

DIRECTV Dealer Checklist for Contracts

This checklist must be legible and submitted as the cover page for all contracts submitted through SalesForce.com.

Date: _____

PROPERTY INFORMATION (If one contact is provided, both billing and account changes must be checked.)

Property Name: _____

1. Contact Name: _____

Phone: _____

Email: _____

Authorized for: Billing Account Changes

2. Contact Name: _____

Phone: _____

Email: _____

Authorized for: Billing Account Changes

3. Contact Name: _____

Phone: _____

Email: _____

Authorized for: Billing Account Changes

4. Contact Name: _____

Phone: _____

Email: _____

Authorized for: Billing Account Changes

5. Contact Name: _____

Phone: _____

Email: _____

Authorized for: Billing Account Changes

Agreement and Business Type (required):

Hospitality Institutions University Government Non-Profit **Type:** _____

Chain/Brand (required): _____

ABS Lead Seller ATTUID (if applicable): _____

DEALER INFORMATION (all details in this section are required):

Dealer: Empire Technologies LLC

Dealer ID: 1837693

Dealer Contact Name: Aron Frand

Dealer Email: aron@empiretelecomnj.com

Dealer Phone: 929-454-2601

Third Party Billing: Yes No **Add to Master Bill:** Yes No **MB Number:** _____

Billing address (required for 3rd party): _____

Enroll in emailed invoices? (Required): Yes No Email: _____

Have you included the required:

- Receiver List (Excel format required)
- Estimated Taxes completed on PLA.
- All signatures, initials, date and fields required on PLA, unless otherwise stated.
- All agreement pages must be attached and of the same version.

Additional/Optional Forms: (Do not include bank information)

- PTR Form completed and signed*
- *Email attempt required if not signed by current dealer.
- Change of Ownership approval (COO) commercialvoice@att.com
- Tax ID Change request form. (When COO isn't involved)
- Addendums for special offers.

DEALERS ARE NOT AUTHORIZED TO SIGN ANY AGREEMENT OR FORM ON BEHALF OF A PROPERTY. ANY DEALER SIGNING AGREEMENTS OR FORMS ON BEHALF OF A PROPERTY MAY BE IMMEDIATELY TERMINATED BY DIRECTV.

Dealer Signature: Aron Frand

All contracts will be completed within 24 hours of submission, provided they are complete. You will experience delays beyond 24 hours if there is incomplete, incorrect or missing paperwork. Send opportunity escalations to DRESFDC@att.com