



## Business Account – Name Change Authorization Form

**This form must be filled out in its entirety and signed in all sections to ensure proper handling. Send completed form along with proof of both old and new business ownership (e.g. IRS Form SS-4 or Certificate of Authority) and proof of identification (e.g. Driver's License, Military ID, Passport, Green Card) for both parties signing the agreement to the address below or fax:**

Altice USA, Research & Support, 200 Jericho Quadrangle, Jericho NY 11753 OR Fax 516-977-0157

### Account Information

Altice USA Account Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date: \_\_\_\_\_

Current Business Name: \_\_\_\_\_ EIN/Tax ID#: \_\_\_\_\_

New Business Name: \_\_\_\_\_

Service Address: \_\_\_\_\_

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

Primary Account Contact (designated individual authorized to act on behalf of the above business): \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Alternate Contact Phone Number: \_\_\_\_\_

Please complete the information below to update the Caller ID Name for the account, if applicable. 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 Listing Name to which you want to change it.

New Caller ID Name: \_\_\_\_\_  
up to 15 characters

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

I, \_\_\_\_\_, \_\_\_\_\_, on behalf of the above  
Print Name Title  
named business, authorize Altice USA to change the 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 Altice USA account and authorize this name change on behalf of the above named business.

\_\_\_\_\_  
Signature, Authorizing Agent Date