

**Letter of Authorization**

The undersigned hereby authorizes **ON DRIVE TECHS** to act on the Customer's behalf to port the numbers listed below.

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

Please fill out the following information as it appears on the **Customer Service Record (CSR)**

**Customer Name:** \_\_\_\_\_

**Service Address:** \_\_\_\_\_

**Service City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

Please fill out the following information as it appears on the **customer invoice** with the current carrier:

**Billing Address:** \_\_\_\_\_ **Ste:** \_\_\_\_\_

**Billing City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Additional Portability Information:**

Existing BTN (Billing Telephone Number) with current carrier: \_\_\_\_\_

Will you be porting this BTN? \_\_\_\_\_

Is this a partial port?      YES                      NO

If yes, please indicate a new BTN for the current carrier: \_\_\_\_\_

**Optional information:**

Last 4 of Social \_\_\_\_\_ PIN \_\_\_\_\_

(required when porting magicJack customers and mobile numbers)

**Porting TNs**

1: _____	5: _____	9: _____	F1: _____
2: _____	6: _____	10: _____	F2: _____
3: _____	7: _____	11: _____	F3: _____
4: _____	8: _____	12: _____	F4: _____

Authorized Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

(Must be dated within 30days to be valid)

Authorized Signature: \_\_\_\_\_

Thank you for selecting ON DRIVE TECHS. Upon receipt of this form, we will begin the transfer process and work with your existing carrier to transfer your current phone numbers to our network. The porting process typically takes seven to ten business days to complete, but in extreme scenarios can take longer.

- 1) Once this form is submitted, the porting request cannot be canceled for any reason.
- 2) If you have distinctive ring, a PIC freeze, or a carrier change restriction, you may need to remove it prior to porting your number(s). If you have a contract with your current provider that prohibits porting, you may not be able to port your number(s).
- 3) The service address and name on this form must be the same as the records of your current service provider, or your transfer request will be rejected or delayed.
- 4) **DO NOT CALL YOUR EXISTING CARRIER** while we are attempting the transfer, or you may not be able to keep your existing telephone numbers. Only active phone numbers can be transferred.
- 5) If your old service provider or a carrier partner requires it, we may need a copy of your complete phone bill. It is usually not required, but we advise sending it to avoid any delays with your new account.
- 6) After receiving our porting confirmation as **complete**, you may contact your previous service provider after five business days to verify if the account is canceled to avoid future charges.

Please return this form with a copy of your current bill to us by emailing it to the porting department at [porting@ondrivetech.com](mailto:porting@ondrivetech.com) or faxing it to 1.866.232.7772. You will be notified by email when the port is submitted, and the estimated completion date.

## Thanks Again!