

# WINNEBAGO TRIBE of NEBRASKA

WINNEBAGO TRIBAL ENROLLMENT P.O. BOX 687 WINNEBAGO, NE 68071

## POLICY & PROCESS FOR EARLY RELEASE OF MINOR TRUST FUNDS

(As Amended, March 29, 2016)

Dear Tribal Member:

Attached you will find an **Application for Early Release of Minor Trust Funds**. This application is to request early withdrawal of per capita trust fund monies up to \$2,500.00. Normal requests for withdrawal of Minor Trust Funds occur after the minor (a) reached the age of 18; and (b) received a high school diploma or GED. However, the Winnebago Tribe recognizes that an emergency may arise and has therefore adopted a policy providing for Early Release in certain circumstances.

Minor trust fund monies may be released before a minor becomes eligible as may be necessary for the education or welfare of the minor tribal member. An early release by the Trustee shall only be permitted at the direction of the Enrollment Director following a determination that such a request is justified and in accordance with the approved policy. Minor trust fund monies may be released in an amount up to, but not exceeding, \$2,500.00, provided that the amount may not exceed the actual amount held in trust in the minor's account.

The total amount of money in the Minor Trust Fund is based upon the amount of per capita payments that the minor has been eligible to receive since the date he/she was enrolled as a Tribal member AND the overall investment performance of the trust fund. The fund is an investment account and is subject to market fluctuations.

For information regarding current balance of the minor's trust fund account, please contact Enrollment Director, Cheri Redhorn or the Winnebago Tribal Finance Department.

### **MINOR TRUST FUND MONEY EARLY RELEASE POLICY & PROCESS:**

1. The applicant or parent/guardian (if the applicant is under the age of 18) shall complete the attached "Application for Early Release of Minor Trust Funds" form requesting early release of a portion or all of the funds, not to exceed \$2,500.00.
  - The form must set forth the reasons for the early withdrawal. Additional pages explaining the circumstances may be included.
  - Notarized verification from school official that states the student is in good standing and is on track to graduate.
  - A Completed and signed W-9 Tax Form (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
2. The completed form must be submitted either in person or via mail to the Winnebago Tribal Enrollment Department for verification. **Faxed copies will not be accepted.**
3. The Tribal Enrollment Office staff will verify that the request meets all the requirements in accordance with the approved policy.
4. The Enrollment Director will approve and sign ensuring the request is justified and is in accordance with the approved policy.
5. The Enrollment Director will forward the request to the Finance Department for processing.
6. If the Enrollment Director makes a determination that the request is not justified, the applicant, or his/her parent/guardian (if under 18), will be notified in writing. This determination will not affect the applicant's future eligibility to apply for release of minor trust funds under the Minor Trust Fund Policy.

#### **FOR ENROLLMENT OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Date Diploma/GED Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_

Approved By Enrollment Specialist: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: Winnebago Tribal Council, March 29, 2016

# WINNEBAGO TRIBE OF NEBRASKA

## APPLICATION FOR EARLY RELEASE OF MINOR TRUST FUNDS

MINOR TRUST FUND  
WINNEBAGO TRIBAL ENROLLMENT OFFICE  
PO BOX 687  
WINNEBAGO, NE 68071

**Please print. Your signature must be notarized. Incomplete or faxed forms will not be accepted. Attach additional sheets as needed to explain the circumstances and include any supporting documentation.**

TRIBAL ID NUMBER: 383-UO \_\_\_\_\_ AMOUNT REQUESTED: \_\_\_\_\_  
(Leave blank if unknown) (\$2,500.00 maximum)

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_

S.S. NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ REASON FOR REQUEST: \_\_\_\_\_

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### -PLEASE READ-

*I understand that this payment is considered ordinary income by the Internal Revenue Service and is subject to federal taxation. The Winnebago Tribe and Wells Fargo Trust are not responsible for paying taxes on my behalf. In addition, I understand that the payment may adversely affect TANF, SSI, FOODSTAMPS, GENERAL ASSISTANCE or any other benefits that I may be receiving or to which I may be entitled. I also understand that I am under no obligation to remit this money to anyone else unless court order to do so.*

**Also, be aware that the amount that you are requesting will be taken from your Minor Trust Fund Account.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Name of Parent/Legal Guardian (if under 18)

\_\_\_\_\_  
Parent/Legal Guardian Signature (if under 18)

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

Sworn to and subscribed to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

Notary Signature: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_