



# Little River Band of Ottawa Indians

## Resident Tribal Member

### PROOF OF RESIDENCY

The Tax Agreement between the Little River Band of Ottawa Indians and the State of Michigan defines a Resident Tribal Member ("RTM") as a Tribal Member whose principal place of residence is located within the Agreement Area. Residency for Tax Agreement purposes requires continuing physical residence within the Agreement Area.

#### Section 1 - RTM Information

Full Name: \_\_\_\_\_

Tribal ID# \_\_\_\_\_ Social Security # \_\_\_\_\_ Contact # \_\_\_\_\_

Physical Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address: (if different than physical address)

Street: \_\_\_\_\_ P.O. Box \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

#### Section 2 - RTM Certification

I certify that I live within the Agreement Area as defined in the Tax Agreement between the State of Michigan and the Little River Band of Ottawa Indians. I certify that I reside at the above address and I understand that falsifying information may revoke all tax benefits and may incur penalties and a fine of up to \$5,000 or imprisonment for not more than one year, or both, as a result of filing false residency information.

Signature of Resident Tribal Member \_\_\_\_\_

Date \_\_\_\_\_

Check here and list below to add dependent minors to RTM List (Name and Tribal ID #)

#### Section 3 - RTM Documentation

RTM must provide two other documents with name and physical address listed above. One of the proofs must be photo identification other than Tribal ID. **Select one document from each column in addition to Tribal ID card.**

##### Select one document (in addition to Tribal ID):

- \_\_\_ Michigan Driver's License
- \_\_\_ Michigan Identification Card
- \_\_\_ Michigan Voter Registration Card
- \_\_\_ Michigan Vehicle Registration

X Tribal ID Card

##### Select one document:

- \_\_\_ Current utility bill
- \_\_\_ Rent or lease contract
- \_\_\_ Bank Statement
- \_\_\_ Michigan DHS record or correspondence
- \_\_\_ Veterans VA record or correspondence
- \_\_\_ Medical bill
- \_\_\_ Paycheck stub or statement
- \_\_\_ Other \_\_\_\_\_

Tax Office or Enrollment Verification Signature	Date
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<b>Tax Office Use Only:</b>	Received Date: _____
Tax Office Signature: _____	RTM: YES NO

# Instructions for Completing Form TD501, Resident Tribal Member Proof of Residency

Complete the Proof of Residency form if you live within the Tribal Tax Agreement Area and would like Resident Tribal Member status for tax purposes.

Please note that changing your address with the Enrollment Office does not automatically grant you Resident Tribal Member (RTM) status.

## **Section 1 – RTM Information:**

**Name:** Enter your first name, middle initial, last name, and suffix (if applicable)

**Tribal ID Number:** Enter your Little River Band of Ottawa Indians Tribal ID number.

**Social Security Number:** Enter your Social Security Number. This number must be listed and will be given to the State of Michigan so that you may receive tax exemption benefits.

**Contact Number:** Enter your phone number in the event the Tax Office needs to contact you.

**Physical Street Address:** Enter your physical street address within the Tax Agreement Area. This address MUST match your address on file with the Enrollment Office.

**Mailing Address:** Enter your mailing address if different from your physical address.

## **Section 2 – RTM Certification:**

Read the Certification statement. Sign and date on the line provided.

**List dependent minors:** Enter the name(s) and Tribal ID(s) of dependent minors physically residing at the address that should be added to the RTM list.

## **Section 3 – RTM Documentation:**

**Documents Required:** You MUST provide a copy of your current Tribal ID listing your current physical address. In addition to your Tribal ID, pick one (1) document from the left column and one (1) document from the right column. Besides your Tribal ID, one of the other documents must include your photo for identification purposes. Documentation of your physical address must be from different sources. We cannot accept a combination of a Driver's License or Identification Card along with a Voter's Registration or Vehicle Registration because they all come from the same office.

After completing the Proof of Residency form, submit it to the Tax Office or Enrollment Office for verification. The completed form and documentation can be hand-delivered to the Tribal Government Office or mailed to:

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

Please note that if mailing, do not include originals; please make a copy of your documentation and send the copy.

If you have any questions or need assistance in completing the form, please contact:

Valerie Chandler  
Staff Accountant / Tax Officer  
(231) 723-8288, ext. 6874  
(888) 723-8288, ext. 6874 toll-free

Please be advised that all Resident Tribal Members are responsible for promptly informing the Tax Office of any change in residence address prior to the effective date of such change. Any Tribal Member failing to provide the requested documentation in a timely manner shall have no grounds for claiming entitlement to any of the tax exemptions or immunities granted to Resident Tribal Members.