



Dear Customer,

Thank you for choosing RevenueWell. You may continue to use your existing telephone number(s) with RevenueWell's phone service. To transition your current telephone number(s) to the RevenueWell service, we will work with your previous service provider(s) to ensure that your number is transferred. **\*\*Please note we cannot change a port date without at least 2 business days' notice.\*\***

Your current service provider requires a Letter of Authorization to prove that you have requested your telephone number and phone service be transferred to another service provider.

Please complete all the required fields in this document.

**\*Please email us at [PhoneOnboardingSpecialists@revenuewell.com](mailto:PhoneOnboardingSpecialists@revenuewell.com) if you have numbers with multiple carriers. We will need to send you a separate LOA for each carrier.**

- Customer Name (your name should appear exactly as it does on your telephone bill):

First Name	Last Name
Business Name (if the service is in your company's name)	

- Service address on file with your current carrier (please note, this must be a physical location and cannot be a PO Box):

Address		
City	State/Province	Zip/Postal Code

- Service Provider, Account number (or Billing Telephone Number if you do not have an account number) and Pin (if one exists) for existing carrier.

Service Provider	Account Number (or BTN)	Pin Number

4. List all telephone numbers which you authorize to change from your current phone service provider to RevenueWell's service provider (if you would like to port a fax line, please include that number):

**\*If there are any services you need to maintain with your current carrier (such as credit card processing, elevator & security systems, internet, etc.), you should contact them to ensure those services will continue after your numbers are ported.**

Phone Number*

**\*If you have more than 15 phone numbers, please attach a separate page.**

For toll free numbers, please change RespOrg to TWI01. Please do not end service on the number for 10 days after RespOrg change.

- The Customer selects RevenueWell as the network carrier for all local calls, interstate toll calls and interstate toll and international calls, for the telephone number(s) listed above.
- The Customer understands that only one telecommunications carrier may be designated as the subscriber's interstate or inter LATA preferred inter-exchange carrier for any one telephone number.
- The Customer may consult with the carrier as to whether a fee will apply to the change in the Customer's preferred carrier.

By signing the below, I verify that I am, or represent (for a business), the above-named service customer, authorized to change the primary carrier(s) for the telephone number(s) listed, and am at least 18 years of age. The name and address I have provided is the name and address on record with my local telephone company for each telephone number listed. I authorize RevenueWell or its designated agent to act on my behalf and notify my current carrier(s) to change my preferred carrier(s) for the listed number(s) and service(s), to obtain any information RevenueWell deems necessary to make the carrier change(s), including, for example, an inventory of telephone lines billed to the telephone number(s), carrier or customer identifying information, billing addresses, and my credit history. I understand that I may consult with RevenueWell as to whether a fee will apply to the change.

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**Authorized Signature**

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**Print Name**

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**Date**

**(Must be the authorized user of the carrier account)**

Existing RW Phone/Jive customer

If this box is checked, you are an existing Jive customer through RevenueWell and you do not need to include any of the below attachments, as we already have access to this information.

\*Please attach a copy of your current bill (within the last 30 days) from your existing provider. This bill needs to show all phone numbers listed on this form. If you do not have a bill copy that shows all numbers, you could include a screenshot of your carrier portal showing phone numbers and account info.

\*If possible, please also attach a copy of your customer service record with your current provider. If you have any questions, please email [Porting@revenuewell.com](mailto:Porting@revenuewell.com).

