



## Change of Responsibility

This Change of Responsibility ("COR") form will be used when there is a change in both the billing and legal responsibility from one person to a business customer or from one business customer to a person. All fields with an asterisk (\*) must be completed to submit this request. By signing this form, both parties confirm the truth and completeness of the information contained herein.

| Section 1: Account Information   |   |
|--|---|
| <b>*Account Number:</b>  |   |
| <b>*Mobile Number 1:</b>   | <b>Mobile Number 2:</b>                         |
| Section 2: Current Billing Responsible Party / Account Holder                          |   |
| <b>*Name (Please Print):</b>   | <b>*Corporate Customer Name (if applicable)</b> |
| <b>*Signature:</b>   | <b>*Contact Number:</b>                         |
| Section 3: New Billing Responsible Party   |   |
| <b>New Account Number:</b>   |   |
| <b>*Corporate Customer Name (if applicable)</b>  |   |
| <b>*Address:</b>   | <b>*City:</b>                                   |
| <b>*State:</b>   | <b>*Zip:</b>                                    |
| <b>*New Customer Email:</b>  |   |
| <b>*Work Phone:</b>  | <b>*Home Phone:</b>                             |
| <b>Data Feature:</b>   | <b>New Rate Plan:</b>                           |
| <b>Optional Features:</b>  |   |
| <b>Special Instructions/Comments:</b> <ul style="list-style-type: none"><li></li></ul> |   |
| <b>Authorized Signer's Name (Please Print):</b>  | <b>Signature:</b>                               |

### Section 4: Authorization to Transfer EIP Balance

Release of EIP Balance  
Current Billing Responsible Party/ Contract Holder Signature:

Current Billing Responsible Party Email:

Device IMEI(s):

Acceptance of EIP Balance  
New Billing Responsible Party Signature:

New Billing Responsible Party Email:

### Section 5: Instructions

Next, follow these 5 easy steps:

- Step 1:** Save this form to your computer.
- Step 2:** Enter the required information for your existing T-Mobile account and the new customer account.
- Step 3:** Sign and Print for your records and to submit to T-Mobile.
- Step 4:** Email both pages of this signed form to [businesscare@t-mobilesupport.com](mailto:businesscare@t-mobilesupport.com).

### Section 6: Change of Responsibility Terms and Conditions

The following terms and conditions apply to this COR Form request.

#### Business customer to Individual Consumer COR:

By submitting this COR form, the current Billing Responsible Party ("BRP") requests T-Mobile USA, Inc. ("T-Mobile") to process a change of responsibility for the account listed above to the New Billing Responsibility Party ("New BRP"). Before processing the COR, and within 30-days of this COR request, the New BRP will need to agree to T-Mobile's service agreement, the specific rate plan terms, and T-Mobile's Terms and Conditions of Service, which can be viewed at [www.t-mobile.com/terms-conditions](http://www.t-mobile.com/terms-conditions) (collectively "Service Agreement"). A credit check, and deposit may be required. The BRP agrees that it will remain responsible for any and all billing and associated charges on the transferred line(s) of service prior to completion of the COR process or if the New BRP does not agree to the Service Agreement within 30-days. **Unless transferred, the BRP's Equipment Installment Plan ("EIP") will continue and the BRP will remain responsible for all charges associated with the EIP per the terms and conditions of the EIP agreement. If the BRP account is cancelled after the COR is complete, any unpaid EIP balance will be due in full on the BRP's next statement.** This agreement will not be effective until T-Mobile has approved the change in billing responsibility and the New BRP has been activated in T-Mobile's billing system. The New BRP may be ineligible for any special promotions, discounts, or plans offered on the transferred line(s) of service.

#### Individual consumer to business customer COR:

By submitting this COR form, the current Billing Responsible Party ("BRP") requests T-Mobile USA, Inc. ("T-Mobile") to process a change of responsibility for the account listed above to the New Billing Responsibility Party ("New BRP"). The New BRP agrees to accept full billing and legal responsibility for the transferred line(s) of service and that the transferred line(s) of service will be subject to the terms and conditions of the New BRP's Master Corporate Service Agreement, Business Sales Amendment, Corporate Order Form, or Small Business Service Agreement (collectively "Business Agreement"). The BRP agrees that it will remain responsible for any and all billing and associated charges on the transferred line(s) of service prior to completion of the COR process. **Unless transferred, the BRP's Equipment Installment Plan ("EIP") will continue and the BRP will remain responsible for all charges associated with the EIP per the terms and conditions of the EIP agreement. If the BRP account is cancelled after the COR is complete, any unpaid EIP balance will be due in full on the BRP's next statement.** This agreement will not be effective until T-Mobile has approved the change in billing responsibility and the New BRP has been activated in T-Mobile's billing system. The New Customer may be ineligible for any special promotions, discounts, or plans offered on the transferred line(s) of service.

**The following terms and conditions apply to this COR Form request.**

**Bulk COR:**

By submitting this COR form, the current Billing Responsible Party ("BRP") requests T-Mobile USA, Inc. ("T-Mobile") process Change of Responsibility ("COR") porting requests, which transfer billing and legal responsibility for the lines of service from the individuals identified on the attached spreadsheet ("Authorized Persons") to Customer. To facilitate this COR request, Customer will complete the following steps:

1. Attach a list which includes the Authorized Person's name and the specific line(s) of Service to be transferred ("Transferred Lines of Service") to Customer; and
2. Ensure each Authorized Person calls T-Mobile Business Care to complete the transfer of legal and billing responsibilities within 30 days of the date of this COR letter.

Customer will be solely responsible for contacting, and ensuring that, the Authorized Persons contact Business Care within 30 days of submitting this COR letter, to facilitate the COR port request or this request will be cancelled as to that Authorized User(s). Customer will indemnify, defend and hold T-Mobile harmless from any and all claims raised by such Authorized Person(s) related to transferring such Authorized Person(s)' existing line of Service to the Customer Master Account. Customer acknowledges and agrees that it will accept full billing and legal responsibility for all lines of Service (including any associated balances) requested to be transferred to Customer's Master Account by any Authorized Person(s), and such transferred lines of Service are subject to the terms and conditions of Customer's Master Corporate Service Agreement, Business Sales Amendment, or the Corporate Order Form (collectively, "Agreement") between Customer and T-Mobile. Customer agrees that if an Authorized Person(s) transfers their Equipment Installment Plan ("EIP"), the EIP agreement will continue and Customer will be responsible for all charges associated with the EIP per the terms and conditions of the EIP agreement. If Customer's cancels the account after the COR is complete, any unpaid EIP balance will be due in full on Customer's next statement.

**Note:** If approved, the transfer of BRP's EIP balance to the New BRP will not be effective until a new EIP agreement has been executed by the New BRP.