



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 Jennifer Kirkland.** 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Reissue Outdated Check (attach check to completed form)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.