



TELCO TABLE REQUEST FORM



REQUEST NEW TELCO CODE

Telco table – Tab 1:

Telco Number:

Telco numbers must be 5 digits. Please insert the telco number along with the appropriate region prefix (see below).
Examples: For a 3-digit Telco number of SEL and/or a 4-digit Telco number of ADRT, the leading prefixes would be keyed as follows:
The leading region prefix(s) should be “R”: example: R0SEL or RADRT

Telco Name (40 character max):**Telco Abbr Name** (First 10 Characters of Telco Name):

Telco table – Tab 3:

Billing Contract State (Only 1 state may be entered):**Telco Area:****Company Indication:****Telco Type:****Original Telco Code:****Business Unit:**

REQUEST TELCO CODE INACTIVATION

Telco Code**Telco Name****Inactivation Date**

REQUEST TELCO CODE NAME CHANGE

Telco Code**Old Telco Name****New Telco Name****New Telco Abbr.** (First 10 Characters of Telco Name)

FOLLOWING SECTION TO BE COMPLETED BY BILLING OPERATIONS

Telco Contract Number:**Status Effective Date:****Bill Group Table Updated:** ☐**Performed By:**

(Name)

(Supervisor Name)

(Date: mm/dd/yyyy)