



AT&T Transfer of Service Instructions

To transfer the responsibility from Florida State University (FSU) corporate lines to individual employee responsibility, please follow the instructions below.

NOTE: Make sure you have obtained approval to receive a cell phone allowance prior to transferring ownership of your service.

1. Review and select an appropriate voice, data and/or text messaging plan.
2. Transfer ownership of the cellular service from FSU to your personal account.
 - 2.1. Call AT&T National Business Ordering at **1-888-444-4410**
 - 2.2. Press option **2**, and then option **5** for “change of financial responsibility”
 - 2.3. Enter your current cell phone number including area code
 - 2.4. You also may need to provide the following information:
 - FSU AT&T billing account number: **820073072**
 - FSU Foundation account number (FAN): **82791**
 - First and last name
 - Social Security Number (for a credit check)
 - Driver’s license number and expiration date
 - Date of birth
 - Home and work phone numbers
 - Current billing address (physical address if PO Box is main)
 - New Foundation account number: **82794**
3. Validate your affiliation with FSU at www.att.com/wireless/seminoles to receive a 17% discount on your monthly service.
 - 3.1. You will need to provide the following information:
 - FSU email address
 - Cellphone number
 - Last four digits of your Social Security Number
 - 3.2. Confirm your agreement to the terms and conditions of your new service contract. NOTE: The terms will indicate a two-year contract period. However, the term that will be applied to your service contract will be 11 months, provided no new equipment is purchased. If you purchase any new equipment, your contract term will be two years.
4. You will receive a text message on your cellphone with a temporary password to log in to the newly created account to manage your services online.

Important Information

If the representative indicates that you are not authorized to transfer the service or that you need to have someone from FSU involved in the transfer, please refer them to the notes section in the AT&T “ECPV” system for appropriate instructions.

A credit check will be performed on employees switching to the cellular allowance so please make sure the employee calls to transfer the service. A deposit may be required if the employee does not meet credit worthiness; the employee is responsible for these charges.

An \$18 transfer charge may be applied.