



# North American Company Code Assignment Procedures

**Disclaimer:**

These procedures are developed in conjunction with industry bodies such as ATIS' Telecom Management Operations Committee and Ordering and Billing Forum and are produced, published and distributed by NECA. The purpose of this document is to inform the industry of the assignment procedures for obtaining Company Codes.

NECA reserves the right to revise or cancel this document for any reason, including but not limited to, conformance with standards promulgated by various agencies, technological changes or the reflection of changes in the design of any equipment, techniques or procedures described or referred to herein or to conform with the rules and orders of the Federal Communications Commission or other governmental authority.

## 1.0 Introduction

A Company Code is a unique four-character alphanumeric code that identifies a service provider. The Alliance for Telecommunication Industry Solutions standard, 0300251.2017 designates NECA as the Maintenance Agent of this code set.

Under the ATIS-0300251.2017 standard, NECA assigns Company Codes to service providers for unique identification. Company Codes, “are used in mechanized systems throughout the Information and Communications Technology industry to facilitate the exchange of information. Applications of the Company Code may include, but are not limited to:

- NECA Tariff FCC No. 4
- Next Generation Interconnection Interoperability Forum (NGIIF) Routing and Rating Practices;
- Industry recognized guidelines including Access Service Requests/Local Service Requests (ASR/LSR), Multiple Exchange Carrier Access Billing (MECAB), Small Exchange Carrier Access Billing (SECAB), Carrier Access Billing Systems (CABS), Exchange Message Interface (EMI) and Exchange Message Record (EMR), and Wireless Intercarrier Communications Interface Specifications (WICIS);
- Interexchange Carrier systems used to audit Exchange Access bills; and
- FCC Form 502 (North American Numbering Plan Numbering Resource Utilization/Forecast Report.”<sup>1</sup>

Company Codes are used for the exchange of information among intercompany and/or public use. Company Codes will **not** be assigned for the exclusive use of internal company operations.

## 2.0 Assignment Principles

### 2.1 **Structure/Format**

A Company Code is a unique four-character alphanumeric code (NXXX) assigned – as appropriate – to all service providers. For purposes of this document N=0-9 and X=0-9 or A-Z.

---

<sup>1</sup> *Structure for the Representation of Service Providers for Information Exchange*. ATIS-0300251.2017. Alliance for Telecommunications Industry Solutions. April 6, 2017. Washington, D.C. p. 3.

Company Codes are assigned at two levels: State/Area specific (See Section 2.2.3 below for more information) and Overall.

Company Codes are assigned for each type of service a company provides. Separate and distinct codes are required for Incumbent Local Exchange Carriers (ILECs), facilities-based Competitive Local Exchange Carriers (CLECs), Unbundled Local Exchange Carriers (ULECs), Local Exchange Resellers (LRSLs), Competitive Access Providers (CAPs), Interexchange Carriers (ICs), IP Enabled Service (IPES) providers, Ethernet Exchange (ETHX) providers, Wireless Carriers (WIRE), Wireless Reseller (WRSL), Personal Communications Service (PCS) provider and Personal Communication Service Resellers (PCSR).

Companies offering more than one type of service are required to obtain multiple codes, regardless if a separate legal entity is created.

## **2.2 Assignment Requirements**

As a general rule, Company Code assignments may be needed as a result of mergers/acquisitions or other legal transaction, e.g., formation of new company.

**2.2.1 Incumbent LEC codes** – The Incumbent Company Code Request form can be found on NECA’s website at: <https://www.neca.org/business-solutions/company-codes/company-code-request-instructions>

**2.2.2 Non-ILEC codes (CLEC, ULEC, CAP, IC, IPES, ETHX, LRSL, WIRE, WRSL, PCS, and PCSR)** – The following information is required to obtain a Company Code:

- Company Code request form at: <https://www.neca.org/business-solutions/company-codes/company-code-request-instructions>
- Legal documentation (e.g. Articles of Incorporation with state seal or stamp, State Registration, etc.) as proof of existence and to reflect the service provider’s legal name;

### **And for:**

- CLEC, ULEC, CAP, LRSL codes – a copy of the certification by the state public utilities commission;
- IC codes – Documents may vary from state-to-state. A copy of the state public utilities commission approval is required when the state commission regulates the interexchange carrier/reseller service. If the service is not regulated by the state commission, the required documentation may vary. Therefore, please contact the

Company Code Administrator at [ccfees@neca.org](mailto:ccfees@neca.org) or 973-884-8105.

- IPES codes – proof of service and proof of customers, e.g., interconnection agreements (or evidence of an interconnection order pursuant to an approved tariff) and contractual agreements with end-user customers or regulatory administration approval, if applicable and a detailed description of the type of service being provided including the areas where the service will be provided. We reserve the right to request additional documentation.
- ETHX codes – proof of service and customers, e.g., contractual agreements with customers and a detailed description of the service including the areas where the service will be provided. We reserve the right to request additional documentation.
- Wireless or PCS codes – a copy of the company’s FCC radio/PCS license;
- Wireless and PCS Resellers – a copy of the interconnection agreement with the wireless carrier.

CLEC and ULEC codes are assigned by state. Codes for CAP, IC, IPES, ETHX, Local Reseller, Wireless and PCS services are assigned on a national basis.

Standard code requests will be processed within ten business days of receipt of required documents and/or payment (if by check). Express code requests will be processed within three business days of receipt of required documents and/or payment (if by check).

### **2.2.3 State/Area Specific and Overall Company Code Assignments**

RBOC, ILEC, CLEC and ULEC companies operating in multiple states are assigned an Overall Company Code as well as a unique Company Code in each state.

Overall Company Codes uniquely identify each legally incorporated operating entity or official company name that other legal entities might be associated with. A state/area specific company code is a unique code assigned for each state/area in which the company operates. For companies that first operate in a single state and then expand operations to other states/areas, an Overall and additional state specific Company Codes will be assigned.

The Overall Company Code will be assigned automatically with the second state specific Company Code. There is no fee associated with the assignment of an Overall code.

#### **2.2.4 Assignment of a New Category**

In the event that an applicant determines that the type of service provided does not fit under an existing category, the applicant may access the New Company Code Category Request form at: <https://www.neca.org/business-solutions/company-codes/company-code-request-instructions>

Criteria for requesting a new company code category and the process for submitting the request are provided on the form.

### **2.3 Fees for a Company Code**

**Effective May 1, 2020:** The fee for the assignment of a Company Code is \$425 per code (standard processing) and \$550 per code (express processing). These fees apply to all companies that request a new code.

All Company Code requests and changes to the legal company name of a Company Code must be paid for in advance.

Payments can be made by:

- Credit card: NECA will send the applicant an e-mail with a PayPal link for making the credit card payment after submission of the Company Code application and the application/supporting documentation review is completed.  
***Please do not send any credit card information through e-mail.***
- Check/money order made payable to "NECA"  
(please state the company name on the memo line).
- Checks/money orders along with a copy of the Company Code Request Form can be sent to:

Capital One Bank  
NECA  
PO Box 2003  
Hicksville, NY 11802

- ACH or Wire Transfer

Routing info:  
Capital One Bank  
NECA-Administrative Acct.  
ABA Transit: 021407912  
Account #7057249123

### **3.0 Responsibilities of Company Code Applicant/Holder**

The Company Code applicant/holder shall adhere to these procedures when requesting a Company Code. This includes downloading a copy of the Company Code Request Form and emailing the completed form and supporting documentation in an accurate, complete and timely manner to [CCFEES@NECA.ORG](mailto:CCFEES@NECA.ORG), or fax to 973-993-1063, or mail to:

Company Code Administrator  
NECA  
60 Columbia Road  
Building A – 2nd Floor  
Morristown, NJ 07960  
Fax: 973-993-1063

- 3.1** It is also the responsibility of the Company Code applicant to review the need for a Company Code and to determine if the company already has a Company Code assigned in that category that could be used for the identified need.