

## Letter of Authorization

On behalf of the company named below, I hereby authorize Skype for Business or its designated agent to obtain billing information, customer service records and other network information required to take all steps necessary to port the listed telephone numbers to Skype for Business.

### IMPORTANT

When you are porting a toll-free number, you will need to set up/enable Office 365 communication credits (<https://review.docs.microsoft.com/en-us/SkypeForBusiness/skype-for-business-and-microsoft-teams-add-on-licensing/set-up-communications-credits-for-your-organization>) **BEFORE** using a toll-free number because toll-free calls are charged per minute.

New RespOrg ID: *Bandwidth.com/JYT01*

Please fill out the following information as it appears on the Customer Service Record (CSR) of the current carrier:

Customer name:

Customer domain:

Service address:

City:

State:

Zip code:

Current carrier:

Telephone numbers (please use ranges whenever possible):


Authorizing name:

Authorized signature:

Date:

