



Dear Sage Customer:

Thank you for requesting a Transfer of Telephone Line(s) Form for your business. Below are instructions for completing the form to ensure a timely, accurate transfer of your line(s). If, after reading the instructions below, further assistance is necessary to complete this form, please contact our Customer Service Department toll-free at (877) 619-3969. Please be sure to print clearly and complete the information requested on the reverse side of this form completely and accurately.

Information for the New Account Holder --

- Sage Telecom does charge a Transfer of Telephone Line(s) processing fee of \$9.50 that will be billed on your first invoice. Based upon an analysis of your application, an advance payment may be required. If an advance payment is necessary, you will be notified of the amount required to continue processing the transfer request. **Please Note:** Sage requires the existing account be paid in full, with zero balance, before it will be transferred into your name.
- **By signing and returning this form, you give us permission to access your credit information from consumer credit reporting agencies, and to contact you at the telephone number you provide below.** Upon receipt of the completed form, we will contact you (the business to whom the account is being transferred) for the purpose of designating a new Access Code for your account to insure the security of your confidential business information. Ultimately, it is your responsibility to insure against unauthorized access to your account by changing the access code to a unique code selected by you. On your first invoice, you will find the Access Code you selected in the upper right corner directly below your account number. This Access Code will be required for all account inquiries to help us safeguard your confidential business information. Please note, however, that your Access Code will not be required to make a payment online or by phone.

Instructions.....

1. List the telephone number or numbers (including area code) to be transferred.
2. Current Sage account number for the telephone number(s) listed in item 2.
3. Current business name on the account and the Federal Tax ID or social security number.
4. Name of the current Owner/Account Holder.
5. Current billing address for this account, and how the business name is currently listed in the *White Pages*.
6. Name of the Business to whom the account is being transferred, and the Federal Tax ID or social security number.
7. Name of the Owner/Account Holder to whom the account is being transferred.
8. Billing address of the Owner/Account Holder to whom the account is being transferred. Include preference of how your business name is to be listed in the *White Pages*. **Please note** that Sage does not have access to, and therefore is not responsible for, your business listing in the *Yellow Pages*.
9. First print clearly the name of the current Owner/Account Holder, followed by the name of the Owner/Account Holder to whom the account is being transferred.
10. Print clearly the name of the Owner/Account Holder to whom the account is being transferred and a daytime contact number.
11. Signature and title of the current Owner/Account Holder; date of signature.
***PLEASE NOTE:** With your dated signature, you hereby acknowledge your responsibility and/or liability for any and all charges currently due on the account, and guarantee it will be paid in full, ensuring a zero balance, before it will be transferred to the new owner/account holder.*
12. Signature and title of the Owner/Account Holder to whom the account is being transferred; date of signature.

Please return the completed form by mail to Sage Telecom, 3300 E. Renner Road, Suite 350, Richardson, Texas 75082-2800, or fax to 1-866-842-6462.

1. Re: **TRANSFER OF TELEPHONE LINE(S):**

[List all transferring telephone number(s), excluding toll-free numbers.]

2. Account No.: _____

3. From Business Name: _____

Federal Tax ID / SS No.: _____

4. From Owner/Account Holder: _____

5. Billing Address: _____

Name as Currently Listed in *White Pages* Directory:

6. To Business Name: _____

Federal Tax ID/SS #: _____

7. To Owner/Account Holder: _____

8. Billing Address: _____

Name to be Listed in *White Pages* Directory:

9. I, _____, request the transfer of the above telephone line(s) from my name into the name of _____. Additionally, I guarantee the account will be paid in full, with a zero balance, before the transfer will be processed.

10. I, _____, request the transfer of the above telephone line(s) into my name, and understand the account will not transfer until the former owner/account holder attains a zero balance, and that, going forward, I am responsible for all charges due on the account, including charges related to the conversion of the line(s) into my name. My best daytime contact number is _____.

SIGNATURES REQUIRED:

I understand that my signature authorizes Sage Telecom to obtain credit information from consumer credit reporting agencies and to contact me at the telephone number I provided above.

11. _____
Current Owner/Account Holder

Title

Date

12. _____
New Owner/Account Holder

Title

Date