreadsheet to automatically calculate Available TNs in column K, and Utilization percentage in column L. Any error messages will be listed in column M.

Carriers can only enter or paste data into certain columns of the utilization forms (A through J). The spreadsheet will not allow pasting or inputting data into Columns K, L, or M because those columns are protected for the previously mentioned formulas.

All entries in the utilization forms must be capitalized, and carriers must avoid skipping rows when entering additional data. If there is a blank row, the system will not read any utilization information entered below the blank row.

Service providers that receive numbering resources from NANPA and from another carrier will need to complete both the U2 and U4 forms to account for all assigned numbering resources.

When reporting utilization of intermediate numbers on the applicable U2 or U4 forms, primary and intermediate carriers are required to include in the Notes/Assignee field as follows:
- Primary Carriers must enter the name(s) of the entity(ies) or carrier(s) to whom the numbers were provided.
- Intermediate Carriers must enter the name(s) of the carrier(s) from whom the numbers were received.

If multiple entities or carriers are involved, the entry should not include terms such as "other" or "multiple".

The Notes/Assignee field allows for a max of 1,000 characters and the following special characters are allowed: ! @ # $ % & _ ( ) . , []{}\|<>`~_-+="^*;:'

Definitions of the usage categories (Assigned, Intermediate, etc.) may be found in the Instructions tab of the FCC Form 502.

To view 5XX-NXX and/or 9YY-NXX assignments prior to completing utilization form(s), carriers may reference the 5XX-NXX or 9YY-NXX reports on the NANPA website. The reports are viewable by highlighting Reports, then selecting either 5XX-NXX codes or 9YY-NXX codes.

11.6 Forecast Form

Carriers should enter data beginning with row 22 on Form F3B which is the gray shaded header row identified by angle brackets (< >). The header row is required on the form even if no data is populated.

Only the first row automatically calculates the total forecast in the forecast forms. To activate calculations for additional rows, carriers should enter or paste data into the appropriate forecast spreadsheet(s), and then press "Check the Data Before Submitting" for the spreadsheet to automatically calculate the "Total NXX(s)" formula in column I and any error messages in column J.

Carriers can only enter or paste data into certain columns of the F3B (B through H). The spreadsheet will not allow pasting or inputting data into Columns I or J because those columns are protected for the previously mentioned formulas.

All entries in the forecast forms must be capitalized, and carriers must avoid skipping rows when entering additional data. If there is a blank row, the system will not read any forecast information entered below the blank row.

Cells in the "Year" columns (i.e., Year 1, Year 2, etc.) should not be left blank for any completed row beginning with row 22 on a forecast form. A whole number (e.g., 0, 1, 2) should be entered in each cell for any completed row under the "Year" column heading.

NOTE: Year 1 on the F3B forecast form refers to resources needed in the current year. The forecast is a five-year forecast for the February 1 submission and a four-and-a-half-year forecast for the August 1 submission.

12 Record-Keeping Requirements

Per the NRO Order (paragraph 62), carriers are required to maintain internal records of their numbering resources pertaining to their NRUF filing(s) for a period of not less than five years. More information on maintaining internal records may be found in the NRUF Reporting Guidelines.

Since NRUF records are archived at the end of each NRUF cycle (June 30 & December 31), service providers are advised to run on-line NRUF reports in NAS to download and retain NRUF records prior to the end of each NRUF cycle. More information on NRUF reports is available in the Service Provider (SP) & Service Provider Consultant (SPC) NANP Administration System (NAS) User Guide for Geographic & Non-Geographic Numbering Resource Utilization/Forecast (NRUF) FCC Form 502 located on the NANPA website.

Service providers may also wish to retain their submitted Excel™ NRUF FCC Form 502 as an additional method of maintaining their internal NRUF records.

13 Glossary

CORES – The FCC's Commission Registration System used for issuing FRNs.

FCC Registration Number (FRN) – Ten-digit number assigned by the Federal Communications Commission (FCC) and used by entities on FCC Form 499-A.

5XX-NXX– 5XX-NXX codes are to be used for applications which are non-geographic in nature, are not assigned to rate centers and may or may not traverse the Public Switched Telephone Network but do require an E.164 international numbering plan addressing scheme.

5XX NPAs – NPAs 500, 533, 544, 566, 577, 588, 522, 521, 523, 524, 525, 526, 527, 528, 529, and 532. The following NPAs have been set aside for 5XX-NXX codes: 538, 542, 543, 545, 547, 549, 552, 553, 554, 556, 569, 578, 589, 550, 535, 546, and 558.

5YY – NPAs previously associated with personal communication services. The service definition for 5YY was revised and 5YY-NXX codes are now referred to as 5XX-NXX codes.

FCC Form 502 – Numbering Resource/Utilization (NRUF) Report used for submitting NRUF data.

Forms – Part of the FCC Form 502 used to report utilization or forecast data (e.g., U2, U4, and F3B)

Interconnected VoIP Service Provider – An entity that provides interconnected VoIP service, as that term is defined in 47 U.S.C. § 153(25) (47 CFR § 52.5 (b)). Interconnected VoIP providers are providers of a service that (1) enables real-time, two-way voice communications, (2) requires a broadband connection from the user's location, (3) requires Internet protocol-compatible customer premises equipment, and (4) permits users generally to receive calls that originate on the public switched telephone network and to terminate calls to the public switched telephone network (47 CFR § 9.3).

Intermediate Reporting Carrier – Carrier that receives numbers from another carrier.

Job Aid – Document supplemental to the instructions for the FCC Form 502 providing answers to questions raised regarding the process for completing and submitting the FCC Form 502.

NANP Administration System (NAS) – System that supports a variety of number administration functions including on-line submission of the FCC Form 502.

NANP Notification System (NNS) – Subset of NAS capabilities used to distribute documents on a variety of NANP topics.

9YY-NXX – Used for premium services with the cost of each call being billed to the calling party.

9YY NPA – NPA 900.

North American Numbering Plan (NANP) – Numbering plan for the public switched telephone network in the US and its territories, Canada, and the Caribbean.

North American Numbering Plan Administrator (NANPA) – Neutral third-party administrator of NANP numbering resources, subject to directives from regulatory authorities in the countries that share the NANP.

Numbering Resource Utilization/Forecast (NRUF) – Report used for collecting, storing, and maintaining number resource utilization and forecast data.

NXX – Central Office code.

Operating Company Number (OCN) – Company code assigned by the National Exchange Carrier Association (NECA) and used for reporting NRUF data.

Primary Reporting Carrier – Carrier that receives numbers directly from NANPA.