COMCAST
Business Class

Transfer/Disconnect Request Form

To: Comcast Business Class Services

Please accept this letter as an authorized written request to transfer/disconnect Business Class services[1] for:

Company Name

Address

City,   _State_   _ZIP Code_

Account #   _Tax ID #_

Select One:

☐ _Move/Transfer_	_Stop Service Date [2]:_ _____ _Start Service Date:_ _____ _New Address:_ _____ _City_ _State_ _Zip_
☐ _Permanent Disconnect [1]_	_Stop Service Date [2]:_ _____ _Reason:_ _____ **Check all that apply:** ☐ _Voice Disconnect_ ☐ _Internet Disconnect_ ☐ _Video Disconnect_
☐ _Voice Port Out [4]_	_I will be porting my number(s) to:_ _____

1   Pursuant to the terms the General Terms and Conditions (GTC) of my Comcast Service Agreement, I understand that I will be billed for 75% of the balance remaining in the Initial Commitment. I will also be billed for any Comcast equipment that is not returned to a Comcast Service Center (i.e. cable modems and television set-top boxes). For context of GTC go to http://business.comcast.com/terms-conditions/index.aspx

2   The disconnect date cannot be prior to the date in this letter.

3   I understand that I will be assigned a new email address and Static IP (if applicable) and/or telephone number(s) upon reconnect of my Business Class Internet account after Seasonal Disconnect (Northeast Div only – Customers must contact Customer Care). **Note:** Voice subscribers cannot participate in the Seasonal program at this time.

4   I am taking (porting) my telephone number(s) to another provider. I understand that I must contact my new provider to set up service. The new provider will contact Comcast to terminate my Business Class Voice service.

Authorized Signature   **Date of Request**

Print Name   **Contact Telephone Number**

Final 'Bill To' Address

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