Mendocino Community Network

10700 Ford Street
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Mendocino, CA 95460
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www.mcn.org • manager@mcn.org

INSTRUCTIONS

Letter of Auth

For Local Number Pc

If this is a business the customer name may be the business name or an owners name.

This is the name of the company you are transferring from (Usually AT&T, Verizon, etc)

hereby authorizes **MCN** to act on the Custom listed below.

Cu rovider: Old Telephone Company, Inc

Please fill the following information as it appears on the **Customer Service Record** (CSR) of the current carrier:

Customer Name	John and Judy Smith
Service Address	123 2nd Street
Service City, State & Zip	Anytown, CA 12345

Enter your physical address where you have your service and your billing address if it is different.

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

Billing Address	PO Box 987
Billing City, State & Zip	Anytown, CA 12345

BTN is the main phone number from your bill

Additional Portability Information:

Existing BTN (Billing Telephone Number) with current carrier: 707-555-1212

Will you be porting this BTN? ✔ YES

If yes, please indicate a new BTN for the current Carrier: _____

Is this a partial port? ___YES ✔ NO

If you are leaving numbers with the old carrier you can specify a new billing number

Porting TNs (please use ranges whenev

A partial port means you are leaving numbers with your old carrier

707-555-1212						
707-555-1213						
707-555-1214						

Printed Name: Judy Smith Date: 1 / 1 / 2020

(Must be dated within 30days to be valid)

List all the phone numbers you are porting here (including your main BTN if you are porting that number)

Judy Smith

erring your number can take up to 10 business days to complete, during which time we may or may not be able to obtain status updates from your current provider regarding the status of the transfer. **DO NOT CANCEL SERVICE FROM YOUR OLD PROVIDER UNTIL THE NUMBER TRANSFER IS COMPLETE**, doing so may result in loss of phone service until the number has succ fully ported over to MCN. Once the change has taken place, calls to your current telephone number will ring your your new MCN Digital phone service. Canceling your MCN service after submitting this form and befo result in losing your phone number. IMPORTANT Please DO NOT submi phone number to your current provider. Doing so will delay or canc customer name you enter above MUST BE the name the ph provider (you, spouse, business, etc.).

Don't forget to read this paragraph! Especially the part about NOT cancelling your service with your old provider until the port completes