

# Authorized User Form

This form must be completed in its entirety by the named Account Holder for the specified Suddenlink account.

**Send completed form to: Account Information**

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

Date: \_\_\_\_\_  
 Account Number: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

**Location where you receive your Suddenlink Service**

Street: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Residential Account (only 1 Authorized User can be designated)**

Account Holder Name: \_\_\_\_\_  
*Must be the name of the Account Holder and not an Authorized User*

**Add Authorized User**  
 Authorized User Name: \_\_\_\_\_

**Remove Authorized User**  
 Authorized User Name: \_\_\_\_\_



**Business Account (up to 5 Authorized Users can be designated)**

Business Name: \_\_\_\_\_  
 Account Holder Name: \_\_\_\_\_  
*Must be the name of the Account Holder and not an Authorized User*

**Add Authorized User(s)**  
 Authorized User Name(s): 1: \_\_\_\_\_ 2: \_\_\_\_\_  
 3: \_\_\_\_\_ 4: \_\_\_\_\_ 5: \_\_\_\_\_

**Remove Authorized User(s)**  
 Authorized User Name(s): 1: \_\_\_\_\_ 2: \_\_\_\_\_  
 3: \_\_\_\_\_ 4: \_\_\_\_\_ 5: \_\_\_\_\_

By designating/removing an Authorized User on the account, you are granting/revoking permission for this person to access and/or make changes to your Suddenlink account, such as changes to your level of TV, Phone or Internet services.

*You may be contacted should we have any questions regarding this form.*  **(Don't Forget Page 2)** 

I represent that I am the named Account Holder and authorize Suddenlink to add/remove the above Authorized User(s).

Print Name of Account Holder \_\_\_\_\_ Signature of Account Holder \_\_\_\_\_ Date \_\_\_\_\_

## Required Account Verification Information

The Information requested below is required in order to process this request.  
 You only need to complete one of the two sections below, as applicable.

### Access Code (4 digits)

Enter the 4 digit Access Code listed at the top left corner of your Suddenlink Bill Statement.

Enter the 4 digit **Access Code** listed at the top left corner of your Suddenlink Bill Statement.

Access Code on Bill Statement




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### Cable Boxes / Modems / Altice One:

If you do not know your Access Code, use the space provided here to record at least one of the **Serial #, CA S/N, MAC, CMAC** or **HFC MAC** numbers of the equipment at your service address.

The **Serial #, CA S/N** or **MAC** number can be found on a sticker located on the back/bottom of the cable box.




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Modem




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