

# Instructions

Please read all of these instructions carefully before completing any of the enclosed documents.

1. It is your choice whether to participate in the Buy-Back Program. Be sure of your decision and use great care in completing your documents before returning them. If your sale is processed and title transfers to the Tribe, the transaction cannot be reversed.
2. Review the following documents, but DO NOT sign the Deed until you are before a Notary Public:
  - **One-Page Deed:** The name and address we currently have on file, along with your ID number and date of birth, are printed on the Deed. If any of this personal information is incorrect, DO NOT complete and return your documents. Instead, contact the Trust Beneficiary Call Center (Call Center) at **1-888-678-6836** or your local OST office to update the information and obtain new documents. Do not delay in making necessary updates, as new documents can only be obtained if sufficient time remains in the offer period (see Instruction 6 below). If your name has recently changed, be prepared to provide documentation, such as a marriage certificate or divorce decree.
  - **Exhibit A-Purchasable Interests Inventory (Inventory) and Maps:** The Inventory lists the interests you own in tracts of land the Buy-Back Program is offering to purchase and the Fair Market Value of each interest. There are two parts to the Inventory: a SUMMARY and corresponding DETAIL page(s). A legal description, tract acreage, and other information about each tract is provided on the DETAIL page(s). The enclosed maps can help you determine where each listed tract is located.
3. Select the interest(s) you wish to sell on the SUMMARY part of the Inventory by filling in the top bubble only if you wish to sell all listed interests, or bubbles next to individual Item numbers if you wish to sell some but not all interests.
4. After you have selected the interest(s) you are interested in selling, take the Inventory and the Deed to a Notary Public. You must sign the Deed in front of a Notary Public. Be prepared to provide legal identification such as your Driver's License or other Federal, State, or Tribal ID.

\*\*\*IMPORTANT: You must sign your legal name EXACTLY as it is typed on the Deed\*\*\*
5. DO NOT make handwritten corrections, use white-out, or place any other marks on the Inventory or Deed. Any alterations you make will result in delay and may prevent us from processing your sale. DO NOT include any additional notes or documents with your Deed and Inventory.
6. If you make a mistake on or misplace your documents, or if your personal information is incorrect on the Deed, contact the Call Center or your local OST or BIA office as soon as possible to obtain new documents. The cut off for obtaining new documents is five business days prior to the "Return By" deadline in the Cover Letter. Updates to personal information must be complete before the cut off.
7. Return ALL PAGES of the offer with a BARCODE at the bottom, including the original signed and notarized Deed and all pages of both parts of the Inventory, in the enclosed Business Reply Envelope no later than the date provided in your cover letter. You may wish to make a copy of the documents for your records. **Remember, approval of your sale is contingent on the Buy-Back Program having sufficient available funds.** We will notify you if we cannot approve your sale.

Have Questions? Need More Information? Call 1-888-678-6836 or visit [www.doi.gov/buybackprogram](http://www.doi.gov/buybackprogram)