# Death of a Member
# Application to Withdraw or Transfer Membership

We extend our sincere sympathy for the loss of your loved one. Thank you for allowing us to assist with this process. We have outlined the steps below to help make it as easy as possible.

Co-op Membership is a legal agreement between the Sacramento Natural Foods Co-op and the member. Upon a member's death, requests to withdraw or transfer a membership must be submitted by the member's legally authorized personal representative (such as the executor, administrator, or trustee, as applicable).

To process this request, please include the following documentation:

1. A copy of the deceased member's death certificate.
2. Documentation establishing the authority of the personal representative, such as the trust or will identifying the trustee or executor and granting authority to act on behalf of the estate.

**Deceased Member Information**

Member Name: _____ Member # _____

**Personal Representative Information**

Name: _____ Phone # _____

Relationship (Executor, Administrator, or Trustee) _____

Mailing Address: _____

Email: _____ Request date _____

**Withdrawal Request**

Please select one:

□ Transfer the membership equity to a new membership (please complete and attach a new Membership Application).

□ Sacramento Natural Foods Co-op repurchase the membership share and issue the refund payable to the estate or authorized representative at the address listed above.

□ Donate the membership share to Sacramento Natural Foods Co-op.

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I certify that I am the legally authorized representative of the deceased member's estate or trust and that the information provided is true and correct. I understand that Sacramento Natural Foods Co-op may request additional documentation if necessary to verify my authority.

Signature _____ Date _____

Staff Name _____ Date _____

Staff Signature _____

Please return this completed form to the Customer Service Desk, email to membership@sac.coop or mail to:

Member Administrator
Sacramento Natural Foods Co-op
2820 R Street
Sacramento, CA 95816

*According to the Co-op Bylaws and Articles of incorporation the Co-op has up to one year to repurchase these shares when a member withdraws.*

**For Internal Use Only**

Join Date: _____ Member Administrator Name_____

Equity Balance: _____ Date processed_____

Documentation Verified:_____