



Dear Member:

In order to change the name on a Business Account, please complete the below Business Name Change Affidavit, have it notarized, complete the below W-9 form, and return all paperwork to our Equity Group at your earliest convenience.

The following additional documentation is required:

- **If Business has been sold:**
 - A copy of the bill of sale is required. It is necessary to include information concerning the sale of the assets of the business.
 - The Business Name Change affidavit will need to be completed by an officer of the *original* business.

- **If Business has had a legal name change or has merged:**
 - A copy of the Request for Fictitious Name or a copy of the Amendment to the Articles of Incorporation will need to be provided.

- **Inactive Status (Business Closed):**
 - A copy of one of the following is required:
 - Amendment to the Articles of Incorporation stating what is to be done upon dissolution of the company.
 - Articles of Dissolution
 - Final tax return

Please mail all paperwork to: Attn: Equity Group, LCEC, P.O. Box 3455, North Fort Myers, FL 33918-3455. You can also fax it to 239- 995-4287.

If you have any questions, please contact our Customer Care Center at 239- 656-2300 or 800-599-2356.

Thank you for your cooperation.

Sincerely,

Lee County Electric Cooperative, Inc.



BUSINESS NAME CHANGE AFFIDAVIT

State of: _____ County of: _____

Before me this day personally appeared _____
Who being duly sworn states that I/we have the following customer account with LCEC, Inc. _____
_____ with Service Credit Membership # _____

I/We request that the name on this account be changed to: _____

I/We am/are requesting the name change because:

- The business has been sold.
- The business name has legally changed.
- The business merged with another.
- The business is dissolved.

_____ I/We understand that any membership/deposit and all past equity ownership ***will be*** transferred to same, effective immediately.

_____ I/We understand that all past equity ownership will not be transferred per clause in Contract/Bill of Sale (**COPY ATTACHED**).

By completing this affidavit, I am verifying that all statements made herein are true and correct per the Officer's own knowledge and belief. I agree that the receipt of equity balances shall completely discharge LCEC, Inc. from any further liability and agree to indemnify and hold harmless LCEC, Inc.

Federal Tax Identification Number or
Social Security Number if changing to an individual name

Officer Signature/Title

Officer Signature/Title

Mailing address and Phone Number

Signed and sworn to (or affirmed) before me on _____ by _____

He/She/They are personally known to me or have produced _____ as identification.

Notary Signature & Commission #

Printed Name of Notary: _____ Date: _____

NOTARY SEAL/STAMP

Equity Dept. Use	ACCT. ID # _____
	EQ SCM # _____
	EO BALANCE \$ _____
	DUE \$ _____
	EQUITY REP _____
	PROCESSED _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)		
	Business name/disregarded entity name, if different from above		
	Check appropriate box for federal tax classification:		<input type="checkbox"/> Exempt payee
	<input type="checkbox"/> Individual/sole proprietor	<input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶		
<input type="checkbox"/> Other (see instructions) ▶			
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)	
City, state, and ZIP code	Phone Number		
List account number(s) here			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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PLEASE COMPLETE, SIGN, AND RETURN W-9 FORM

FAILURE TO RETURN THIS FORM COULD RESULT IN A 28% BACKUP WITHHOLDING TAX ASSESSED ON MEMBER EQUITY DISTRIBUTIONS DURING EACH CALENDAR YEAR. FAX COMPLETED FORM TO 239-995-4287

For security reasons, please **DO NOT** send form back via email. Please fax or mail using the fax number or address given above, Attention Equity.

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.