

# Reference Guide For

## CORTINA BAND OF WINTUN INDIANS

### PROCEDURES CONCERNING TRIBAL REVENUE SHARING AND PER CAPITA PAYMENTS AND ADVANCES

1. Every advance will be withheld and repaid in full from the eligible tribal members next per capita distribution.
2. Eligible tribal members who are granted an advance must wait one entire per-capita distribution quarter, before being eligible to request another advance of per capita. (Per-capita distribution quarter is from the time a member receives a per-capita distribution until the next distribution of per-capita.
3. Subject to the limitations stated above, eligible tribal members are allowed no more than one (1) advances in a revenue sharing quarter.
4. Advances will only be payed to a legitimate business or organization
3. Will only pay to business's or organization's that will accept check payment on the eligible tribal members behalf.
4. Personal loans are disallowed.
5. (15) FIFTEEN BUSINESS DAY WAITING PERIOD AFTER A QUARTERLY PER-CAPITA DISTRIBUTION BEFORE ANY REQUEST FOR AN ADVANCE ON PER-CAPITA WILL BE PROCESSED.
6. Allowable per capita advance uses include the following categories

Housing,	Food Expenses,
Utilities,	Education,
Medical Emergencies,	Court Costs,
Funeral Expenses,	Child Care,
Automotive Expenses,	
7. Timeliness of payment is not guaranteed, allow for at least five business days processing time.
8. Advances granted will not to exceed fifty five percent (55%) of the per capita payments expected to be received by an eligible tribal member within any given quarterly per capita distribution.
9. The sum total of all advances granted within any given quarter is limited to \$10,000 dollars, no further advances will be granted if this limit is reached.
10. Advances are on a first in first out basis.
11. Outstanding advances owed by deceased tribal members will be recaptured, before being recalculated into the per capita distributions.

**Per Capita Advance Agreement**

Tribal Member Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_ Amount of the request: \_\_\_\_\_

Purpose of the advance: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Payable To: \_\_\_\_\_

Address To Be Sent To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Tribal Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number:

Approval:

\_\_\_\_\_  
Tribal Chairperson/Administrator

\_\_\_\_\_  
Date

**Tribal Office Number:** (530) 473-3274  
**Tribal Fax Number:** (530)473-3301

**Note:** Attach Invoice Copy To The Back