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.
<table>
<thead>
<tr>
<th><strong>Host Telephone Number</strong></th>
<th>Ten digit telephone number of each host. No () or -.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Host Email Address</strong></td>
<td>Email address of each host.</td>
</tr>
<tr>
<td><strong>Host Mailing Address at</strong></td>
<td>Mailing address of each host.</td>
</tr>
<tr>
<td><strong>25 Characters Maximum</strong></td>
<td></td>
</tr>
<tr>
<td><strong>City</strong></td>
<td>City where each host is located.</td>
</tr>
<tr>
<td><strong>Zip Code</strong></td>
<td>Zip code of each host.</td>
</tr>
</tbody>
</table>

**Telecommunications Coordinator Approval**
Signature or electronic signature and date approved