



NRUF GEO Form 502 Preparation Checklist

Below is a list of tips that may be used in the preparation and filing of an NRUF GEO Form 502.

During the months of June and December:

- Review the Central Office (CO) codes and/or thousands-blocks assigned to your Operating Company Number (OCN) using the CO Code Utilized Report and the Thousands-Block Report on the NANPA website (www.nanpa.com). Reviewing your assigned resources in advance will assist with your filing and ensure all assigned resources per OCN are reported.
- Identify contacts within your company who can provide utilization and forecast data. For the NRUF utilization, these may be individuals who have access to order entry systems or network translations. For the NRUF forecast, these individuals may be in marketing. Gathering this data from the appropriate sources will assist with your reporting utilization and forecast data.
- Choose one of the filing methods: Web-based User Interface (NAS), Secure File Transfer Protocol (SFTP), or Application Programming Interface (API) that meets the needs of your organization.
- Take a “snapshot” of the status of your telephone number inventory on June 30 and December 31 of each year to identify the quantities of telephone numbers listed in the applicable usage worksheets (U1, U2, etc.) for the applicable NRUF cycle.

During the months of July and January:

- Based on the “snapshot” of usage data as of June 30 and December 31, enter the quantity of TNs for each usage category: Assigned, Intermediate, Reserved, Aging, and Administrative using U1, U2, etc. based on the type of reporting provider and also report TNs based on the usage category definitions as described in the NRUF Form 502 Instructions tab.
- Enter the forecast data using F1a, F1b, etc. based on the type of reporting provider with Year 1 as the current year.
 - When forecasting for the February 1 deadline, include five (5) years of how many CO codes and/or thousands-blocks you will need.
 - When Forecasting for the August 1 deadline, only include four and half (4 ½) years of how many CO codes and/or thousands-blocks you will need.
- Submit your NRUF using one of the filing methods above.
- NANPA recommends submitting your NRUF prior to the February 1st and August 1st deadline to allow time to address any errors that may be found in your submission.
- To see if any CO codes and/or thousands-blocks have been missed in your submission, go to the NRUF Utilization Missing Report in NAS. Update your NRUF Form 502 to add any CO codes and/or thousands-blocks listed in this report. If the CO codes and/or thousands-blocks listed are no longer needed, then return the resources through NAS.

After the February 1st and August 1st Filing Deadlines:

- NANPA will notify service providers who fail to file for some or all of their numbering resources. Please comply with the missing utilization or anomalous notifications sent to you.

Note: When requesting new resources where you do not have an NRUF forecast on file, update your forecast prior to requesting new resources to avoid “No NRUF on File” errors when submitting your application for resources to NANPA.