



TOHONO O'ODHAM NATION

ENROLLMENT DEPARTMENT

P.O. Box 250 • Sells, AZ 85634

Telephone (520) 383-8700

Fax: (520) 383-3694

tonenrollment@tonation-nsn.gov

Instructions for Non-Gaming Per Capita Forms

If you've received your forms from Enrollment, please follow the instructions below and return to the Enrollment Program through the **mail only**, 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 payment.

Adult Verification Form

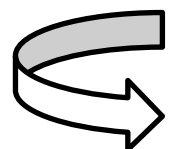
- Section I – **Complete** with your information
 - If you do not have your Enrollment number, there is only one way you can retrieve it.
 1. Send the Enrollment Program a **notarized statement** requesting a copy of your Final Approval. This statement must include some of your information and why you 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 **needs to match** the address you put on the **W-9 form** and 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





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INSTRUCTIONS CONTINUE

W-9 Form

- Print your *legal* name in the 'name section (*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 non-gaming per capita forms or for the Enrollment Program, please give our office a call at (520) 383-8700 or email us at tonenrollment@tonation-nsn.gov.