

# Stockbridge-Munsee Community

## FY-2020 Per Capita

### Application Instructions

The Stockbridge-Munsee Community Enrollment Department is required to keep complete and accurate records for purposes relating to individual tribal members and their per capita distributions. It is important that you update your mailing address with the tribe on a regular basis.

#### ELIGIBILITY

- Adult enrolled members (age 18 yrs. by October 30<sup>th</sup>, 2020)
- Enrolled by June 1<sup>st</sup>, 2020 with the Stockbridge-Munsee Community
- Deceased members alive as of June 1<sup>st</sup>, 2020 (Payable to the estate of the member)

#### CHANGE OF INFORMATION

- Name Changes
  - Submit a copy of legal documentation, marriage license, or I.D. to verify the change
- Guardianship or Power of Attorney
  - Submit a copy of legal documentation verifying guardian or power of attorney status
- Address changes OR Payment changes (after Per Capita Application is submitted)
  - Resubmit a new Per Capita Application

#### SUBMIT PER CAPITA APPLICATIONS

- Submit COMPLETE Per Capita Applications

**BY-MAIL or deliver IN-PERSON** to:

*Stockbridge-Munsee Community*

**Enrollment Department**

#### Hours of Operation

Monday, Tuesday and Thursday  
7:30 a.m. – 3:00 p.m.

P.O. Box 70

N8476 MohHeConNuck Road (**LOCATION: Tribal Offices**)  
Bowler, WI 54416

#### PER CAPITA APPLICATION DEADLINE

- Applications **MUST** be received by the Enrollment Department **ON or BEFORE:**  
**Friday, August 28<sup>th</sup>, 2020 at 4:30 p.m.** to receive payment **AFTER** October 30<sup>th</sup>, 2020  
**NO EXCEPTIONS!**

#### NOTARIZATION OR SIGNATURE OF ENROLLMENT OFFICIAL

- Per Capita Applications may be submitted:
  - **IN-PERSON:** WITHOUT notarization if delivered IN-PERSON to the Enrollment Department, **via the walk-up window.**
  - **BY-MAIL:** MUST be notarized if submitted BY-MAIL

#### INCOMPLETE PER CAPITA APPLICATIONS

- Incomplete applications will not be processed & will be returned BY-MAIL
- Faxes or copies will not be processed (MUST submit original application)

#### PER CAPITA PAYMENT AMOUNT

- Payment amount (before taxes) for FY-2020: \$1,000
- **Payments will be issued AFTER: October 30<sup>th</sup>, 2020**
- **DIRECT DEPOSIT**
  - If you do not receive your Per Capita payment after October 30, 2020, the funds may have been rejected by your bank
    - If the bank rejects the payment, a check will be mailed to the address listed on the application
- **CHECK BY MAIL**
  - If you are receiving a check BY-MAIL, please allow time for delivery
  - You may request a stop payment or check re-issue after November 20, 2020
  - If you have not received your Per Capita payment by November 20, 2020, please contact:  
**Enrollment Department at (715) 793-3049 or (715) 793-4677**

#### PER CAPITA INCOME

- Need-based benefit programs may be affected by per capita distributions. Please consult with your caseworker or the appropriate agency if you have any questions or concerns