



PO Box 1210 • Atmore, AL 36504 • Phone (844) 969-8777 • Fax (855) 673-6710 • Email customerservice@fsatpa.com

GUN LAKE TRIBE DOWN PAYMENT AUTHORIZATION

Participant: _____	Tribe: _____
------------------------------	------------------------

Tribal Roll Number:	Email Address:	Daytime Phone:
----------------------------	-----------------------	-----------------------

Current Address of Record:

Street _____ City _____ State _____ Zip _____

Address of Purchasing Property:

Street _____ City _____ State _____ Zip _____

Effective Date for Change of Address: MM ____ DD ____ YY ____	Expected Date of Closing or Purchase: MM ____ DD ____ YY ____
---	---

REQUIRED DOCUMENTATION

Were You Approved for Down Payment Assistance from GLT Housing Department? <input type="checkbox"/> YES <input type="checkbox"/> NO	Approved GLT Down Payment Assistance: \$ _____
--	--

<input type="checkbox"/> Closing Disclosure or Purchase Agreement (required) <input type="checkbox"/> Tribal Approval (if applicable) Documentation Must List: <ul style="list-style-type: none"> • Seller(s) • Participant as the Buyer/Purchaser • Mortgage Lender 	<input type="checkbox"/> Copy of GLT Down Payment Assistance Award (if applicable) <input type="checkbox"/> Copy of Wire Instructions (if applicable) <ul style="list-style-type: none"> • Title Company • Property Address • Purchase Price of Property
--	---

GWE DOWN PAYMENT INFORMATION

Payment Method (check one): <input type="checkbox"/> Check <input type="checkbox"/> Tribal Wire Transfer	Made Payable to (check one): <input type="checkbox"/> Title Company <input type="checkbox"/> Mortgage Lender <input type="checkbox"/> Seller <input type="checkbox"/> Other	GWE Down Payment Amount: \$ _____
---	--	---

Remit Payment to (recipient):	Reference Number:
--------------------------------------	--------------------------

Mail Check to:	Physical Mailing Address (No PO Box): Street _____ City _____ State _____ Zip _____
-----------------------	---

Recipient Bank:	Routing Number for Wire:	Account Number for Wire:
------------------------	---------------------------------	---------------------------------

Policies and Authorization of Provider Payments:

- Down Payment requests are processed based on the availability of funds and as authorized by the Plan. Please allow at least **48 hours** to process request.
- If a wire transfer is requested, wire transfers will be completed by Gun Lake Tribe Finance Department. A participant approved for a wire transfer will have a claim paid "none" processed from the FSA TPA benefit account which will reduce his/her available balance immediately.
- All "Check" down payment requests will be mailed FedEx Overnight Priority at a service charge of \$50.00 to the participant. FSA TPA nor the Tribe is responsible for late, lost or misapplied payments.
- I hereby authorize and request FSA TPA to remit payment from my Tribal Benefit account to the payee listed above. I certify the amount(s) listed above is correct and the payment represents an eligible expense under the Tribal Member Benefit Program. I understand it will take at least 48 business hours for the payment to be *processed*. Once processed, it may take an additional two business days for payment to be received by the vendor.

_____ Participant Signature	_____ Date
_____ Signature of Tribal Representative (required)	_____ Date

FUNDS SECURED BY FSA TPA: <i>(Wire Processed as Claim None)</i>	Completed By: _____ Date: _____
---	--