

**Transfer of Billing Responsibilities E-mail/Faxback Form**  
**Personal/Employee to Corporate Assumption of Liability** rev.10/15/07

This form will allow you to transfer billing responsibilities for a Verizon Wireless mobile telephone number currently held by you to your employer

1. Complete all the applicable fields below.
2. If you are eligible, or required, to change your calling plan (if the relinquishing party is on a Family SharePlan the remaining lines may no longer qualify for the Family SharePlan and those lines will also be required to select a new calling plan), please review the available calling plans on the Verizon Wireless website at verizonwireless.com. Select an appropriate calling plan and make necessary changes before submitting this request. Provide the new calling plan information by completing the fields in the Calling Plan Change section below. The change will become effective once the transfer of liability is complete.
3. Read the terms and conditions of this Transfer of Billing Responsibilities Form.
4. When returning this form via e-mail you must click the box above the signature line below to acknowledge your electronic acceptance of these terms. Save a copy of the form and upload it to the Verizon Wireless Secure Document Gateway at <https://b2b.verizonwireless.com/tbmb/formuploader/> (address must be manually typed in to your browser). The form should then be e-mailed by both the relinquishing and assuming party to from the Secure Document Gateway. Assuming party e-mails will only be accepted from the Organization's email domain. Once the form is received, a confirmation e-mail notice will be sent to the requester's e-mail box. An email must be received from both the relinquishing and assuming parties to ensure that each party has accepted these terms.
5. If e-mail process is not available, return this form via Fax, have both parties sign and print at the bottom of this form and fax this form to:

**Note:** Completion timelines for the Assumption of Liability request is 3-5 business days.

**Account Information (Relinquishing Customer)**

Wireless Number to be Transferred:		Existing Account Number:		Current Calling Plan:	
Relinquishing Customer's Name:			Relinquishing Customer's e-mail Address:		
Relinquishing Customer's Billing Address: (No PO Boxes) 00000			City: 00000	State: 00000	Zip Code: 00000
Billing Address (Cont): 00000			Relinquishing Customer's Phone Number: 00000		Relinquishing Customer's Employee I.D. (if applicable):

**Personal/Employee Release of Liability (Relinquishing Customer)**

- The account identified must be current (no past due balance) before Verizon Wireless can transfer it to another party.
- Upon completion of the transfer of liability, Verizon Wireless will send you a final bill for all charges due through the date of the transfer of liability. You will be responsible for the payment of this final bill subject to the terms and conditions of your Customer Agreement and it will serve as your only notice of the transfer of liability.
- In addition to assigning all billing responsibilities to your Organization, all calling information associated with this mobile telephone number will become the property of Organization.
- By signing this form, or checking the box below, you agree to release liability for the mobile telephone number indicated above.

If you received this form electronically and are returning via e-mail, please check the box to the left to acknowledge your electronic acceptance of these terms. An email must be received from both the relinquishing and assuming parties to ensure that each party has accepted these terms.

Signed:	Print Name: 00000	Date:
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**Calling Plan Change - If Required (Assuming Customer)**

Calling Plan Name: 00000	Monthly Access Fee: 00000	Home Airtime Minutes: 0
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**Organization Assumption of Liability (Assuming Customer)**

- The individual signing this Transfer of Liability on behalf of Organization represents that they have the legal capacity to bind Organization.
- By signing this form, or checking the box below, Organization agrees to assume liability for the mobile telephone number indicated above. (if returning via email, the Organization representative must include their name and date)
- Upon processing of the transfer of billing responsibilities, Organization will be solely responsible for all financial responsibility for this mobile telephone number.
- Organization will be required to accept a one-year contract term unless there is less than 12 months remaining on the existing contract, then the remainder of the existing contract term will carryover to your new account.
- Subject to the existing line term, this line of service may be subject up to a \$175 Early Termination Fee pursuant to the terms and conditions of Organization's Agreement with Verizon Wireless.
- This Transfer of Billing Responsibilities is subject to Organization's Agreement with Verizon Wireless.

If you received this form electronically and are returning via e-mail, please check the box to the left to acknowledge your electronic acceptance of these terms. An email must be received from both the relinquishing and assuming parties to ensure that each party has accepted these terms.

Signed:	Print Name: C	Date: 000000
Organization Name:	Title:	