



United States Department of the Interior

BUREAU OF TRUST FUNDS ADMINISTRATION
Washington, DC 20240

Dear Beneficiary:

The Bureau of Trust Funds Administration (BTFA) manages Individual Indian Monies (IIM) accounts on behalf of trust beneficiaries. Before BTFA updates your IIM account, please complete the following steps:

- (1) Complete the enclosed Form OST 01-004, signed on or after 18th birthday. **The initial completed form must be notarized or witnessed by a Department of Interior employee, including BTFA, BIA, and Social Service Staff. The date you sign and the date the notary sign must be the same date.**
- (2) Provide a copy of the front and back of your State Birth Certificate
- (3) Provide a copy of Tribal or State Identification Card
- (4) Provide a copy of Social Security Card or fill out the enclosed W-9 Form

***Please Note under current Certified Federal Regulations:** When you reach 18 years of age to access your trust funds: Your signature must be notarized by a notary public or witnessed by a DOI employee.

Originals must be mailed back to the corporate headquarters for the Colville Agency BTFA office:

Bureau of Trust Funds Administration
Attn: Colville Agency
PO Box 26928
Albuquerque, NM 87125

If you have any questions or need assistance, please contact the Bureau of Trust Funds Administration Colville Agency at (509) 634-2392 and leave a message, we **WILL** return your call.

Due to the COVID-19 pandemic we are teleworking, however we continue working diligently for the trust beneficiary account holders.

Sincerely,

BTFA Colville Agency