West Florida Electric

A Touchstone Energy® Cooperative

The power of human connections

Deceased Capital Credit Instructions and Check List

Deceased Member Name

Member Number:

- ☐ Final Bill Paid
- ☐ Bill to Be Paid from CC's — Check #
- ☐ Print Out Member Operating Margins — Check Amount
- ☐ Spreadsheet of Years and Sum of Margins
- ☐ Obituary — Check #
- ☐ Print Out Debt — Check Amount
- ☐ Billing Update Code
- ☐ Deceased Update Code — Check #
- ☐ Undeliverable Update Code — Check Amount
- ☐ Gains
- ☐ Adjustments
- ☐ Checks
- ☐ CC Spreadsheet

Transfer Years _____ to named heir _____ Member _____

Pay Years _____ To: _____

Pay Years _____ To: _____

Total CC's

Less Bill Payment

Total CC's Paid $0.00

Checked by _____ Date_____

Approved by _____ Date_____

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