

FCC Form 1876 - Getting It Right

As you prepare FCC Form 1876 “Payment Instructions from the Eligible Entity Seeking Reimbursement from the TV Broadcaster Relocation Fund” for submission to the FCC, it is important to closely follow the instructions. It is critical that the data on Form 1876 accurately matches the information on file in the FCC systems. If there are discrepancies, the FCC may not process the form, and the form may need to be resubmitted. The tips below provide additional guidance on filling out the FCC Form 1876.

Tips for Properly Filling Out Form 1876

Do not insert dashes or spaces in the numeric fields, and do not use white out anywhere on the Form 1876.

When filling out and submitting Form 1876, please pay particular attention to the following sections:

- 1.a Confirm that the Licensee Name or MVPD Name exactly matches the name as shown in the Licensing and Management System ([LMS](#)). If the LMS system needs to be updated, please file an “Administrative Update.” See the [LMS FAQs](#) for additional information about how to file an Administrative Update in LMS.
 - 1.b Complete 1.b only if the name of the Eligible Entity listed in CORES (Commission Registration System) is different than the Licensee Name entered in 1.a.
 - 1.c **Confirm that the taxpayer ID number (TIN) of Eligible Entity exactly matches the taxpayer ID number (TIN) associated with the FRN in CORES.** This means including all of the numbers, even the zeroes. If you need to update the TIN in CORES, please contact the CORES Help Desk at CORESHelpDesk@fcc.gov as soon as possible.
 - 1.g **Confirm that the authorized agent(s) User Name is associated with the FRN of the Eligible Entity in CORES.** The CORES User Name must be in a valid e-mail format. For assistance, please contact the CORES Help Desk at CORESHelpDesk@fcc.gov.
 - 2.a. Confirm that the account number on the 1876 exactly matches the number on your bank statement or letter. You should include any zeroes in your account number (i.e. if your account number is “001234567,” include the zeroes).

Provide the name of the financial institution as well as the account information.
 - 2.b. Determine whether the address of the financial institution provided in this field matches the address on your bank statement or letter. If it does not match, please submit a bank letter explaining the difference.
 - 2.c Provide a bank letter or redacted bank statement that is less than four months old. The letter must be signed and on bank letterhead.
- Part 3 Sign in the signature block. If using a “California All-Purpose Certificate of Acknowledgement” please fill in the “description of the attached document” with a reference to the Licensee Name or MVPD Name and the FCC Form 1876.

Need a Form 1876?

Download the FCC Form 1876

LMS: The Form 1876 is available by accessing the 399 Reimbursement Form in [LMS](#). Access LMS using <https://enterpriseefiling.fcc.gov/dataentry/login.html>

CORES Incentive Auction Financial Module: A Broadcasters' FRN Administrator can download the Form 1876 through the [CORES](#) Incentive Auction Financial Module.
<https://www.fcc.gov/licensing-databases/fcc-registration-commission-registration-system>

Review the Procedures

All Payment Applicants should review the procedures in the *Financial Procedures Public Notice*, which provides a full description of the steps that Payment Applicants need to take before receiving incentive or reimbursement payments.

- The *Financial Procedures Public Notice (Procedures for Submitting Financial Information Required for the Disbursement of Incentive Payments and Reimbursement Payments After the Incentive Auction Closes*, Public Notice, 32 FCC 2003 (WTB 2017))
https://apps.fcc.gov/edocs_public/attachmatch/DA-17-282A1.doc
- CORES Incentive Auction Financial Module User Guide https://www.fcc.gov/sites/default/files/cores_ia_financial_module_user_guide.pdf
- Additional helpful information can be found from the Post-Incentive Auction Transition Procedures Workshop <https://www.fcc.gov/about-fcc/fcc-initiatives/incentive-auctions/postauction-transition>

Further Questions or Need Help?

Contact the FCC CORES Help Desk via:

Email: CORESHelpDesk@FCC.gov
CORES System Hotline: (202) 418-4120