

ZEGIT Tech Solutions VoIP Services

The ZEGs Corp | Zimmerman, Minnesota

Number Port Request (LNP — Local Number Portability)

⚠ IMPORTANT: Read all requirements below before starting. Incomplete or inaccurate submissions will be rejected. Each rejection incurs an \$10.00/number fee passed through to customer.

1. Before You Start — Required Documents & Conditions

You MUST have the following ready before submitting this form:

- A scan or photo of your most recent invoice or billing statement from your current carrier, containing the number(s) to be ported. The invoice must be SIGNED by an authorized representative on a blank area (not over any text, lines, or graphics). A hand signature is strongly recommended — not all carriers accept electronic signatures.
- If your provider does not issue paper invoices, print your online statement or transaction history from their portal.
- You may upload up to 3 files with this request (attach to this form or email to Provider).

The following conditions must be met before submitting:

- All number(s) must be ACTIVE and in working order. Numbers that have been disconnected or cancelled will be automatically rejected by the carrier.
- Number(s) must NOT be scheduled for cancellation with the current provider.
- There must be no outstanding billing disputes with your current carrier.
- You must provide information exactly as it appears on your Customer Service Record (CSR) — this is usually your service address, which may differ from your billing address. If unsure, contact your current carrier for your CSR before completing this form.
- Ensure you have no contract or special services with your current provider that would block porting.

⚠ Do NOT cancel service with your current provider before the port is complete. Your numbers will be deactivated and cannot be ported.

After the port is complete, it is YOUR responsibility to contact your previous provider to cancel any numbers that were ported. Provider is not responsible for charges from your previous carrier after port completion.

Note: Porting may take from a few days to several weeks depending on the losing carrier's response time. Provider does not expedite ports. All port requests are submitted in a timely manner.

2. Port Contact Information

Provide contact information for the person we should reach if there are issues with the port request or to notify when a Firm Order Commitment (FOC) date is received.

Full Name:	
Business Name:	

Phone:	
Email:	
Best Time to Reach:	

3. Number(s) to Port

DID Number(s) to Port:

List all numbers separated by commas. Example: 7632204990, 7635551234, 7635559876

<input type="checkbox"/> Partial Port — I am porting only some numbers from this account (not all)
<input type="checkbox"/> Full Port — I am porting ALL numbers from this account

Current BTN (Billing Telephone Number):	
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The BTN is the main billing number on your current carrier account. This may be different from the number(s) you are porting.

Account Type:

<input type="checkbox"/> Residential Account	<input type="checkbox"/> Business Account
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Are any of the numbers being ported mobile numbers?

<input type="checkbox"/> No — Not Mobile Numbers	<input type="checkbox"/> Yes — One or More Numbers are Mobile Numbers
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If porting mobile numbers, provide the following:

Mobile Account PIN (if required by carrier):	
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4. Customer Service Record (CSR) Information

All information below must match EXACTLY what appears on your Customer Service Record (CSR) from your current carrier.

Customer Company Name (as on CSR):	
Customer First Name:	

Customer Last Name:	
Service Address Line 1:	
Apt / Suite / Building (if applicable):	
City:	
State:	
ZIP / Postal Code:	
Country:	<input type="checkbox"/> United States <input type="checkbox"/> Canada

5. Current Carrier Information

Current Service Provider Name:	
Customer Account # (with current carrier):	

Note: Your account number with your current carrier may be your main billing telephone number (BTN). If you are unsure, contact your current carrier and ask for your account number as it appears on your Customer Service Record.

6. CNAM / Caller ID Name Update (Optional)

<input type="checkbox"/> No CNAM update needed
<input type="checkbox"/> Yes — I want a CNAM/LIDB update after port completion

CNAM/LIDB update: \$15.00 one-time fee per number (includes carrier fee and administrative processing). After the port is complete, Provider will open a support ticket with Provider's upstream carrier on your behalf. You will need to provide the business name you want displayed.

Desired CNAM Display Name (if requesting update):	
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8. Additional Notes / Comments

9. Document Upload Checklist

<input type="checkbox"/> Signed invoice / billing statement (most recent — REQUIRED)
<input type="checkbox"/> Additional supporting document 1 (optional)
<input type="checkbox"/> Additional supporting document 2 (optional)

Email: ZEGIT.VoIP.LNP@zegittech.com | Fax: 763-284-9898

Hand signatures required (wet ink or mouse-traced). Electronic/digital signatures not accepted on this form.

10. Customer Acknowledgment & Signature

By signing below, I confirm that:

- All information provided is accurate and matches my Customer Service Record with my current carrier.
- The number(s) listed are active, not scheduled for cancellation, and have no outstanding disputes with the current carrier.
- I understand that inaccurate information may result in a rejection, and that each rejection incurs a \$10.00/number fee passed through to me.
- I have NOT cancelled service with my current carrier and will not do so until the port is confirmed complete.
- I understand that porting timelines vary and that ZEGIT Tech Solutions does not guarantee a specific completion date.
- I authorize ZEGIT Tech Solutions and Provider's upstream carrier to submit this port request on my behalf.

<hr/>		<hr/>
<i>Authorized Signer — Customer</i>		<i>Date</i>
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<i>Printed Name & Title</i>		

For Provider Use Only:

Date Received:	Port Submitted to Carrier:	FOC Date / Status:

ZEGIT Tech Solutions VoIP Services — zegittech.cloud — 1-833-493-4832