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| STATE OF TEXAS – DEPARTMENT OF INFORMATION RESOURCES – TELECOMMUNICATIONS DIVISION P. O. BOX 13564, AUSTIN, TX 78711-3564 |
| **DISCONNECT ORDER FORM**[ ]  I accept the terms and conditions represented in one of the Customer Service Agreements sited below. **Please note, we cannot place or process orders with any vendor unless this box is checked.**After completing, save as a MS Word file and send file as an e-mail attachment to: **TELECOM.SOLUTIONS@DIR.TEXAS.GOV** |
| AGENCY NAME | Click or tap here to enter text. |
| AGENCY CODE | Click or tap here to enter text. |

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| DIVISION NAME | Click or tap here to enter text. |
| DIVISION CODE | Click or tap here to enter text. |
| ORDER SUBMITTED BY | Click or tap here to enter text. |
| PHONE NUMBER, EXT | Click or tap here to enter text. |
| EMAIL ADDRESS | Click or tap here to enter text. |
| DATE OF THIS REQUEST | Click or tap to enter a date. |
| REQUESTED DUE DATE | Click or tap to enter a date. |
| TERMINATION CHARGES | *Please note that some vendors have early termination charges, if the circuit you are requesting to have disconnected has not been in service for a set number of months,* ***an early termination fee might apply.*** |
| [ ] AT&T DIR-TEX-AN-NG-CTSA-005 (24-month term)[ ] Level 3 DIR-TEX-AN-NG-CTSA-007[ ] Time Warner Cable DIR-TEX-AN-NG-CTSA-008[ ]  Hughes Network Systems DIR-TEX-AN-NG-CTSA-002 | [ ] TW Telecom DIR-TEX-AN-NG-CTSA-006[ ] CenturyLink DIR-TEX-AN-CTSA-004[ ] Verizon DIR-TEX-AN-CTSA-010 |

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| INFORMATION REQUIRED FOR CIRCUIT BEING DISCONNECTED |
| CIRCUIT ID | Click or tap here to enter text. |
| **CKR** | Click or tap here to enter text. |
| **ADDRESSS** | Click or tap here to enter text. |
| **CITY** | Click or tap here to enter text. |
| **STATE** | Click or tap here to enter text. |
| **ZIP** | Click or tap here to enter text. |
| **REMARKS:** *Provide any special requests and additional information.*  |
| Click or tap here to enter text. |

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| **PRIMARY CONTACT INFORMATION** | **ALTERNATE CONTACT INFORMATION** |
| PRIMARY NAME | Click or tap here to enter text. | ALTERNATENAME | Click or tap here to enter text. |
| PHONE, EXT | Click or tap here to enter text. | PHONE, EXT | Click or tap here to enter text. |
| CELL PHONE | Click or tap here to enter text. | CELL PHONE | Click or tap here to enter text. |
| EMAIL ADDRESS | Click or tap here to enter text. | EMAIL ADDRESS | Click or tap here to enter text. |