Dear Band Member:

For this upcoming 2019 Bois Forte Per Capita year, I would like to send out some reminders about the upcoming Per Capita payment. Every year, the Bois Forte Accounting Department sends out address verifications.

Address updates are always due by July 31st.

The following information is taken from the July 7, 2017 Per Capita Policy:

- CHAPTER 1: GENERAL INFORMATION:
 - GARNISHMENTS
 - All Per Capita payments are subject to garnishment if any money is owed to the Bois Forte Tribal Government, its entities and the Northern Eagle Credit Union.
 - Please refer to the Policy for Deductions from the Per Capita Payments to Bois Forte Band Members.
- CHAPTER 2: PER CAPITA PROCEDURES
 - ANNUAL ENROLLMENT DETERMINIATION
 - A. Per capita payments are issued to all eligible Band Members enrolled as of March 31st of that year. New enrollees after March 31st will not be eligible for that year's payment. They will begin accruing or receiving per capita payments the following year.
 - B. Furthermore, to receive per capita payments, eligible Band Members must be living as of August 1st. If the Band Member passes before August 1st, their estate will not be able to receive their per capita payments. However, if they become deceased after August 1st, their per capita payment will be disbursed to their estate accordingly.
 - SECTION 2: ADDRESS AND NAME CHANGES
 - B. Address Changes
 - To notify the Band of the address change, Band Members must fill out the Address Update Form, which can be picked up at the tribal offices or found online at www.boisforte.com and downloaded from the Enrollment page.
 - 2. Address changes will not be accepted by fax, email or telephone.
 - 3. Address changes must be sent by US Mail or can be hand delivered.
 - Address changes are required to be in writing. The following must be included if Band Members are not using the prescribed form, full name including maiden name, date of birth, current address, signature and date.
 - 5. If the Band Member is incarcerated at the time of per capita disbursement, the Band Member will need to include the OID (Offender Identification Number) on the address change. If the OID number is not of the address update, proper delivery of the per capita payment is not guaranteed and may result in the payment being sent back to the tribal office.

6. Change of Address Forms are to be mailed to:

Bois Forte Tribal Government Attn: Enrollment 5344 Lakeshore Drive Nett Lake, MN 55772

- C. Name Changes
 - 1. Band Members must submit documentation of the name change to the Enrollment Coordinator.
 - 2. Acceptable documentation of name changes included marriage certificate, divorce decree, court order demonstrating the change, social security card or an updated state issue driver's license or identification card.
 - 3. Name changes will not be accepted by fax, email or telephone.
 - 4. Name changes must be submitted through the US Mail by the Band Member wishing to change his/her name or can be hand delivered.

O SECTION 5:

A. Pursuant to the Bois Forte Irrevocable Trust Agreement, dated March 9, 1995, the Bois Forte Band of Chippewa will set up individual trust fund accounts for all enrolled Band Members under the age of 18. The Band will make yearly per capita payments into the trust fund. The trust matures when the Band Member has their 18th birthday.

CHAPTER 3:

- ACCOUNTING PROCEDURES
 - E. There is no early disbursal and all check with addresses shall be mailed. No Exceptions.
 - F. If there is not a current address on file, the per capita check will be held by the Enrollment Coordinator or the Accounting Department. These checks are available for pick starting the first business day after per capita disbursement.

CHECK DELIVERY

- C. In certain cases, post offices may not deliver the check unless the eligible Band Member's name in on the mailbox. Checks may also arrive at the same location at different times due to the US Mail intricacies. These are post office policies and functions and are not within our control.
- E. If the eligible Band Members per capita payment is returned, he/she can retrieve their check in person at the Tribal Government Building. The eligible Band Member will be required to show identification in order to receive their check.
- F. If the eligible Band Member's per capita payment is returned, the Band Member may choose to have someone else retrieve their check, the individual retrieving the check must have identification and a notarized written statement signed by the eligible Band Member.

If you are unsure of what address you have on file. Please call 218-757-3261 ext. 162. The full Per Capita Policy can be found on the www.boisforte.com website on the Enrollment Page.

Alanna Drift Tribal Enrollment Coordinator