

Transition from BSU Owned AT&T Device to a AT&T Personal Device

1. Complete and submit *Personal- Monthly Allowance Form-AT&T*. Once the form has been approved a copy will be sent to Telephone Services. Telephone Services will notify the employee that the form has been approved.
2. Telephone Services will notify AT&T that the account is switching to a personal account.
3. The employee who is assuming responsibility for the line will need to transfer the line off the corporate account by calling 1-888-444-4410, prompt 2, then prompt 5.
4. The employee will need to pass a credit check in order for the line to be eligible to transfer. AT&T will need the following information to complete the transaction:
 1. Full name
 2. Billing address
 3. Phone number
 4. Date of birth
 5. Social security number
 6. Drivers license number and expiration date

NOTES:

- **AT&T offers a discount of 15% off Monthly Access plans for all BSU employees.**
- Employees need to use the following code for discounts: **2382314**.
- No early termination fees will be charged for the transfer of service.
- Transferring the account will create a new 2-year contract.
- Customers are eligible for an upgrade at the same time they are completing transfers of service.
- The upgrade offer is good for 30 days from the date of the completion of the transfer of service.
- This offer is not available through all sales channels.
- The employee must submit receipts and contract verification information to Telephone Services to begin the monthly allowance. The allowance will not be processed until written verification has been received by Telephone Services staff. After verification of receipts and contracts, the allowance request will be sent to Human Resources and Payroll for processing. The exact process date will determine when the monthly allowance will be included in the employees pay.