



Request for Service Disconnect/Transfer

Return completed form to info@medinaec.org

MEMBER INFORMATION

Member/Account Name: _____

Designated Representative on File (if applicable): _____

Request for: disconnect of electric service effective as of: _____

transfer of electric service effective as of: _____ to _____

ACCOUNT INFORMATION

Member Number: _____

Meter number(s): all meters on this membership / only the meters listed below

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MEMBER ACKNOWLEDGEMENT AND AUTHORIZATION

I authorize Medina Electric Cooperative, Inc. to disconnect or transfer my electric service for the account and meter(s) listed by the effective date indicated above. I understand my request will be processed when all paper-work and/or fees are received by Medina Electric. I understand I am responsible for any outstanding account balance(s) for the aforementioned membership and meter(s) and agree to pay all outstanding balances owed to Medina Electric by the bill due date.

Please forward a copy of my final bill to: Name: _____

Address 1: _____

Address 2: _____

City & State: _____

Zip: _____

Authorized Signer: _____ Date: _____

Printed Name: _____

Please select your designation: Member Designated Representative Other _____

Termination or transfer of service can only be requested by the account holder due to privacy policies. In the event of the account holder's incapacitation, death, or a change of business ownership, legal documentation is required to prove that a person requesting termination or transfer of service is the legal representative of the account holder. Requests for disconnection or transfer of electric service received at the beginning of the week may be completed within the same week under normal circumstances.

FOR OFFICE USE ONLY

Received by Medina EC Representative: _____ Receipt Date: _____

Electric Account paid in full? Yes No

Remaining Balance: \$ _____

Misc. Receivable account paid in full? Yes No

Remaining Balance: \$ _____