



## Verizon 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. Notify Information Technology Services (ITS) Service Management at [its-servicemanagement@fsu.edu](mailto:its-servicemanagement@fsu.edu) that you would like to transfer ownership of your current cellular service to Verizon. They will contact Verizon and authorize the release of your number.
  - 2.2. Contact the Verizon Assumption of Liability department at **888-832-4540** to complete the transfer to your personal account.
3. [Follow the online instructions](#) to receive an 18% discount on your monthly service.