



Name Change/Account Transfer Form

This two page form must be filled out accurately and completely to ensure proper handling
Send completed form to: Cablevision Shared Services Group, 6 Corporate Center Drive , Melville, NY 11747

Reason for change (select situation which is applicable):

Roommate Marriage Divorce Deceased Legal Name Change

Current (Previous) Customer Information

Date: _____ Account Number: _____

Current Account Holder Name: _____ Home Phone Number: _____

Service Address: _____

City: _____ State: _____ Zip: _____

IMPORTANT: If you're transferring this account to another person, please cancel any direct payment options, such as eBill or recurring payments. It is also recommended to save any desired email. Once the account transfer is complete, you may no longer have access to the Primary Optimum Online email address and the My Optimum Voice login for this account.

Signature of Current Account Holder
Required for Roommate, Marriage, Divorce, or Legal Name Change

Date

New Customer Information

New Account Holder Name: _____ SS#: _____ - _____ - _____

* if not provided, photo ID and proof of residency is required

Home Phone Number: _____ Work Phone Number: _____

Address: _____

Billing Address (if different than Service Address): _____

I authorize Cablevision to change the name on this account as indicated above and accept transfer of the account to me. I agree to pay all charges associated with this account and accept responsibility for all equipment used with this account.

New Account Holder Signature

Date

Please allow approximately 7 business days for processing.

* If you do not wish to provide your Social Security Number, please enclose a photocopy of your identification such as: Current Driver's License, Passport, Federal or State Issued ID, Military ID or Green Card. If your ID does not indicate your current address, please include a photocopy of your mortgage or lease agreement, or current utility bill to verify residency at this address.

Important Customer Information:

In order to complete the transfer of the account please verify the serial numbers of all Cablevision equipment.

Cable Boxes:

Use the space provided here to record the serial number(s) of all cable boxes currently in your home:

The cable box serial number can be found on a sticker located on the back of the cable box.



Cable Box Cards:

In addition to the cable boxes, if the front panel contains a card it also has an identification number. Please pull out the card carefully. Use the space provided here to record the serial number(s) of all cable box cards currently in your home:

The cable box card serial number can be found on the underside of the card.



Modems:

In addition to the cable boxes and cards, please provide the serial number of your modem if you subscribe to Optimum Online.

The modem serial number can be found on a sticker on the bottom of the modem.


