



2020 Address Verification Instructions

Please read the following instructions very carefully

The Address Verification form is used to determine residency for voting and district population. **You must submit your Annual Address Verification (AVF) form in order to be eligible for your Per Capita Distribution.** The Nation is not responsible for sending a per capita check to the wrong address if the Tribal member has failed to provide a current and correct address (See [Ho-Chunk Nation Per Capita Distribution Ordinance](#)).

The 2019 electronic submission of the Annual AVF was a huge success! The 2020 is also set up for electronic submission. If you filed your 2019 AVF electronically, you did not receive a paper 2020 AVF. If you received a paper AVF, you can choose file electronically this year. It is not necessary to submit both, if you submit both Electronic and a Paper AVF, the Office will default to the Electronic submission.

The Electronic AVF opens September 17, 2020. Follow these instructions to file electronically:

- Go to the following website: AVF.Ho-Chunk.com
- A page will appear where you will enter the following information:
 - ✓ Last 4 digits of your Social Security Number
 - ✓ Last 4 digits of your Tribal ID
 - ✓ Your Date of Birth in the format: MM/DD/YYYY
- Click "Submit"
- Page 2 will appear, where you will fill out your Address Verification information, when completed, Click "Submit for Review" button.
- Review your information, if everything is correct, Click the "submit" button to send your information.
- Once you confirm your submission, it will let you know your AVF was submitted and return you to the start page. At this point you may exit the website.

For your Paper AVF, the following RULES will apply:

Use **black** or **blue** ink only

- **NO White Out.** Draw a single line through the error and make correction above or below and initial.
- Fill the AVF completely, including the Labor and Language Questionnaire on the back;
- Sign your name as it appears on your AVF;
- Complete the AVF even if you do not receive your Per Capita distribution due to deductions.
- PHOTO COPIED, SCANNED AND FAXED AVF's will be DENIED;
- **NO PO Box as Physical Address**
- Form must be signed before a Notary Public;
- **A \$10 fee will be charged for a Reprint. Cash or Money Order only.**

To apply to your November 1, 2020 Per Capita Distribution, the following DEADLINES "MUST" be met:

- Voluntary Tax Withholding forms must be in the Office by **Thursday, October 15, 2020 @ 4:30 p.m.**
- Direct Deposit Authorization Forms must be **in Treasury by Thursday, October 15, 2020 @ 4:30 p.m.**
- All AVF'S must be in the Office or entered On-line by **Thursday, October 15, 2020 @ 4:30 p.m.**

TAX INFORMATION

The Annual gross amount of your Per Capita payments are taxable income. To voluntarily withhold taxes, you may submit a Voluntary Tax Withholding form found on the Nations website.

"Promptly return your AVF for uninterrupted delivery of your November 1, 2020 per capita distribution!"