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Description automatically generated**

UNITED STATES AND CANADA   
SMS Sending Number & Verification Form

WordFly can provision a new SMS number for your organization or port an existing one. In both cases, we are required to verify your brand and business identity.

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| TYPE OF NUMBER YOU’RE REQUESTING (Select one) | | |
| ☐ New 10DLC Number | Preferred Area Code and Locality |  |
| ☐ Port Existing 10DLC Number | Phone Number to be Ported |  |

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| ORGANIZATION AND CONTACT INFO | |
| **Legal Entity Name** |  |
| **Website URL** |  |
| **Contact Name and Job Title** |  |
| **Contact Email** |  |
| **Contact Mobile Number** |  |
| **Business Type** | ☐ Non-profit Corporation ☐ Co-operative ☐ Corporation ☐ LLC ☐ Partnership |
| **EIN (USA), CBN or CCN (Canada)** |  |
| BUSINESS LOCATION | |
| **Physical Location Address Line 1** |  |
| **Physical Location Address Line 2** |  |
| **City, State, Postal Code** |  |
| **Country** |  |
| MESSAGING DETAILS | |
| **Estimated Monthly SMS Volume** | ☐ 10 ☐ 100 ☐ 1,000 ☐ 10,000 ☐ 100,000 |
| **Use Case Categories** | ☐ Customer Care ☐ Marketing |
| **Use Case Description** |  |
| **Sample Message Content #1** |  |
| **Sample Message Content #2** |  |
| **Opt-in Workflow Description** (Max. 2048 chars) |  |
| **Opt-in Consent Language** (Exact wording shown to users) |  |
| **Opt-in Message** (Max. 320 chars) |  |
| **Opt-out Message** (Max. 320 chars) |  |
| **Help Message** (Max. 320 chars) |  |
| IF YOU ARE PORTING A NUMBER \* | |
| **Current Carrier Name** |  |
| **Account Number** |  |

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| \* REQUIRED ATTACHMENTS (FOR PORTING) |
| * Most recent phone bill or invoice (dated within the last 30 days) |
| * Signed Letter of Authorization (LOA) |
| FIELD DESCRIPTIONS AND TIPS |
| * Legal Entity Name: The registered name of your organization used for tax or legal purposes. |
| * EIN: Employer Identification Number. CBN: Canadian Business Number. CCN: Canadian Corporation Number. |
| * Estimated Monthly SMS Volume: Select the volume range that best reflects your expected monthly message sending. |
| * Opt-In Workflow: Describe how end users opt-in to the campaign, therefore giving consent to the sender to receive their messages. If multiple opt-in methods can be used, they must all be listed. Please also provide a link to your opt-in form or screenshots of your workflow. |
| * Opt-In Consent Language: Provide the exact message customers agree to when they opt in. |
| * Use Case Description: Describe how you plan to use SMS.  Example: ‘We send reminders for upcoming performances to opted-in ticket buyers.’ |
| * Example Message Content: Provide two to five sample SMS messages you plan to send. |

## Compliance Confirmation

☐ I confirm that all subscribers have provided explicit opt-in consent to receive SMS messages from our organization.

**Please return this completed form with any required documentation to** [**support@wordfly.com**](mailto:support@wordfly.com)**.**

06/10/25