**Tips for Completing the FCC’s**

**Annual 988 Fee Accountability Report Questionnaire**

Here are some tips to help respondents fill out the questionnaire:

* Submit the completed fillable form to 988feereport@fcc.gov. Do not convert it to a PDF or encrypt the response for submission.
* Only report calendar year data, not fiscal year data. This Annual report covers the period of January 1, 2024 to December 31, 2024.
* If no statute or fee-based funding mechanism has been established for the purposes of 988 support or implementation, please respond to Sections A, B1, and E3 and then end the survey.
* In fields that ask for a numerical response (e.g., fee/charge imposed or total amount collected), provide only a numerical response or a short, non-numerical response, such as “Unknown,” “None,” or “N/A.”
	+ If you need to provide a narrative explanation or qualifier, you can provide that in the corresponding text box.
* States, the District of Columbia, U.S. territories, and Tribal entities (reporting entities) should submit a single questionnaire form for the entire reporting entity, not multiple questionnaire forms completed by local jurisdictions.
* Reporting entities should include all requested data on the questionnaire itself.
* Sections B and C request general information about the reporting entities’ authority to establish a 988 fee-based funding mechanism and authority to determine how 988 fees are collected, **regardless** of whether any 988 fees were actually collected and distributed during the period of January 1, 2024 to December 31, 2024.
* For Sections D, E, and F, the annual period ending December 31, 2024 refers to the period of January 1, 2024 to December 31, 2024.
	+ Section D requests a detailed description of the uses of 988 fees during the annual period ending December 31, 2024, **regardless of when the 988 fees were collected.**
	+ Section E requests a detailed description of 988 fees collected and other sources of 988 funding during the annual period ending December 31, 2024**, regardless of whether those fees or resources were expended.**
	+ Section F requests a detailed description of fees collected for 988 purposes and made available or used for 988 purposes during the annual period ending December 31, 2024.