



POARCH BAND OF CREEK INDIANS

5811 Jack Springs Road • Atmore, Alabama 36502

Tribal Offices: (251) 368-9136

www.poarchcreekindians-nsn.gov

November 30th, 2021

Re: Poarch Creek Indians Education Department
Extracurricular Reimbursement Program

Dear Parent(s),

Please take a moment to read this letter carefully. The information contained is crucial to the efficient and timely reimbursement of the costs of your child's extracurricular programs.

Beginning in February 2022, the Education Department will stop issuing paper checks for the Extracurricular Reimbursement Program and will move to direct deposit. Each participant will be required to submit an updated copy of the Direct Deposit Agreement Form (attached). Please send us this form by January 15th, 2022 so that we are ready to proceed with Direct Deposit in February. This form will only need to be completed one time unless you change banks.

To receive your reimbursement, you will complete the Extracurricular Reimbursement Form and submit your receipts as usual. The Education Department must receive your paperwork by the 3rd of each month for you to be reimbursed during that same month. Applications received after the 3rd of the month will not be processed until the following month.

The following is a step by step picture of the process:

- Parent(s) complete the Direct Deposit Agreement Form and return it to Education by January 15th, 2022.
- Parent(s) submit the Extracurricular Reimbursement Form and applicable receipts to the Education Department.
- Applications received on or before the 3rd of the month will be processed by Accounting and your reimbursement will be sent to your bank through direct deposit that same month, on or about the 15th.
- Applications received after the 3rd of the month will not be processed until the following month.
- All reimbursements will be processed monthly, and by Direct Deposit only.

Please contact the Education Department if you have any questions or need clarification on this process.

Sincerely,

Sandra Hiebert

Sandra Hiebert
Education Director
251-368-9136 ext. 2020
shiebert@pci-nsn.gov



Poarch Band of Creek Indians

Extracurricular Reimbursement Direct Deposit Form

Account Holder Name: _____ Phone # _____

Tribal Member Name: _____ Roll # _____

Direct Deposit Agreement Form

Authorization Agreement

I hereby authorize **Poarch Band of Creek Indians** to initiate automatic deposits to my account at the financial institution named below. I also authorize **Poarch Band of Creek Indians** to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold **Poarch Band of Creek Indians** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until **Poarch Band of Creek Indians** receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Tribal Government Accounting Department.

Account Information

Name of Financial Institution: _____

Address of Financial Institution: _____

Routing Number: _____

Account Number: _____

- Money Market
- Checking
- Savings

Notarized Signature

Authorized Signature (Primary): _____ Date: _____

Authorized Signature (Joint): _____ Date: _____

Signed before me on this _____ day of _____, _____.

Notary

My Commission Expires _____

Please attach a voided check for payments to checking accounts and return this form to the Tribal Government Accounting Department.