APPLICATION FOR LONG DISTANCE SERVICE (LDS) – **PERSONAL ACCOUNTS**

Instructions: Use this form to establish your personal LDS account. For assistance in completing this form, please call Information Technology Services at 325-2212. Return the completed form to: **Information Technology Services**, 108 Allen Hall, or Campus Mail Stop 9697.

Account Type: ☐Student ☐Faculty/Staff ☐MSU Retiree ☐Other

This application is for (check one): ☐New Account ☐Reactivate Previous Account ☐Address Change

Name _____
Last First Middle Initial

MSU ID Number_____Drivers License _____
Number State

Students	Faculty/Staff
MSU P.O. Box _____ * Mississippi State, MS 39762 Local Phone Number _____ Residence Hall & Room _____	Department Name _____ Department Mail Stop _____ Department Phone Number _____

Home Address_____
Street/Box No. City, State, Zip

Home Phone Number (_____) _____
Area Code

I request authorization to make long distance calls using the University Long Distance System. I understand that:

- All long distance calls will be charged to my personal LDS number. A monthly detailed listing of all calls charged to my LDS number will be available via the Internet on the MSU Student Information System or Faculty/Staff Information System. Upon request I may receive a paper copy of the call detail. The total amount for these calls will be charged to my account in the MSU Central Accounts Receivable System.
- Fraudulent calls must be reported to Information Technology Services by the end of the following month in order for adjustments to be made on accounts. Credit adjustments will not be made after the end of the month OR if I voluntarily share my LDS number with others.
- I am subject to the terms and conditions of the MSU Central Accounts Receivable system, including but not limited to the following:
  - Accounts are billed on a monthly basis
  - Past due balances are subject to service charges
  - Past due balances may result in suspension or termination of service
  - Past due balances may result in a hold on my academic records
  - Past due balances are subject to payroll deduction (faculty/staff accounts)
- When I receive my LDS number I will be given a copy of the LDS Policies and Instructions, and my use of this account indicates acceptance of the terms and conditions outlined therein.

_____ _____
Signature Date