A transfer of service refers to the change in billing responsibility for a wireless number.

**Step-by-step guide**

Users have multiple methods to Release Financial Responsibility:

1. **Online Billing Transfer**
   1. For AT&T go to: [https://www.att.com/tobr/tobrHomePage.rt](https://www.att.com/tobr/tobrHomePage.rt)
      1. log in with AT&T account
   2. Tap the menu Mobile menu button
   3. Tap **Billing & payments > Transfer of billing responsibility > Transfer billing responsibility**
   4. Tap the **wireless account(s)** for which you want to transfer billing responsibility.
   5. Enter the requested information.
   6. Tap **Continue**, confirm your request, and accept the transfer terms.
   7. Tap **Submit**.

2. **Phone Billing Transfer**
   1. To process request by phone call, 1-888-444-4410
      1. select **option 2**
      2. then **option 5**.
      3. Submit a START request, as a CHANGE,
      4. under the ACCESSORY LIST pick billing transfer personal to corporate.

   Be sure to note in the comment field that she has already done the authorization and what PTAEO to charge.

**Additional information**

**Installment agreements**
If you have an installment agreement, the remaining unpaid installment balance is due immediately upon service cancellation of the line to which the agreement is tied. This includes accessory installment agreements.

**Accessory installment agreements**: available at AT&T retail stores only. The balance of an accessory installment agreement becomes immediately due if you cancel service on or transfer responsibility for the line tied to the agreement.

**Understanding billing arrangements post-transfer**
After completing the transfer process, the current owner receives a prorated bill for only the time that the service was active in their name.

**Rollover Minutes® and Rollover DataSM** don't transfer to the future owner.