

Business Account – Name Change / Service Takeover Form

This form must be completed in its entirety for the specified Suddenlink* account.

Instructions / Checklist

Business Name Change (*Changing the name of the business and business ownership remains the same*)

- Page 2** – Business Name Change.
- Page 4** – Outbound Caller ID & Directory Listing Information. *Must be filled out if subscribing to Business Class Phone.*
- Page 4** – Notary Validation (*current/existing customer part only*)

Business Service Takeover (*Business is changing ownership. May also change name of the business*)

- Cancel Automatic Payments** – Current owner, cancel any Automatic Payments you have through Suddenlink Business or your financial institution
- Page 3** – Business Service Takeover.
- Page 4** – Outbound Caller ID & Directory Listing Information. *Must be filled out if subscribing to Business Class Phone.*
- Page 4** – Notary Validation (*current/existing customer*)
- Page 4** – Notary Validation (*new customer*)
- Proof of Current Business Ownership (New Business Owner)**
(e.g. IRS Form SS-4 or Certificate of Authority)

We may contact you for the following additional documentation if required to complete your request.

- Copy of Identifications for individuals representing Current & Previous Business Ownership**
(e.g. Driver's License, Military ID, Passport, Green Card)
- Proof of Previous Business Ownership**
(e.g. IRS Form SS-4 or Certificate of Authority)

Send completed form and any required documents to:

Altice USA
Attn: Shared Services
1111 Stewart Avenue
Bethpage, NY 11714
OR
Fax to 516-803-1688

Business Name Change *(Fill out this section only if you are changing the name of the business and ownership is remaining the same)*

Account Information

Suddenlink Account Number: _____ Date: _____

Current Business Name: _____ EIN/Tax ID#: _____

New Business Name: _____

Service Address: _____

City: _____ State: _____ Zip: _____

Account Holder: _____
(Named Account Holder / Primary individual authorized to act on behalf of the business organization)

Primary Phone Number: _____ Alternate Phone Number: _____

Primary Email Address: _____ Alternate Email Address: _____

Authorized User(S): _____
(Named Authorized User(s) / Secondary individual(s) authorized to act on behalf of the business organization. Up to 5 may be designated)

You may be contacted should we have any questions regarding this form.

I, _____, _____, on behalf of the above
Print Name Title

named business, authorize Suddenlink Business to change the **Business Name** on the above referenced account. I represent that I have the right and authority to act on behalf of the above named business in connection with this Suddenlink Business account and authorize this name change on behalf of the above named business.

 Print Name of Named Account Holder

 Signature of Named Account Holder

 Date

Business Service Take Over (Fill out this section only if the business is changing ownership. May also change business name)

Existing Account Information

Suddenlink Account Number: _____ Date: _____

Business Name: _____ EIN/Tax ID#: _____

Service Address: _____

City: _____ State: _____ Zip: _____

Account Holder Name: _____
(Named Account Holder / Primary individual authorized to act on behalf of the business organization)

Primary Phone Number: _____ Alternate Phone Number: _____

Authorized User(s): _____
(Named Authorized User(s) / Secondary individual(s) authorized to act on behalf of the business organization. Up to 5 may be designated)

Suddenlink Business services being transferred (check those applicable): TV Internet Telephone

Note: Any services not being transferred to the New Account Holder will be terminated.

IMPORTANT: It is your responsibility to cancel any direct payment options, such as Online Bill Pay and recurring payments. Once the account transfer is complete, you will no longer have access to the Suddenlink email addresses and the Suddenlink Voice records for this account.

I, _____, _____, on behalf of the above

Print Name

Title

Business named above ("Existing Business"), hereby acknowledge and agree that I am authorizing Suddenlink Business to remove the Existing Business from the above referenced account and provide the New Business designated below with access to and control of the account. I represent that I have the right and authority to act on behalf of the above Existing Business in connection with this Suddenlink Business account and authorize this transaction on behalf of the Existing Business. All responsibility for the account (including but not limited to all equipment of Suddenlink Business installed at the above service address) will become the responsibility of the New Business. Additionally, I acknowledge that any credits and/or refunds issued to this account will be issued to the new account holder as of the effective date of the account transfer. I further acknowledge and agree that the New Business will have access to certain personal and sensitive information associated with the account such as Suddenlink Business Class Phone call detail records, Suddenlink email addresses, accounts and the contents thereof, and other account information, such as payment history. I agree to disclose to the New Business all Suddenlink ID's, passwords and answers to security questions associated with the account.

Print Name of Existing Named Account Holder

Signature of Existing Named Account Holder

Date

New Account Information

Business Name: _____ EIN/Tax ID#: _____

Account Holder Name: _____
(Named Account Holder / Primary individual authorized to act on behalf of the business organization)

Primary Phone Number: _____ Alternate Phone Number: _____

Primary Email Address: _____ Alternate Email Address: _____

Authorized User(s): _____
(Named Authorized User(s) / Secondary individual(s) authorized to act on behalf of the business organization. Up to 5 may be designated)

I, _____, _____, on behalf of the above

Print Name

Title

named Business ("New Business") authorize Suddenlink Business to change the name on the above referenced account such that this New Business will now be the account holder subject to the General Terms and Conditions of Service available at <http://www.suddenlink.com/terms-policy>. I represent that I have the right and authority to act on behalf of the above New Business in connection with this Suddenlink Business account and authorize this transaction on behalf of the New Business. New Business agrees to assume full responsibility for the account, including but not limited to **responsibility for all equipment** of Suddenlink installed at the above service address and all **outstanding balances due** on the account as of the effective date of the account transfer. New Business understands that any promotional offers currently applicable to the account will continue pursuant to the same terms and conditions of the initial offer. New Business understands that it must obtain Suddenlink ID's, passwords and answers to security questions from the existing Business to gain access to certain features and use of email addresses.

Print Name of New Named Account Holder

Signature of New Named Account Holder

Date

Business Class Phone

Outbound Caller ID & Directory Listing Information

If you subscribe to Suddenlink Business Class Phone service and need to update the Caller ID Name displayed on outbound calls, please complete the information below to update the Caller ID Name. In addition, if you are changing the Directory Listing Name for any of the telephone numbers on the account, list the telephone numbers below and the Directory Listing Name to which you want to change it to. Directory listing is the business name that is listed with services such as 411 and the yellow pages.

Must select one. *If this section is not completed, Outbound Caller ID & Directory Listing Information will not be updated*

- Not subscribed to Business Class Phone service
- Subscribed to Business Class Phone service, but not changing Caller ID and/or Directory Listing information
- Subscribed to Business Class Phone service and changing Caller ID and/or Directory Listing information

Suddenlink ID: _____

Suddenlink ID used to log into www.suddenlinkbusiness.com to access Business Class Phone features. If taking over business, make sure to obtain from previous owner.

Outbound Caller ID Name: _____

up to 15 characters including spaces (all lines will share same Outbound Call ID)

	Telephone Number	Directory Listing Name (Up to 75 Characters)
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
11)		
12)		

Notary Validation

Required to validate individual(s) signing the form

<input type="checkbox"/> Current/Existing Customer	<input type="checkbox"/> New Customer (if applicable)
<p>STATE OF: _____, COUNTY OF: _____</p> <p>This record was signed and sworn before me on this _____ day of _____, 20_____, before me, the undersigned Notary Public personally appeared _____ <small style="text-align: center;">Print name of signer</small></p> <p>and proved to me through documentary evidence to be the person named in the foregoing, and executed the same.</p> <p>Notary Signature: _____</p> <p>My commission Expires: _____</p> <p style="text-align: center; font-size: small;">Notary Seal Stamp</p>	<p>STATE OF: _____, COUNTY OF: _____</p> <p>This record was signed and sworn before me on this _____ day of _____, 20_____, before me, the undersigned Notary Public personally appeared _____ <small style="text-align: center;">Print name of signer</small></p> <p>and proved to me through documentary evidence to be the person named in the foregoing, and executed the same.</p> <p>Notary Signature: _____</p> <p>My commission Expires: _____</p> <p style="text-align: center; font-size: small;">Notary Seal Stamp</p>