



## TOHONO O'ODHAM NATION ENROLLMENT PROGRAM

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### Instructions for Per Capita Forms

Enclosed are the two forms you will need to complete & return to the Enrollment Program through the mail or in person, as we need your original signatures. *Please read these instructions carefully. If we do not receive all required forms or if there are any mistakes, this will cause a delay in receiving your per capita payment.*

#### Adult Verification Form

- Section I – **Complete** with your information
  - If you do not have your Enrollment number, there are only two ways you can retrieve it.
    1. Obtain a tribal identification card.
    2. Send the Enrollment Program a **notarized statement** requesting a copy of your Final Approval. This statement must include some of your information and why you are making this request.

The district information can be determined by the letters in your Enrollment Number.

(See list below for all districts)

**B** Baboquivari  
**CK** Chukut Kuk  
**GA** Gu Achi  
**GV** Gu Vo  
**H** Hickiwan  
**ND** No District  
**P** Pisinemo  
**GB** San Lucy  
**SX** San Xavier  
**ST** Schuk Toak  
**S** Sells  
**SO** Sif Oidak

- Section II – The address you put in this section **need to match** the address you put on the **W-9 form** also this is where your check will be mailed to.
- Section III – This section is to be **signed** (*sign your complete name your first, middle, last name and suffix if your name includes one*) and **dated in front of a notary** thus the notary can notarize the form.
- Section IV – Leave this section blank, it is for an Enrollment Specialist to complete



INSTRUCTIONS CONTINUE

**W-9 Form**

- Print your name in the 'name section' as shown on your certified birth certificate (*First, middle, last name, and suffix if your name includes one*)
- **Check** the box for 'individual/sole proprietor'.
- The address you put on this form **needs to match** the address you put on the **Adult Verification form**.

PART I

- **Complete** the social security number section

PART II

- When you are signing your name you will need to **sign all names as shown on your birth certificate** (*First, middle, last name, and suffix if your name includes one*). Date and return forms to the Enrollment Program.

**Submit a copy of your signed social security card.**

*Do not use "white out" on these forms, if you make a mistake simply make a line through the mistake and initial at the end of the line so it shows that you made the change.*

If you have any other questions regarding the per capita forms or the Enrollment Program, please give our office a call at (520) 383-8700