



LETTER OF AUTHORIZATION

AGENCY AUTHORIZATION STATUS

Customer Service Record & Local Number Portability

THE SIGNATURE BELOW CERTIFIES THAT I AM AN AUTHORIZED REPRESENTATIVE FOR THE TELEPHONE NUMBER(S) AND ACCOUNT LISTED ON THIS FORM. THE SIGNATURE BELOW CERTIFIES THAT I AM AUTHORIZING AND APPROVE **IRONTON GLOBAL** TO ACT AS MY AGENT FOR THE PURPOSE OF COLLECTING AND VIEWING THE ACCOUNT INFORMATION WITH THE CURRENT TELEPHONE PROVIDER. THE SIGNATURE BELOW CERTIFIES THAT I AM AUTHORIZING AND APPROVE **IRONTON GLOBAL** TO ACT AS MY AGENT FOR THE PURPOSE OF LOCAL NUMBER PORTABILITY, THE TRANSFER OF TELEPHONE SERVICE.

IMPORTANT:

I, the customer, understand and agree, when porting my telephone number(s), for technical reasons, I cannot contact, disconnect or place any activity on my telephone account with my current provider, until (4) four business days after porting completion. I, the customer, will disconnect any remaining services or number(s) not ported, *from the previous provider*, (4) four business days after my ported number(s) have successfully ported. I, the customer, will be responsible for final service(s) and bill date closing costs from my previous provider (including any contractual obligations). I, the customer, will be available for the installation; failure to be available will result in loss of number and service.

The telephone number(s) listed must be physical active line(s), (not a remote call forward), be in good standing and in accordance with the Local Number Portability Business Rules. Any 'service' on a line, such as DSL service, will be lost when the telephone number associated with the line (*line share*) is ported. As your new service provider, Ironton Global will coordinate the 'Porting' of your number(s). Ironton Global will submit the Local Service Request (LSR) to your current provider to port the telephone numbers below. Ironton Global will receive any/all notifications from your current provider; such as, acknowledgement of LSR, rejection, and confirmation.

An accurate, complete, and signed Letter of Authorization is required per location, per current provider, and per account. Local Service Requests will be rejected if the Letter of Authorization contains telephone numbers that exist at different locations, with different providers, or on different accounts.

ALTHOUGH RARE, IT IS POSSIBLE THAT YOUR NUMBER(S) MAY NOT BE PORTABLE



CURRENT SERVICE PROVIDER (Required): _____

ACCOUNT NUMBER (Required): _____

PIN/PASSWORD (If Applicable): _____

Billing Telephone Number (Required): _____

PORT TYPE: ☐ **FULL** or ☐ **PARTIAL**

TNs not porting should: ☐ **Remain in Service** or ☐ **Disconnect**

If the Billing Telephone Number (BTN) is included in Partial Port, a new BTN is required for the remaining Telephone Numbers (TN) **NEW BTN:** _____

TELEPHONE NUMBERS TO BE PORTED:

1. _____

2. _____

3. _____

Business/Customer name: _____

Street address: _____

City: _____

State: _____ **Zip:** _____

Authorized representative of account: _____

Email: _____

Contact phone#: _____

Signature: _____

Date: _____