

## Section 1 - Identification of Contact

I,  born on   
Full name (day /month/ year/)

with Treaty Status # or SIN #

## Section 2 - Contact Information:

Mailing Address:

Email Address:  Cell Phone #:  Home Phone #:

## Section 3 - Children (under 17 years old) or Legally Incompetent Person:

Go to page 2 and complete.

## Section 4 – Method of Payment (direct deposit):

Branch Address:

City: <input type="text"/>	Province: <input type="text"/>	Postal Code: <input type="text"/>
Transit: <input type="text"/>	Institution Number: <input type="text"/>	Account Number: <input type="text"/>

## Section 5 - Signature:

I certify that the information provided is, to the best of my knowledge, true, correct and complete. I acknowledge that this information and my contact information will be updated the Enrolment Database.

Name: \_\_\_\_\_  
Print Name Signature Date

**All information is required on this form. Form must be completed in full to avoid any delays in processing. Corporate Services Department may request additional information to process request.**

Corporate Services Office use only:

Cheque #: \_\_\_\_\_ Dated issued: \_\_\_\_\_ Initial: \_\_\_\_\_

### Section 3 - Children (under 17 years old) or Legally Incompetent Person:

I am authorized to accept Harvest Subsidy Payout as a parent, or legal guardian of child(ren) under 17 years old or legally incompetent person(s) listed below:

Full Name:	Date of Birth:	Treaty Status # or SIN #
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Please note the *Tłıchǫ Government Administrative Policy and Procedure* section 5.16 states the following:

1. Definitions

“Harvesting subsidy payout” means the payments approved by CEC from IBA monies for Tłıchǫ citizens to subsidize harvesting

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to all IBA payments to Tłıchǫ citizens for harvesting subsidies

3. Purpose and Position

The purpose of this policy is to determine guidelines for re-issuing cheques from previous years. It is the position of the Tłıchǫ Government that re-issuing stale-dated cheques for harvesting subsidies creates an administrative burden

4. Requirements

- a. Corporate Services employees will make every effort to contact recipients of any harvesting subsidy payout cheques that have not been cashed within 6 months of being issued and verify the recipients mailing address and or banking information.
- b. If the recipient of an outstanding cheque can not be located and/or if the cheque is stale dated, at year end, the cheque will be removed from the outstanding cheque list and funds will be reimbursed to the Tłıchǫ Government’s general account.
- c. Cheques will not be reissued more 90 days after the year-end in which they were stale-dated.
- d. It is the responsibility of Tłıchǫ citizens to update and keep current their contact information with the Enrolment Coordinator.