

# **Name Change Request Form**

RCN permits the name on an account to be changed in the event of marriage, legal name change, divorce, death, or power of attorney. Please complete this form and return to RCN. Requests may take up to 14 business days in order to be processed. The request will be denied if the required documentation does not accompany this form. Submitting false documentation or misrepresenting your identity may result in legal action in which case you may be penalized to the fullest extent of the law.

**A name change is not permitted when a new person is taking over an account except in cases of death of the existing account holder or power of attorney.**

## Current Customer Information

Date: \_\_\_\_\_

Account number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Name: \_\_\_\_\_

Contact number: ( ) \_\_\_\_\_

Signature: \_\_\_\_\_

Update Preferred Email Address (Y/N)? \_\_\_

\_\_\_\_\_  
New Preferred Email Adress (if Y)

Or Check if Deceased

\*The new customer will have access to the prior history on this account.

## New Customer Information

*\*Please Print\**

Name: \_\_\_\_\_

### Reason for Change

Contact Number: ( ) \_\_\_\_\_

Marriage  Power of Attorney

Social Security Number: \_\_\_\_\_

Death  Legal Name Change

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

I understand I am responsible for debit/credit balance and the company owned equipment assigned to this account. I will be charged for lost, stolen, unreturned, or damaged equipment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Required Documentation

- Marriage/divorce certificate
- Legal name change documentation
- Death - name change form only
- Power of attorney certificate

### Return form & documentation to:

Fax: (703) 434-8197 (Attn: Name Change)  
Or mail to: RCN Telecom Services, Inc.  
Attention: Name Change  
Dept. 100 Baltimore Drive  
Wilkes-Barre, PA 18702