

Letter of Authorization

Thank you for selecting ViaTalk! Number Portability allows you to keep your phone number while changing your phone service provider. Upon receipt of this form, and requested documentation, we will work with your current phone service provider to transfer your number.

- 1) The service address and name on this form must be the same as the customer service record with your current provider, or your transfer request will be rejected.
- 2) ViaTalk will need a current copy of a phone bill, or online account summary page, that includes the number to be transferred, the account holder's name, and the billing telephone number if different than the number to be transferred.
- 3) Do NOT call your existing provider to cancel service while we are attempting the transfer, or you will not be able to keep your phone number. (To ensure that your account has been cancelled, contact the provider three business days after the transfer completes.)
- 4) If you have distinctive ring, a PIC freeze, or a carrier change restriction, you must remove it prior to requesting the transfer of your number. If you make changes to features or services with your existing provider, it could delay or interrupt the transfer process.
- 5) If you have a contract that prohibits porting, you cannot transfer your number.
- 6) If DSL exists on the line, it is possible that your DSL could be lost if other arrangements have not been made.

First and Last Name: _____

Number to Transfer: _____

Current Provider: _____ **ViaTalk Phone Number:** _____

Physical Service Address: (PO Boxes are not valid)

You are required to submit this form as verification that you would like ViaTalk to provide telephone service for the phone number listed above. With traditional telephone service you can select different carriers for different types of services. To use ViaTalk, you must check ALL three boxes below to authorize us to provide you with all three services for the phone number listed.

☐ Yes, I select ViaTalk as the carrier for ALL local calls.

☐ Yes, I select ViaTalk as the carrier for ALL local toll calls.

☐ Yes, I select ViaTalk as the carrier for ALL long distance and international calls.

By signing below I authorize ViaTalk LLC, or its designated agent, to act on my behalf and port the telephone number listed on this form to ViaTalk, or its agent. I authorize the release of any information from my existing telephone provider to ViaTalk. I understand all fees associated with ViaTalk services and/or this transfer, and understand that I may consult with ViaTalk by calling 1-866-626-7150. I am authorized to make these changes for this phone number.

Signature: _____ **Date:** _____

Fax this form and a copy of your phone bill, or online account summary page, (dated within thirty days) to **1-518-836-0226** to begin processing. You will be notified about the progress of your transfer request by email. This process typically takes five to fifteen business days to complete.