



# Central Texas Electric Co-op

386 Friendship Lane • P.O. Box 553 • Fredericksburg, Texas 78624-0553

## 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. Return completed form to CTEC. We will contact you based on the information given.

### Account Information

Name on Account: \_\_\_\_\_ Capital Credit Number: \_\_\_\_\_

### Contact Information

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

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

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

### Reason for Request

General Account Information: \_\_\_\_\_

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Reissue Outdated Check (attach check to completed form)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

- Was there a will? \_\_\_ Yes \_\_\_ No Was the will probated? \_\_\_ Yes \_\_\_ No
- If the will was probated, we require current original Letters Testamentary (issued within the past 120 days) or Application and Order Admitting Will to Probate as a Muniment of Title (must include will).
- If there was not a will, is there a court order identifying a personal representative or heirs of the estate? \_\_\_ Yes \_\_\_ No If yes, we require certified death certificate and certified court order or original Letters of Administration.
- If there was a will that was not probated, we will require a copy of the Will, a death certificate, and will send further instruction regarding additional documentation needed to proceed with your request.
- If there was not a will or court order, we will require a death certificate and will also send further instruction regarding the additional documentation needed to proceed with your request.

Change in Account Ownership Due to Divorce

We require a certified divorce decree listing distribution of this account or completion of Relinquishment and Assignment of Rights to Central Texas Electric Co-op Accounts form.

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

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