

**INSTRUCTION SHEET FOR
FLINT ELECTRIC MEMBERSHIP CORPORATION (EMC)
WAIVER OF DEPOSIT PROGRAM**

- 1. Only active duty military personnel assigned to Robins AFB whose servicing MPF is located at Building 767, Robins AFB, are eligible for this waiver. Member must not be within six months of separation or retirement from the military.**

 2. E-1 thru E-6 **Must** have an “Authorization to Participate” form signed by one’s 1st Shirt or Commander accompanied by a copy of one’s assignment orders prior to being issued a waiver; the form will be obtained from the Housing Referral Office. If you’re an unaccompanied **E-1 thru E-4** you must also have a copy of your **594** (BAH, start form) before an “Authorization to Participate” form will be issued. **E-7’s** and above are only required to bring a copy of their orders to the Housing Referral Office, located on the corner of 12th & WR St; bldg. 1898.

 3. A \$15.00 set-up + a \$15.00 membership fee (as of 1 Nov 2001), will be added to Flint EMC bill.

 4. A completed waiver of deposit form must be brought into the office of Flint Energies at least **14 days** from the date the member **initially contacts** Flint to have services connected. If the military waiver is not received within **14 days** from the date the service order was taken (**initial contact**) the member will be required to pay the deposit.
- Flint will attempt to give next day service except those locations that require a clearance from the city or county inspector due to the following:
- a. New homes-first person to occupy the home.
 - b. New mobile homes-first person to occupy the mobile home.
 - c. Moved mobile homes-mobile home that has been moved from one location to another.
5. Applicants applying for service with Flint Energies and the applicant for a waiver of deposit must be one and the same.

 - 6. All applicants will be required to have the following items as proof of identity;**
 - a. Driver’s license (will be photo copied)**
 - b. Social security card (can be photo copied)**
 - c. Military id (will be required to show, but cannot be photo copied)**

7. Failure to pay the bill results in a \$250.00 security deposit requirement. If your payment is not received before the cutoff date and you are disconnected, you will automatically be charged a \$50.00 collection fee which must be paid with the past due balance. If there is a check returned on the account, the amount of the check + \$36.00 returned check fee must be paid. The service will be scheduled for disconnect immediately with an additional \$50.00 collection fee for a return check. A \$250.00 deposit will be added to the account to be paid with the bill.
8. The applicant must present Flint Energies with the waiver. The clerks will not ask for this waiver.
9. Members separating or retiring from the military participating in the waiver program who have less than 12 months of established credit with Flint Energies **can consent to a credit check to see if the deposit can be waived. If you do not have an acceptable credit history with Flint Energies a \$250.00 deposit will be required and must be paid before the clearance letter is signed. If you have been with Flint longer than 12 months with 0 delinquents the deposit will be waived without having a credit check done.**
10. Member's PCSing out will be required to physically out process through Flint Energies and the Housing Office and provide both with a disconnect date and a forwarding address. Members who are PCSing and maintaining service after their departure from Robins AFB (as with a remote tour where the family members remain behind) will be required to pay a \$250.00 deposit (or consent to a credit check with the results meeting requirements) to Flint before clearing through the Housing Office.
11. All accounts on the military waiver will be reviewed and if the member has been with Flint for three years with no delinquents they will be removed from the military waiver program and will not be required to bring in a clearance letter. A deposit will not be required based on their history at that time.

DIRECTION TO FLINT UTILITIES

98 CARL VINSON PARKWAY

*** GO OUT THE RUSSELL PARKWAY GATE AND STAY ON RUSSELL PARKWAY UNTIL YOU COME TO CARL VINSON PARKWAY, TURN LEFT AT THE INTERSECTION. FLINT ENGERIES IS ON THE LEFT.**