



# LAMB COUNTY ELECTRIC COOPERATIVE

2415 S. Phelps Ave., Littlefield, TX 79339 | 806-385-5191 | FAX: 806-385-5197 | www.lcec.coop

## Capital Credit Request Form

Please complete this form so that we have the information needed to answer your questions, reissue checks or make changes to the account. **Mail completed form to Lamb County Electric Cooperative attn Tracy Bowman.** We will contact you based on the information given.

### Account Information

Name on Account: \_\_\_\_\_ Account Number: \_\_\_\_\_

Last 4 of SSN on file: \_\_\_\_\_

### Contact Information

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to Account Holder: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Attach Copy of Drivers License)

### Reason for Request

Address Change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reissue Outdated Check (attach check to completed form)

Reissue Check for Other Reason (attach check to completed form): \_\_\_\_\_

Change in Account Ownership Due to Death

• A death certificate is required AND one of the following documents:

• Letter Testamentary

• Certified Copy of order admitting will as muniment of title.

• Certified copy of affidavit of heirship.

• If unable to provide the above documentation, please provide a copy of the death certificate, and we will contact you to provide further instruction.

Change in Account Ownership Due to Divorce

Check with Co-op for required documentation and/or forms.

Unclaimed Property Request

• Documentation will need to be provided for membership information on file. (See back of page for documentation requirements.)

Other: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Failure to provide complete information will delay processing and response time.

## Additional information for requesters

**This form must be properly and completely filled out before it is returned.**

### **If there has been a death of the member:**

- A copy of the death certificate must be submitted.
- A Letter of Testamentary or other legal document showing the name of the executor of the estate of the deceased if applicable.
- The check will be issued to “The Estate of (deceased’s name).”

### **If the owner of the unclaimed property is a business:**

- The full Federal tax identification number of the business must be provided.
- Documentation that the requester is authorized to collect or release interest in the unclaimed property on behalf of the company must be provided.

**If there has been a legal name change,** additional documentation must be submitted with the claim form.

Examples of acceptable documentation are:

- Marriage license.
- Court order changing an individual’s name.
- Divorce decree showing the restoration of maiden name.
- A copy of a driver’s license.