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**
   a. For AT&T go to: [https://www.att.com/tobr/tobrHomePage.rt](https://www.att.com/tobr/tobrHomePage.rt)
      i. log in with AT&T account
      ii. Tap the Mobile menu button
      iii. Tap **Billing & payments > Transfer of billing responsibility > Transfer billing responsibility**
      iv. Tap the **wireless account(s)** for which you want to transfer billing responsibility.
      v. Enter the requested information.
      vi. Tap **Continue**, confirm your request, and accept the transfer terms.
      vii. Tap **Submit**.

2. **Phone Billing Transfer**
   a. To process request by phone call, 1-888-444-4410
      i. select **option 2**
      ii. then **option 5**
      iii. Submit a START request, as a CHANGE, 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.

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**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.
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