

RE: *The Estate of*

Dear

We will use the information provided to determine if a Capital Credit refund is owed to the Estate. This letter is to inform you that in order to dispense this refund you must first comply with the Estate settlement requirements and confirm that the following items are fulfilled: *(Please check all that apply)*

- Is the telephone line(s) belonging to the deceased member **Disconnected?**
- Deliver to our business office a copy of the deceased member's **Death Certificate.**
- Deliver to our business office a signed **Form W-9** by the Executor
- Deliver to our business office a \* **Letter of Testamentary/Letter of Administration.**
- If a \* **Letter** is provided - deliver to our business office a completed **Indemnification Agreement,**

Upon completion and delivery of ALL items checked above VTCI will send a *Payout Choice* form to the Executor requesting one of two payment options be selected.

Note that you are required to mail to our business office all applicable documents; however, in an effort to expedite the Estate settlement process feel free to send us your documentation via email at [capitalcredits@vtci.net](mailto:capitalcredits@vtci.net) or by fax at (956) 642-1024.

If you have questions regarding any of the checked items listed above, or if you want to know the amount of the refund, please contact our business office at (956) 642-1560.

Sincerely,

Valley Telephone Cooperative, Inc.

RE: *El Patrimonio de*

Estimado

Usaremos la información provieded para determinar si un reembolso de créditos de capital se deben al Patrimonio. Esta carta es para informarle que, con el fin de dispensar esta restitución primero debe cumplir con los requisitos seleccionados y confirmar que los siguientes sean realizados: *(Por favor marque todos los que apliquen)*

- La línea(s) telefónica(s) que pertenecen al miembro fallecido ha sido **desconectado(s)**?
- Entregue a nuestra oficina una copia del **Certificado de defunción** del miembro fallecido.
- Entregue a nuestra oficina una **Forma W-9** firmada por el Ejecutor o Abogado de hecho.
- Entregue a nuestra oficina una \* **Carta del Testamentario / Carta de la Administración**
- Si la \***Carta** es proporcionada - entregue a nuestra oficina un **Acuerdo de la Indemnización,**

Después de la finalización y entrega de TODOS los artículos comprobados VTCI enviará un formulario de elección de pago al Ejecutor solicitando una de dos opciones de pago, sean seleccionadas.

Tenga en cuenta que están obligados a enviar por correo a nuestra oficina todos los documentos aplicables; Sin embargo, en un esfuerzo para acelerar el proceso de establecimiento del patrimonio no dude en enviarnos su documentación por correo electrónico a [capitalcredits@vtci.net](mailto:capitalcredits@vtci.net) o por fax al (956) 642-1024.

Si usted tiene preguntas en cuanto a alguno de los articulos mencionados anteriormente, o si quiere saber la cantidad del reembolso, por favor pongase en contacto con nuestra oficina al (956) 642-1560.

Sinceramente,

Valley Telephone Cooperative, Inc.

Our records indicate that an active account still exists for this member:

Please contact our Customer Service office at 1-833-937-8824 to request a member service application to transfer services from the deceased member's account to a new member. Please be advised that a copy of a death certificate must be provided in order to complete the transfer of services.

Please remit a copy of the death certificate via email to [capitalcredits@vtci.net](mailto:capitalcredits@vtci.net) or via mail to:

Valley Telephone Cooperative, Inc. Attn:  
Capital Credits (Transfer of Services)  
480 S 6th Street  
Raymondville, TX 78580

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Nuestros registros indican que todavía existe una cuenta activa para este miembro:

Comuníquese con nuestra oficina de Servicio al Cliente al 1-833-937-8824 para solicitar una solicitud de servicio de miembro para transferir servicios de la cuenta del miembro fallecido a un nuevo miembro. Tenga en cuenta que se debe proporcionar una copia del certificado de defunción para completar la transferencia de servicios.

Envíe una copia del certificado de defunción por correo electrónico a [capitalcredits@vtci.net](mailto:capitalcredits@vtci.net) o por correo a:

Valley Telephone Cooperative, Inc.  
Attn: Capital Credits (Transfer of Services)  
480 S 6th Street  
Raymondville, TX 78580



480 S 6th Street  
Raymondville, TX 78580

## CAPITAL CREDITS INDEMNIFICATION AGREEMENT

WHEREAS, Valley Telephone Cooperative, Inc. (“VTCI”) has maintained a capital credit account in the name of \_\_\_\_\_, deceased (the “Deceased”); and

WHEREAS, **Letters of Testamentary** stating certain facts regarding the Deceased has been submitted in support hereof; and

WHEREAS, VTCI, in making the distribution described herein, is relying upon the undersigned’s representation that the facts in the accompanying **Letters of Testamentary** are true and complete; and states the independent executor entitled to distribution of the capital credits in the Deceased’s account, and the undersigned

**Releases and forever discharges VTCI and its representatives, agents and employees (collectively “VTCI Parties”) from all liability for capital credits due to the undersigned as Independent Executor, as applicable, with respect to the funds distributed; and**

**Agrees to indemnify VTCI and hold VTCI harmless from any claims, damages, costs and expenses (including attorneys’ fees and expenses) incurred by VTCI and arising out of or based upon (i) VTCI’s distribution of Funds to the Independent Executor or (ii) any material misstatement or omission in the accompanying Letters of Testamentary.**

Now therefore, in consideration of the foregoing, and the distribution by VTCI to the undersigned of \$(amount to be determined by electing either lump sum or annual payments), representing funds in the Deceased’s capital credit account (the “Funds”),



# 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.	<b>1 Name</b> (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2 Business name/disregarded entity name</b> , if different from above	
	<b>3 Check appropriate box for federal tax classification; check only one of the following seven boxes:</b> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <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) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	<b>4 Exemptions</b> (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	<b>5 Address</b> (number, street, and apt. or suite no.)	Requester's name and address (optional)
	<b>6 City, state, and ZIP code</b>	
	<b>7 List account number(s)</b> here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally 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.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>											
				-			-				
<b>or</b>											
<b>Employer identification number</b>											
				-							

**Part II Certification**

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**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 3.

<b>Sign Here</b>	<b>Signature of U.S. person</b> ▶ _____	<b>Date</b> ▶ _____
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## General Instructions

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

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*
- By signing the filled-out form, you:
- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
  - Certify that you are not subject to backup withholding, or
  - 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, and
  - Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.