



Letter of Authorization Instructions

The information listed on the Letter of Authorization (LOA) **MUST** match your current invoice and account information. Any discrepancies may result in delay or rejection of your port request. All fields in the LOA are required.

Instructions:

- Download this PDF file
- Open this file on your computer and go to page 2
- If this is a business number, enter the business name exactly as listed with your current carrier
- Verify the address listed is your **service address** (no PO Boxes)
- Enter the name of your current carrier
- Verify the name listed is an authorized user on the current account
- Print the LOA
- Have the authorized user sign and date the LOA
- Get a copy of the most recent carrier invoice (COB) for your number. (Must include ALL pages)

Transferring multiple numbers from the same account?

You only need to complete one LOA form if your numbers are all on the same account with your current carrier. Simply list all the numbers on the bottom of the LOA form.

How to Submit your LOA

Scan, or take a quality picture of the printed and signed LOA. We can accept pdf or jpg format.

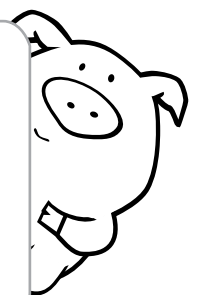


Email the completed and signed LOA and the COB to support@numberbarn.com

Go to page 2 of this document for the LOA form

The Pig's Tips to Prevent Rejections

- No PO Box addresses. Must be a physical address.
- Customer name on LOA must be authorized user in current account.
- Don't enter the billing address. Must be the service address.
- Don't cancel your current service before the transfer is completed.





LETTER OF AUTHORIZATION

Thank you for choosing NumberBarn as your new service provider. Your current service provider requires this letter as proof that you have explicitly authorized and requested that your service and current telephone number be transferred to another service provider.

Please complete the following information exactly as it appears on your account with your current provider:

End User Name:

Account Number:

Service Address:

Account PIN:

Current Provider:

By signing and dating this letter, I verify that I am, or represent (for a business), the above-named service customer, authorized to initiate the process of transferring the service and telephone number(s) to NumberBarn.

I authorize NumberBarn, and its designated agents, to transfer my telephone number(s) from my current provider to NumberBarn and its carrier partners.

I authorize NumberBarn, and its designated agents, to obtain billing information, customer service records, and other network information which may be necessary to complete this request.

I designate NumberBarn to provide ongoing service for the telephone number(s) listed below.

Signature

Name

Date

TELEPHONE NUMBERS: