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 menu 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, 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.

### 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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