

Transition from BSU Owned Verizon Device to a Verizon Personal Device

1. Complete and submit *Personal- Monthly Allowance Form-Verizon*. 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. Contact Telephone Services to fill out a *Verizon Assumption of Liability Form*. This can be located on Telephone Services website or on the FormFinder page. Please send the completed form to Telephone Services (TP- 321 N College Ave) for processing. Fax to 51027 or 765-285-1027.
3. Telephone Services will verify and fax the completed *Verizon Assumption of Liability Form* to Verizon.
4. Verizon will then process the request within 1-2 business days.
5. Verizon will then notify the employee of the account setup and details of their personal plan.
6. 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.

NOTES:

- **Verizon offers the following discounts to all BSU employees:**
 - **15% off Monthly Access plans.**
 - **20% off unlimited data plan.**
 - **25% off accessories.**
- Call Alissa Zink at 317-409-3001 or email Alissa.Zink@verizonwireless.com for details or discounts on your Verizon personal plan.