

Instructions for Audio Only, Video and Web Conferencing

AT&T Conferencing with Zoom

Disconnect Form (NS-105) (09/2020)

Existing AT&T Account Number	Enter existing "Bill Payer " as AT&T Account Number & ACUS is the 13 digit number located under "Account Summary" on the 3rd page of your bill
Disconnect This Account	Specify if you are disconnecting an agency billing Account that includes all licenses.
Disconnect Audio Only License	Indicate if you are disconnecting an Audio Only License and how many you are disconnecting.
Disconnect Zoom License	Indicate if you are disconnecting a Zoom License and how many you are disconnecting.

SERVICE INFORMATION

Agency	Agency requesting the service.
Department	Department requesting the service.
Agency Contact	Agency contact for information regarding the order.
Telephone Number	Agency contact's telephone number.
Approved By (TC)	Signature of agency telecommunications coordinator.
Date TC Approved	Date the agency telecommunications coordinator signed the order.

HOST INFORMATION

Host First Name at 20 Characters Maximum	First name of each host to have an license.
Host Last Name at 30 Characters Maximum	Last name of each host to have an license.

Host Telephone Number

Ten digit telephone number of each host. No () or -.

Host Email Address

Email address of each host.

**Host Mailing Address at
25 Characters Maximum
City**

Mailing address of each host.

City where each host is located.

Zip Code

Zip code of each host.

**Telecommunications
Coordinator Approval**

Signature or electronic signature and date approved