

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 and benefits.

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, Tax Officer
Ph: 231.398.6874
Ph: 231.723.8288, ext. 6874
Toll-free: 888.723.8288, ext. 6874
Fax: 231.331.1230
Email: valeriechandler@lrboi-nsn.gov

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.