# Transfer Billing Responsibility

As an administrator, you can transfer the billing responsibility for a wireless number from your organization to an individual user. This process allows users to assume financial responsibility for their wireless numbers and become Individual Responsibility Users.

When you transfer billing responsibility, your organization remains financially responsible for the wireless number until the individual user accepts billing responsibility, or until the wireless service is canceled on the date you select.

## Transfer billing responsibility for a wireless number

1. On the Premier homepage, from the **I want to** list on the taskbar, select **Transfer billing responsibility**.
2. Enter the wireless number you want to transfer, and then click **Go**. The Transfer Billing Responsibility page appears.
3. Make sure the wireless number is correct, and then click **Continue**.
4. Enter an email address for the user and select the date on which you want service canceled if the user does not accept billing responsibility. We recommend that you allow the user at least 5 days to accept responsibility for the wireless number.
5. Click **Continue**.
6. Verify that the information is correct, check the **Acknowledgement Transfer of Billing Responsibility** box, and then click **Submit**. The Confirm page appears and your request is submitted to AT&T.

Save your request number for your records.

## What's next

After you submit your request, we'll send you a confirmation email. We'll also notify the wireless user by email and text message that a transfer of billing responsibility request has been started for their wireless number.

Your request is complete when the user accepts responsibility for the wireless number, or when service is canceled on the date you selected. You can check the status of your request, and view and manage your requests, on the Premier homepage using the **Transaction History** menu.

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