





**Individual Indian Money (IIM)**

**Instructions for Disbursement of Funds and Change of Address**

**Office of the Special Trustee for American Indians -- <http://www.doi.gov/ost/>**

**If you have any questions call OST at: 1 - 888 - OST - OTFM (1-888-678-6836) TOLL FREE NUMBER**

**THIS SECTION FOR OST USE ONLY**

**COMPLETE FOR TELEPHONE REQUESTS**

I. Telephone request received:

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 \*\*Use security questions in Part II, to verify the account holder's identity.

III. OST Employee Information:

Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Position Title: \_\_\_\_\_  
 Office Phone Number: \_\_\_\_\_

II. Security Question(s): When changes are requested by telephone, verify the identity by using a combination of any 2 of the following **if information is available in TFAS**:

- Social Security Number (last 4 digits or whole)
- Date of Birth
- Last Address of Record
- IIM Account Number
- Approximate Date and Amount of the Last Disbursement

NOTE: If identity is not verified, refer account holder to OST Field Office to make changes in person or by mail.

Security password verified?  Yes  Account holder has not created a security password

**COMPLETE FOR REQUESTS RECEIVED BY MAIL OR IN PERSON**

Date Received: \_\_\_\_\_ Position Title: \_\_\_\_\_

Print OST Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Disbursement Authorizing Official**

Acct Bal. \_\_\_\_\_

Date: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

CSS# \_\_\_\_\_ DATE \_\_\_\_\_

**SERVICE MANAGER #** \_\_\_\_\_

Date: \_\_\_\_\_ Prepared By \_\_\_\_\_

**RFM AUDIT TRAIL**

Approved By \_\_\_\_\_ Post QA \_\_\_\_\_

**INITIALS**      **TRAN #**      **DATE**

CSS Encoder \_\_\_\_\_ Pre Q&A/CSS Approval \_\_\_\_\_

TFAS Verification \_\_\_\_\_ Account # \_\_\_\_\_

**Individual Indian Money (IIM)****Instructions for Disbursement of Funds and Change of Address****Office of the Special Trustee for American Indians -- <http://www.doi.gov/ost/>****If you have any questions call OST at: 1 – 888 – OST – OTFM (1-888-678-6836) TOLL FREE NUMBER**

**Paperwork Reduction Act Statement:** This information is collected to manage trust fund accounts for account holders. The information is supplied to obtain or retain a benefit, which is ownership of an Individual Indian Money (IIM) account, by authority of the American Indian Trust Fund Management Reform Act of 1994. It is estimated that responding to the request will take approximately 15 minutes to complete, including the time it takes to gather the information and fill out the form. Your information will be held confidential by the Department, except as described below in the Privacy Act Statement. If you wish to provide comments about the Form, including the accuracy of the burden estimate and any suggestions for reducing the burden, please send them to the Office of the Special Trustee for American Indians, ATTN: Field Operations, 4400 Masthead NE, Albuquerque, NM 87109. Note: Comments, as well as the names and addresses of individuals who submit comments, are available for public review during regular business hours. If you wish us to withhold this information, you must state this prominently at the beginning of your comment. We will honor your request to the extent allowable by law. In compliance with the Paperwork Reduction Act of 1995, as amended, the collection has been reviewed by the Office of Management and Budget (OMB). The collection has been assigned a control number and expiration date by OMB. The number is located at the top left corner of the form and the expiration date follows immediately after the control number. Please note that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless a valid OMB control number appears on the face of the form.

**Privacy Act Statement:** This information collection document contains information that is covered under the Privacy Act of 1974, as amended, in the following system of records: OS—02, "Individual Indian Money (IIM) Trust Funds." The primary use of this information is to manage the collection, investment, distribution, and disbursement of individual and tribal income from Indian land trust funds. Submission of the information is required to obtain the benefit of having an Individual Indian Money account. The Office of the Special Trustee for American Indians will not disclose any record containing such information without the written consent of the respondent except for the following: (1) it is needed to be sent to appropriate agencies, courts or parties for legal actions, (2) to the Dept. of Treasury so that it can make disbursements, (3) to the IRS for legally required reporting, (4) to appropriate agencies or law enforcement bodies concerning a specific potential violation of a statute or regulation, (4) to agencies or appropriate parties in the event of a breach for remediation purposes, (5) or to a party such as Congress to answer inquiries filed by the account holder. Other examples of those who may request this information are: (6) Individual Indian trust account holders, their heirs, guardians, or agents (7) Contractors, but only after ensuring that all provisions of the Privacy Act, the Trade Secrets Act, the Indian Minerals Development Act, and all other applicable laws, regulations, and policies relating to contracting and security are met, who:

- (a) provide trust and other services to beneficiaries;
- (b) provide, use, operate or facilitate various components of the system;
- (c) service and maintain the system for the Department.

Collection of your Social Security Number is authorized by 31 USC 7701.