



March 31, 2023

***IMPORTANT NOTICE CHANGING PROCESS FOR PAYPHONE
COMPENSATION - Process, Contacts, PSP or Aggregator Data, and Compensation***

To: Payphone Service Provider (PSP) and Aggregator Owner

This letter is notice to you of a change in the method under which Payphone Service Providers and Aggregators may request compensation from AT&T in accordance with the FCC's payphone compensation rules. For many years, to facilitate compliance with the payphone compensation rules of the Federal Communications Commission (FCC), AT&T has utilized the National Payphone Clearinghouse (NPC). As you are aware, however, NPC is ceasing operations as of March 31, 2023. As a result, going forward, you will be dealing directly with AT&T to carry out the requisite payphone compensation processes. To obtain payphone compensation, AT&T is providing you information about replacement processes that will facilitate your inquiries, data files, contact information, and compensation related matters to be used as of April 1, 2023.

For the first quarter of 2023 and going forward, AT&T will directly compensate PSPs/Aggregators. To enable this, PSPs and Aggregators are required to promptly register correct banking and contact information with AT&T.

I. You must register with AT&T to receive ACH payments.

Please send to email address: g10972@att.com, the following information, which is needed in order for AT&T to set up your business to receive quarterly ACH payments based on accurately submitted data. By submitting your information below, a PSP and/or Aggregator Owner is agreeing to receive payment via ACH, which is as currently supported by NPC.

1. PSP Name.
2. PSP ID / Owner Type #.
3. Tax ID (SSN if no tax id).
4. PSP/AGGR address.
5. General contact information (name, email, phone #).
6. Documents needed for ACH payment:
 - a. IRS Form W9.
 - b. voided check or a letter with bank or vendor letterhead listing banking info.



II. You must submit to AT&T directly your quarterly payphone data.

Beginning in April of 2023 you must submit to AT&T your first quarter 2023 data. Your data submission file MUST be an ASCII text file (text format). Non-compliance will result in errors or rejection of your file thus delay your payments until corrected. Any other formats such as Excel, Macintosh formats, Lotus 1-2-3, Lotus SmartSuite, or Database files will not be accepted. The submission file MUST be a fixed format file and fields are padded with spaces. No other format character (such as tab, indent etc.) is accepted for padding. The submission file will have two different types of records, a header record and a detail record listing all payphones that were active as of the last day of each quarter. The format is effectively the same as what NPC required and should not require you to change the file format requirement previously sent to NPC.

Your quarterly list of ANIs should match the billing name and address exactly as it appears on your monthly PSP bill.

The deadline to electronically submit quarterly data is 11:59 PM (Eastern Time) on the last day of the 1st month of a production quarter.

First quarter data is due by April 30th. The PSP should report any paystation line that was active on March 31st.

Second quarter data is due by July 31st. The PSP should report any paystation line that was active on June 30th.

Third quarter data is due by October 31st. The PSP should report any paystation line that was active on September 30th.

Fourth quarter data is due by January 31st. The PSP should report any paystation line that was active on December 31st.

Submit the forgoing files to: g17466@att.com. Please note – this email address is different from the address used for registration or for submitting general correspondence or questions.

Compensation Dates

April 30th claims – Payment rendered in the first week of July.

July 31st claims – Payment rendered in the first week of October.

October 31st claims – Payment rendered in the first week of January.

January 31st claims – Payment rendered in the first week of April.

Additional information on this process is located under Voice Services and Payphones at the following link:

<https://www.business.att.com/prime-access/products-and-services.html>



The email address for general correspondence and questions is: g18016@att.com. This is different from the email address for submission of your properly formatted quarterly data files which is: g17466@att.com.

Should you be interested in exploring an alternative compensation arrangement for your business, please email your proposal or contact us to request a meeting via email address g18016@att.com for further discussion.

AT&T looks forward to working cooperatively with you to ensure compliance with the FCC's payphone compensation rules.

Sincerely,

AT&T
PSP Compensation

Attachment (File Format Submission Requirements)



FILE FORMAT SUBMISSION REQUIREMENTS

Payphone Service Provider/Aggregator Business Rules to Consider While Creating Submission Files

Your submission file must comply with the following business rules. Non-compliance will result in errors or rejection of your file.

1. Submission file **MUST** be an ASCII text file (text format). Any other formats such as Excel, Macintosh formats, Lotus 1-2-3, Lotus SmartSuite, or Database files will not be accepted.
2. Submission file **MUST** be a fixed format file and fields are padded with spaces. No other format character (such as tab, indent etc.) is accepted for padding.
3. The submission file will have two different types of records, a header record, and a detail record.
 - There **MUST** be an Aggregator header record if the submitter is an Aggregator.
 - There **MUST** be a PSP header record containing the correct billing name and address information for the group of ANIs listed beneath it. Each piece of information must be in the correct position according to the file format specifications.
 - A new PSP header record **MUST** be inserted above each ANI or group of ANIs whose billing name and address is different.

Submission file format/specifications

Header record - This record identifies the owner, billing name, billing address, contact name and contact phone number.

Aggregator Header Record Format

Field	Position	Length (Max.)	Comments
Owner Type	1-6	6	First character MUST be an alpha 'A.' Next 5 characters are your AGGR ID. Example: ANPC . (In the example, there are two spaces after NPC. If your ID is less than 5 characters, the remaining spaces should be filled with white space.)
Billing Name	7-46	40	Your billing name. Example: John Doe Incorporated
Address 1	47-81	35	Address line 1 - Some use this for their DBA (Doing Business As) name also. Example: 999 Any Street or JDoe Inc (See also example below)
Address 2	82-116	35	Address line 2 – Example: Suite 999 or if you have used Address 1 for DBA, 999 Any Street Suite 999
City	117-141	25	City. Example: Any Town
State	142-143	2	Two-character State code: Example: for Ohio, use OH



Zip Code	144-152	9	Zip code. Must be a 5- or 9-digit zip code. It should not contain a dash or hyphen to separate the zip and zip extension.
Contact Name	153-192	40	Contact Name. Example: John Doe Sr.
Contact Phone	193-203	10	Contact Phone. Do not enter any parentheses or dashes. Example: 9999999999 but NOT (999) 999-9999 or 999-999-9999

PSP Header Record Format

Field	Position	Length (Max.)	Comments
Owner Type	1-10	10	First character MUST be an alpha 'O' (not zero). Next 4 digits are zeroes. The next 5 digits are your PSP ID. Example: O000012345
Billing Name	11-50	40	Your billing name. Example: John Doe Incorporated
Address 1	51-85	35	Address line 1 - Some use this for their DBA (Doing Business As) name also. Example: 999 Any Street or JDoe Inc (See also example below)
Address 2	86-120	35	Address line 2 – Example: Suite 999 or if you have used Address 1 for DBA, 999 Any Street Suite 999
City	121-145	25	City. Example: Any Town
State	146-147	2	Two-character State code: Example: for Ohio, use OH
Zip Code	148-156	9	Zip code. Must be a 5- or 9-digit zip code. It should not contain a dash or hyphen to separate the zip and zip extension.
Contact Name	157-196	40	Contact Name. Example: John Doe Sr.
Contact Phone	197-206	10	Contact Phone. Do not enter any parentheses or dashes. Example: 9999999999 but NOT (999) 999-9999 or 999-999-9999



Detail record – This record identifies the 10 digits ANI.

All the detail records (ANIs) whose billing name and address is same should be grouped under one header record. A new header record should be inserted above each ANI or group of ANIs whose billing name and address is different.

Detail Record Format

Field	Position	Length (Max.)	Comments
ANI	1-10	10	A numeric 10-digit number. Do not include any parentheses, dashes, or hyphens. Example: 9999999999 but NOT (999) 999-9999 or 999-999-9999