 Letter of Agency (LOA)

**Customer Information**

All information must appear exactly as shown on the LEC or current carrier invoice. Any invalid or missing information will result in delays and/or rejected orders. Please attach a copy of the customer’s latest invoice.

**Account Type: Business OR Residential** (circle one)

**Account or Company Name:**

**Service Address:**

**City: State: Zip Code:**

**LEC Name: LEC Account Number:**

**LEC PIN** (Required by Windstream): **or last 4 digits of SSN** (Required by wireless providers):

**LEC Main BTN:**

**Port Type: Full Port OR Partial Port** (circle one)

If partial and the main BTN is being ported, identity a new BTN associated with the remaining numbers:

If partial, the remaining services/numbers should be: left as is OR disconnected (circle one)

Is the TN to be ported on a shared line with DSL: Yes OR No (circle one)

\*Please note that BROADBAND is REQUIRED for NBS service and porting a TN on a DSL-shared line will have an impact on your DSL service\*

Do you have a Directory Listing (DL) with your current provider? Yes OR No (circle one)

Are you planning to add DL to the TNs being ported to NBS? Yes OR No (circle one)

Do you have CNAM (caller ID) services with your current provider? Yes OR No (circle one)

Are you planning to add CNAM to the TNs being ported to NBS? Yes OR No (circle one)

\*Please note that NBS cannot guarantee CNAM for all numbers porting and additional charges may apply for DL and CNAM services\*

Desired Due Date/Time:

Please note that NBS cannot guarantee that the port will occur on the Desired Due Date/Time.

Numbers to be ported:

 See Attached

Are there any features on the current account? Yes OR No

If Yes, the customer must remove the features and address carrier restriction, if any, that may prevent the port. If the order is rejected due to a problem with porting number(s), the due date interval for the port starts over.

This letter of Agency (“LOA”) hereby authorizes release of all customer proprietary network information (“CPNI”), as defined in 47 U.S.C.§ 222, to NBS. Such CPNI shall include but not be limited to customer name and number, billing records, and network equipment records for the purpose of providing telecommunications or information services. This LOA will become effective on the signature date and will remain in effect unless revoked in writing prior to that date.

Authorized Signature Date

Print Name Print Title

Numbers to be ported: