

File Code: 2720

Date: September 1, 2020

Dear Communications Use Authorization Holder:

Forest Service policy and authorization terms require that holders of a communications use authorization provide to the Authorized Officer, a certified statement listing all tenants and customers by category of use in or on the facility (building and/or tower) on September 30th of each year. The information you provide will be used in calculating your rent for calendar year 2021. Please note that all holders must submit this statement even when the holder or their occupants are exempt from rent and/or when there are no other occupants in the facility for this billing period.

You or an occupant may be operating more than one radio system from your facility. Each separate use must be identified on the certified statement/inventory.

We have enclosed a copy of form FS-2700-10a “Communications Site Tenant/Customer Inventory/Certification of Facility Owner or Manager” for your use. If you choose not to use this form, please remember that the information you submit must include a signed and dated statement certifying the information provided is true, correct, and complete, as well as FCC call signs for each use type. We also require that you provide a printed name and contact phone number should we have any questions.

Your certified statement listing all occupants in or on your facility as of September 30, 2020, must be received in this office by October 15, 2020. Incorrect reporting or failure to submit a certified statement/inventory by October 15, 2020 may result in revocation of your authorization.

Communications use billings for all National Forests will be issued from a centralized location.

SUBMIT YOUR CERTIFIED STATEMENT/INVENTORY TO:

By Mail: Forest Service – National Communications Use Billing Team
2900 NW Stewart Parkway
Roseburg, Oregon 97471

By Electronic Mail: SM.FS.wocommuses@usda.gov

By Fax: (541) 957-3495
ATTN: National Communications Use Billing Team

Your bill for collection will be mailed to you after receipt of the certified statement/inventory; normally by December 1, 2020. **Do not submit your payment until you receive the bill for collection.**



If you have any questions, please contact the National Communications Use Billing Team at (541) 957-3291 or by e-mail SM.FS.wocommuses@usda.gov.

Sincerely,

A handwritten signature in blue ink that reads "Joey Perry". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

JOEY PERRY
National Communications Site Program Manager

Enclosure