# ⌗ **Fax**Extension

# Fax Number Port Order

## 1. General Information

Fax number to port:

## 2. Existing Account Information:

Current Provider Name:

Current Provider Account Number:

*May not always be applicable depending on the provider.*

Account Type:  [    ]  Business                    [    ]  Residential

Authorized Name on Account:

*For business orders, this person must be on file with the losing operating network to make changes on the account. This name is used to e-sign LOAs, and must be a legal first and last name (not a business name or corporation).*

Company Name:

Billing Phone Number:

*This is the primary contact telephone number on record for your account with your current service provider.*

**--- FORM CONTINUES ON PAGE #2 ---**

### 3. Phone Service Address

NOTE: this is not necessarily the same as your billing address. We require the location where the phone calls take place on file with the current operating network. If you have doubts about the location the operating network has on file, please request a customer service record (CSR). Only one service address is allowed per port order (if you have multiple locations, please submit multiple orders).

| | |
|---|---|
| Address: | |
| Address 2: | |
| City: | |
| State/Province: | |
| Zip: | |
| Country: | |

### 4. Optional Information

This information is optional when creating the port order, but are sometimes REQUIRED to complete your port order.

| | |
|---|---|
| Last Four of SSN: | |

*Applies only when porting wireless telephone numbers from specific carriers (e.g. Verizon Wireless)*

| | |
|---|---|
| PIN: | |

*If you have a PIN, please provide it. This is often REQUIRED information for Verizon Wireless, MagicJack, Integra, and some other carriers.*

### 5. Port Order Settings

Desired Completion Date:

_____ / _____ / _____
MM            DD            YYYY

*If left blank, we will attempt for the earliest available date from the current service provider. Setting a desired completion date does not guarantee completion on that specific date. We will not complete the order prior to the requested date if provided.*

**Authorized Customer Signature:**

_____

**--- SEE ADDITIONAL INSTRUCTIONS ON PAGE #3 ---**

**ADDITIONAL REQUIRED DOCUMENTATION:**

When sending filled-in fax number port order to FaxExtension, make sure you also attach the following (all documents must be in PDF):

A legible Copy of Bill (CoB). A CoB is usually an invoice from the current service provider showing:

- a dated statement within the past 30 calendar days
- all porting telephone numbers
- the provider/carrier logo or name

A bill copy is an essential component of porting. In cases where the bill copy does not list the porting telephone numbers, additional documentation is recommended to supplement proof of ownership. Types of documentation can include:

- A customer service record (CSR) from the current service provider listing the porting telephone numbers and the address on file.
- **NOTE: Toll-free numbers do not have CSRs.**
- An email from a representative of the current service provider dated within the past 30 days listing the porting numbers
- A screenshot of your provider's account portal showing the porting numbers, this should include enough information to link it to a bill copy. The document needs to include the account number and the provider's logo.