

Direct Deposit Agreement Form

Authorization Agreement

I hereby authorize **Little River Band of Ottawa Indians** to initiate automatic deposits to my account at the financial institution named below. I also authorize **Little River Band of Ottawa Indians** to make withdrawals from this account in the event that a credit entry is made in error. I also authorize **Little River Band of Ottawa Indians** to cancel automatic deposits if the account information is incorrect or member information on this form **does not match** the information on file with the Enrollment Department.

Further, I agree not to hold **Little River Band of Ottawa Indians** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect as long as member information and account information on file is correct or **Little River Band of Ottawa Indians** receives a written notice of cancellation from me or my financial institution or I submit a new direct deposit form to the Enrollment Department.

Member Information

Name: _____ Tribal ID #: _____ Phone: (____) _____
Mailing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Account Information

Name of Financial Institution: _____

Routing Number:

--	--	--	--	--	--	--	--	--	--

Account Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Checking Savings

Member Signature

Authorized Signature: _____ Date: _____

NOTARY STAMP, SIGNATURE AND DATE

(Name) _____ Acknowledged before me in _____
County, State of _____ on this date _____.
Notary's Stamp

Notary Signature _____
Notary Public, State of _____, County of _____;
My commission expires _____; and Acting in the County of _____.

Faxed copies are not acceptable and will not be processed.
Please Mail Original to: Little River Band of Ottawa Indians
Enrollment Department
2608 Government Center Drive
Manistee, MI 49660

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.
- 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.
- 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.
- 3) 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.
- 4) **Faxed copies are not acceptable and will not be processed. We must have original document.**
- 5) 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 888-723-8288 and ask to speak with Enrollment Department.