



Application Instructions:

- 1) Complete all forms in the application. The Application must be notarized. **Do not sign the application until you are in the presence of a notary public.** Our office can assist with notarizing the application, or most banks can also assist.
- 2) If you checked options (1), (2), or (4), please complete the Small Estate Affidavit attached. **This Affidavit must be notarized.** Please do not sign the Affidavit until you are in the presence of a notary public.
- 3) If you checked option (3), please attach a copy of the **Letters Testamentary or Letters of Administration.** The Letters Testamentary must have the clerk's signature and be **dated within the last six (6) months** of submitting this application. The Letters of Administration must have the clerk's signature and be **dated within the last six (6) months** and must be accompanied by an Order Appointing a Personal Representative Without Court Supervision.
- 4) If you checked option (5), attach a copy of all or part of the Living Trust Agreement or Last Will and Testament. The minimum pages we require are those: **naming the trustee or the personal representative, describing how assets are to be distributed, and containing the decedent's signature.**
- 5) Attach **an original certified death certificate** of the decedent. We will make a copy and return the original.
- 6) Attach a copy of your driver's license or photo ID.

Once you have completed all the necessary documents and the application is signed and notarized, you may submit the application by mail or drop the documents in our night box. If you need your application notarized and you have all other documentation, you may bring the documents to our office for notarizing.

Please allow 4-6 weeks for processing of funds. Only one check will be made out to the applicant.



CONTACT INFORMATION SHEET

Today's Date: _____

Decedent's Information:

Name: _____

Date of Birth: _____

Date of Death: _____

REMC Account Number: _____

Address where REMC account is located:

Applicant's Information:

Name: _____

Mailing Address: _____

Phone Number: _____

Email: _____

Relationship to Decedent: _____



Dear Claimant:

Please carefully choose an option below to assist you in applying for the return of Henry County REMC Estate Capital Credits.

Check the scenario that most closely resembles your current situation:

- (1) An estate has not been opened, and there is a surviving spouse.
- (2) An estate has not been opened, and there is not a surviving spouse.
- (3) An estate has been opened and remains open.
- (4) An estate has not been opened, and there is not a living trust nor last will and testament.
- (5) An estate has not been opened, but there is a living trust and/or a last will and testament.



**APPLICATION FOR PAYMENT OF HENRY COUNTY REMC CAPITAL CREDIT
ACCOUNT OF DECEASED PERSON**

WHEREAS, Henry County REMC has a capital credit account credited to _____ (the "Decedent"), whose death occurred on the ____ day of _____, _____, as a resident of _____ County, _____; and

WHEREAS, under current bylaws and policies as determined by the Board of Directors of Henry County REMC (the "Board"), Henry County REMC may pay out capital credit accounts of persons who are now deceased to those who qualify.

NOW, THEREFORE, the undersigned individual represents that they are a person legally entitled thereto by reason of the following statements (check one):

- They are the Personal Representative of the Estate of the Decedent, which estate is currently open. **(Copies of Letters of Administration or Letters Testamentary are attached.)**
- The Decedent's estate has been administered and closed, but this asset was not collected as part thereof.
- No administration of an estate has taken place, and no estate has been opened, nor is there currently any petition to appoint a personal representative or open an estate on behalf of the Decedent. The undersigned is entitled to the payment of Decedent's assets by use of a small estate affidavit as provided by Indiana Code § 29-1-8-1 and 29-1-8-2. (Note: this method is only available when the gross probate estate, less liens and encumbrances, is less than \$100,000). (See Small Estate Affidavit attached)
- This claim is being made pursuant to the terms of a living trust. **(Written verification of the existence of the living trust will be provided to Henry County REMC.)**

The undersigned person does hereby request that Henry County REMC pay to them any and all amounts payable to the Decedent as recorded in the Henry County REMC capital credit allocation records. The undersigned agrees to accept the amount according to the current Henry County REMC estate bylaws as payment in full of the capital credit account due to the Decedent. By completing and signing this form, the undersigned states that they are a legal heir of the Decedent and entitled to receive their assets. As the Henry County REMC will only issue one check per state, *the understated acknowledges they are responsible for distributing any amounts due to other heirs if applicable.*



The undersigned represents that the above statements are true and correct. The undersigned acknowledges that Henry County REMC shall and does rely upon the representations contained herein as being true and correct. The undersigned agrees to indemnify and hold harmless Henry County REMC on all claims, damages, and reasonable attorney’s fees for any misstatement of fact made herein.

Capital credit allocations and payments shall be subject to the authority of the Board. The Board may amend its policies and procedures for the payment of capital credits from time to time as circumstances merit. This Application is made subject to the policies and procedures as established from time to time by the Board. The undersigned understands and acknowledges that if the Board determines that the payment of the capital credit account cannot be made without impairing the financial condition of Henry County REMC, that such payment shall be made as soon as it can be done without such impairment, and in the order of priority in which such agreements are made with Henry County REMC, before any other retirements are made.

(Signature)

(Name)

(Address)

STATE OF INDIANA, _____ COUNTY, SS:

Subscribed and sworn to before me a Notary Public in and for said county and state, the above stated person personally appeared and acknowledged the execution of the foregoing document.

WITNESS my hand and Notarial Seal.

Printed Name: _____
Notary Public
Resident of _____ County, IN
My Commission Expires: _____



SMALL ESTATE AFFIDAVIT

The undersigned Affiant, who first being duly sworn upon their oath, states as follows:

1. Affiant is the _____ of _____ (the “Decedent”), who passed away a resident of _____ County, _____ on the _____ day of _____, _____.
2. The value of the gross probate estate of the Decedent (less liens, encumbrances, and reasonable funeral expenses) does not exceed One Hundred Thousand Dollars (\$100,000.00).
3. Forty-five (45) days have elapsed since the death of the Decedent.*
4. No application or petition for the appointment of a personal representative is pending or has been granted in any jurisdiction, nor is it anticipated to be granted.
5. The following distributees are entitled to receive the capital credits of the Decedent (attach an additional page if necessary):

NAME	RELATIONSHIP	ADDRESS

Please note multiple checks will not be processed

6. The Affiant has notified the other distributees of their intentions to present this Affidavit under Indiana Code § 29-1-8-1.
7. The Affiant is entitled to Decedent’s interest in the capital credits with Henry County REMC and to receive such credits on behalf of each distributee identified in this Affidavit



8. This Affidavit is made pursuant to Indiana Code § 29-1-8-1, which requires the person who receives such Affidavit to deliver the personal property to the person claiming to be entitled to payment or delivery of the property of the Decedent.

9. All of the facts set forth herein are true and correct as the Affiant is informed and verily believes. The Affiant acknowledges that Henry County REMC shall rely upon the representations contained herein as being true and correct. The Affiant shall indemnify and hold harmless Henry County REMC against all claims, damages, and reasonable attorney's fees arising out of any misstatement of fact made herein.

Date: _____

(Signature of Affiant)

STATE OF INDIANA, HENRY COUNTY, ss:

Before me, the undersigned, a Notary Public in and for said County and State this ____ day of _____, _____, personally appeared _____, and acknowledge the execution of the foregoing Small Estate Affidavit.

WITNESS my hand and Notarial Seal.

Printed Name: _____
Notary Public
Resident of _____ County, IN
My Commission Expires: _____



Capital Credits Questions and Answers

What are Capital Credits?

When you sign up for an electric service from REMC you become a Member - and Owner - of the Cooperative electric utility. While investor-owned utilities return a portion of any profits (margins) back to their investors, electric cooperatives operate on a not-for-profit basis. So instead of returning profits (margins) to investors, REMC's periodically retire capital credits.

How are Capital Credits allocated to REMC Members?

Margins left over at the end of the year at a not-for-profit electric cooperative are allocated to the REMC Members. Henry County REMC allocates left over margins to their Members by the quantity of kilowatt hours purchased.

How Do I Claim a Capital Credit Estate?

A specific procedure has been put in place to assist you in claiming a Capital Credit Estate refund. You can stop by the office and pick up an application package, call to request a package be mailed to your home or print the necessary paperwork and instructions from our website.

Who is eligible to apply for Capital Credit Estate Refunds?

You must be a legal heir and provide the proper documentation requested through the application process. Refunds will be processed on a first come first served basis until the year's budget has been depleted. Those applications received after the budget has been depleted will be processed in the order they were received when the next year's budget begins.

Will Henry County be refunding Capital Credits at a Discounted amount?

Retention of Capital Credits is necessary to maintain an adequate financial position in any Cooperative. Any estate refund of Capital Credits prior to Thirty (30) years will be discounted at a rate according to the current policy. Capital Credits allocated more than thirty (30) years ago will be refunded on a full "dollar for dollar" basis.

Does Henry County REMC have a rotation cycle for returning General Capital Credits?

The board of directors will approve a specific dollar amount to be retired each budget year. A percentage of the approved dollar amount will be applied to both the oldest year with capital credit dollars remaining and the newest year with capital credit dollars remaining. Scenarios for retiring capital credits will be presented to the board prior to the general retirement being processed.

Will Capital Credits be refunded every year?

Each year the Henry County REMC Board of Directors will make a decision on whether to refund capital credits and how much based on the financial health of the Cooperative.