

Direct Deposit Agreement Form Instructions

1) PROVIDING THE CORRECT INFORMATION IS THE APPLICANTS RESPONSIBILITY

To ensure the direct deposit routing number and account number are correct take this form to your bank (financial institution) and complete. This form must be notarized to be acceptable.

PLEASE NOTE!!!

IN THE EVENT OF A REJECTION NOTICE FROM BANKING INSTITUTE THE DIRECT DEPOSIT WILL BE VOIDED AND PAYMENT WILL BE MAILED. A NEW DIRECT DEPOSIT REQUEST WILL BE REQUIRED.

- 2) Form must be complete and current in its entirety. Do not leave any areas blank.
 - a. **Member Information-** Must match the information on file with Enrollment Department. ***If your member information changes you must update this information with the Enrollment Department.***
- 3) If a person submits a new Direct Deposit Form and the address do not match what is on file with the Enrollment Department, the request not be processed. The person will be notified that until the address in Enrollment is up to date, per capita payments cannot be Direct Deposited.
- 4) In the event the tribe receives notice that an account is closed or account information is incorrect, the direct deposit will be voided immediately without notice.
 - b. **Account Information-** Routing and account number must be correct. Designate checking or savings for the direct deposit location.
 - c. **Member Signature** – Sign and date the form before a Notary Public at the bank. Forms that are not notarized will not be acceptable.
- 5) The Direct Deposit Agreement Form must be received NO LESS than 30 days prior to a distribution. Forms received after this period may receive direct deposit the following quarter. Distributions are scheduled to be made on the first day of each fiscal quarter. (January April, July, and October) The January payment has been changed to December 15th by Tribal Council Resolution.
- 6) Mail original complete form to:

Little River Band of Ottawa Indians
Enrollment Department
2608 Government Center Drive
Manistee, MI 49660

If you have any questions concerning Direct Deposit, Please call the Enrollment Department at 231-398-6713 or 231-398-6720