

Directions for Completing the Affidavit for Discount on Telecommunications Services

1. Complete the name and service address portions of the form. The service address is where the telecommunications service will be utilized.
2. Ensure that the affidavit is signed by the proper person. The affidavit shall be signed by the administrative head of the institution or a designee given the task and authority to execute the affidavit on behalf of the library requesting the discounted rates.
3. Complete the "specifications of services" table with each service on a separate line. The "Description" should match the information on your bill as closely as possible so that the telecommunications provider knows where to apply the discount.
4. Submit the affidavit by certified mail to the telecommunications utility account representative or, if no account representative is assigned, to the business office of the utility.

NOTES:

1. Keep a copy of the signed affidavit for your records.
2. Make sure to follow-up with the telecommunications service provider and by checking your next bill to ensure that the discount is being applied as requested.
3. If you run into problems with obtaining the discount, contact your library system staff or the [technology consultant at the state library](#) for assistance.
4. The full text of the act can be viewed online if additional information is needed - [Distance Learning, Information Sharing Programs, and Interactive Multimedia Communications](#).

Affidavit for Discount on Telecommunications Service for a Library

Name of Library: _____

Service Address: _____

I certify the applicant is eligible for telecommunications service discounts as a Texas public library, a regional library system, or a library operated by an institution of higher education or a school district, as defined by Government Code, §441.122.

Discounts are requested for telecommunications service(s) specified below, which is to be used predominantly for information sharing program purposes according to provisions of Texas Administrative Code §26.141 - [Distance Learning, Information Sharing Programs, and Interactive Multimedia Communications](#).

I affirm the above to be true:

Name _____
(Authorized agent)

Title _____ Date _____

Specifications of services:

QUANTITY	DESCRIPTION	PURPOSE
1		Information sharing
2		Information sharing
3		Information sharing
4		Information sharing
5		Information sharing
6		Information sharing
7		Information sharing
8		Information sharing

NOTE:

- Libraries must file this affidavit for each service to be discounted each time an order is placed.
- No other form is needed to obtain this discount if it is not already provided in the customer contract.
- This discount is available for any tariffed service offered.