

BUSINESS CHECKLIST

CONNECTING OR DISCONNECTING SERVICE

NEW MEMBERSHIP REQUIREMENTS

- Business Application for Membership and Electric Service
- Required Documentation:
 - W-9
 - **Partnership:** proof of entity registration with state corporation agency; the partnership agreement to identify the responsible partner; an authorization letter signed by a partner identifying who is authorized to make changes to the account.
 - **Limited Liability Company:** proof of entity registration with state corporation agency; the LLC operating agreement to identify the LLC members; an authorization letter signed by an LLC member identifying who is authorized to make changes to the account.
 - **Corporation:** proof of entity registration with state corporation agency; an authorization letter signed by a corporate officer identifying who is authorized to make changes to the account.
 - **Government Entity:** letter from an official with the authority to assign responsibility, identifying who is authorized to make changes to the account.

REQUESTING SERVICE

The following must be supplied to connect or disconnect service:

- Service Request Letter on Company Letterhead that includes:
 - Requested Service (Connect or Disconnect Service)
 - The date you would like for the service to be connected or disconnected by
 - Service Address
 - Name of Legal Entity
 - Federal EIN
 - Billing Address
- Security Deposit:** NEC requires a non-residential service to establish a security deposit prior to connecting electric service. A non-residential security deposit earns interest and remains on file until the service is disconnected. Reevaluation of the deposit amount is available upon request after 12 consecutive months of service.



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Member#

Processed By/Date

For Office Use Only

BUSINESS APPLICATION FOR MEMBERSHIP AND ELECTRIC SERVICE

Member Information

Business Structure <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Corporation <input type="checkbox"/> Government Entity		Date of Application
Business Name	DBA (if applicable)	
Business' Corporate Headquarters Address, City State Zip (if applicable)		
Business' Corporate Headquarters Phone # (if applicable)	Federal EIN	
Name of Officer/Partner/Member	Title of Officer/Partner/Member	

Contact Information

Authorized Individual	Authorized Individual Title
Authorized Individual Phone #	Authorized Individual Email Address
Primary Contact (if different than Authorized Individual)	Primary Contact Title
Primary Contact Phone #	Authorized Individual Title

Billing Information

Billing/Mailing Address, City State Zip	
Billing Email Address	Billing Phone #

Terms and Conditions

The undersigned (the "Business") hereby applies for membership in and agrees to purchase electric service from NAVOPACHE ELECTRIC COOPERATIVE, INC., (NEC) under the following terms and conditions.

1. The Business will pay to NEC the sum of \$5.00, which, if this Business is accepted by NEC, will constitute the Business' Membership Fee.
2. The Business will comply with and be bound by the provisions of the Articles of Incorporation, Bylaws and Policies of NEC, as amended or supplemented from time to time, including those set forth in the Electric Service Policies and Standards Manual, as well as such rules, regulations, and tariffs as may from time to time be adopted by the applicable Regulatory Commission.
3. The Business, by paying a membership fee and becoming a member, assumes no liability or responsibility for any debts or liabilities of NEC, and it is expressly understood that the Business' property cannot be attached for any such debts or liabilities.
4. By applying for membership and electric service, the Business hereby grants NEC the perpetual right across, over, under or through the property for which service is requested to run service (including service lift poles, lines and appurtenances), to cut and trim trees and shrubbery, to read meters and to remove, extend, operate, maintain, replace, add to and repair NEC facilities as deemed necessary by NEC in the ordinary course of business, and for ingress and egress related thereto. This grant applies to any subsequent services the Business obtains and is in addition to any other grant provided by the Business, its predecessors or successors.
5. The Business is responsible for clearing of all utility rights-of-ways required for the benefit of the Business prior to construction of a power line by NEC to serve the Business. NEC at its option may clear the Rights-of-Way and add the cost thereof to the total construction costs to be paid by the Business. Where the Business performs the clearing, all NEC's specifications shall be met and the business assumes full responsibility for damage incurred during the clearing work or in the event of recall work.

The undersigned, having read this document in its entirety, warrants that all the information is true, correct and complete and that I have authority to execute it and perform all acts stated herein.

 Authorized Individual Signature

 Date

***All fields must be completed in their entirety for NEC to process**

For NEC Use Only

NEC requires a non-residential service to establish a security deposit prior to connecting electric service. A non-residential security deposit earns interest and remains on file until the service is disconnected. Reevaluation of the deposit amount is available upon request after 12 consecutive months of service.

Acct. \$5.00	+	SO #	+		+		=	
Membership		Service Activation		Outstanding Balance/UA		Deposit		Total Due

Request for Taxpayer Identification Number and Certification

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><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</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-			-				
or											
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); and
4. 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 for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

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, later.