



# The Grand Traverse Band of Ottawa and Chippewa Indians

2605 N. West Bay Shore Drive • Peshawbestown, MI 49682 • (231) 534-7750

## PER CAPITA DIRECT DEPOSIT REGULATIONS

1. Enrollment into the per capita direct deposit program is strictly voluntary.
2. Enrollment in the direct deposit program will remain in effect until the tribal member submits a written request to discontinue his/her enrollment in the program. A tribal member may elect to opt out of the direct deposit program at any time.
3. Requests to discontinue enrollment in the direct deposit program must be received at least five (5) business days before the next distribution.
4. The tribal member must have a current address on file in the Membership Office in order to be eligible for direct deposit of per capita proceeds.
5. If a member applies for direct deposit, but does not have a current address on file in the Membership Office, their application will be held until they provide the membership office with their current address.
6. If a member is found not to have a current address on file in the Membership Office, their direct deposit privilege will be suspended until they update their address.
7. Each tribal member is solely responsible for the accuracy of their bank account information provided to the Accounting Department.
8. Each tribal member is responsible for notifying the Accounting Department of any changes to the bank account information used for direct deposits.
9. Any changes to the information contained on the Per Capita Direct Deposit Form must be made by completing a new Per Capita Direct Deposit Form.
10. Only one (1) bank account may be designated for direct deposit purposes.
11. The direct deposit of per capita proceeds into tribal member accounts shall be authorized on the same day of the mailing of the per capita checks as determined by the Tribal Council.
12. The deadline for submission of a direct deposit forms shall be the first (1<sup>st</sup>) Friday of May and the first (1<sup>st</sup>) Friday of November.

Approved by the Tribal Council  
March 21, 2007