



# Letter of Authorization

Thank you for choosing Skype for Business as your service provider. In order to transfer your current telephone number to Skype for Business we will work with your previous service provider to ensure that your service transferred smoothly.

This form must be completed and supplied to Skype for Business before your phone numbers can be transferred.

Your prior service provider requires this letter as proof that you have explicitly requested and authorized that your service and telephone numbers be transferred to Skype for Business. By filling in the information below, and signing and dating this letter, you provide us with the authorization to initiate the process of transferring your service and telephone numbers to Skype for Business.

The information you provide below will only be used for this purpose.

## **IMPORTANT**

Please do not submit any service change orders on these phone numbers to your current service provider. Doing so will delay or cancel this transfer. If you are relocating, you must use your current address not your prospective address.

On behalf of the company named below, I hereby authorize Skype for Business or it's 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. By signing here and entering my name below, I am stating that I have the authority to transfer this service and phone numbers to Skype for Business; that this constitutes a valid signature; and that I am agreeing to the terms laid out within this letter of authorization.

By signing below, I further state that to the best of my knowledge, we do not have any account issues, such as a freeze for non-payment, that would prohibit my current service provider from porting these numbers to Skype for Business.

Authorizing Signature: \_\_\_\_\_

Signatory Name: \_\_\_\_\_ Signatory title: \_\_\_\_\_ Date: \_\_\_\_\_

Account Number: \_\_\_\_\_ Current Service Provider: \_\_\_\_\_

Billing Telephone Number or sub account number (If applicable): \_\_\_\_\_

PIN or Passcode (if applicable): \_\_\_\_\_

Company Name: \_\_\_\_\_

Service Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact phone: \_\_\_\_\_ Contact email: \_\_\_\_\_

**How many phone numbers will you be transferring?**

- ☐ I am transferring all my numbers from my current carrier.
- ☐ I am only transferring some of my numbers from my current carrier.

**What kind of phone numbers will you be transferring?**

**Note:** You also can transfer toll and toll-free telephone numbers used for voice services (Conference bridges, auto attendants, etc.). Make sure you indicate the correct type of phone number on the Letter of Authorization when you manually submit a port order request. You have to submit separate port orders for each **type** of phone number you will be transferring.

- ☐ I am transferring phone numbers for my users in my organization.
- ☐ I am transferring voice service phone numbers like for auto attendants or conference bridges.

**Telephone numbers (list):**

[illegible]