

**Shareholder Direct Deposit Request
Form**

Return Completed Form and voided
check to: Records@ganaayoo.com

Shareholder information:

Date of birth: _____ **Last 4 of SSN** _____ **Email** _____

Last Name:			New Request
First Name:			Change to Existing Information
Middle Initial:			Cancel all Direct Deposit
Address: Street/ City/State & Zip code			
Record entered/updated: (Office use only)	Yes	No	Shareholder ID:(Office use only)

Direct Deposit Information

Gana-A'Yoo, Limited offers the option to have your Dividend disbursement direct deposited into your bank account. Direct Deposit is an accurate and convenient way to receive your disbursement, saving you time in line at your bank and eliminating the possibility of a lost check.

Direct Deposit payments will take effect immediately after a new request or a change to an existing request is received. Your authorization will remain in effect until you request a change or cancellation in writing (please use this form). Please be aware that Gana-A'Yoo, Limited business procedures may occasionally require that some disbursements will be paid by paper check, even if you have a Direct Deposit authorization on file.

Please complete the requested information. You MUST attach voided check OR bank verification from your financial institution, and sign this form.

Name of Financial Institution			Checking
Bank Routing Number <small>*Must be 9 digits</small>			Savings
Primary Direct Deposit Account Number <small>*Most account numbers contain fewer than 16 digits</small>			

All net pay will pay to this account

Authorization

I hereby authorize Gana-A'Yoo, Limited (GYL) to make business-related expense reimbursement deposits to my account as indicated above. I will notify the accounts payable office of any errors with my Direct Deposit, especially after a new request or a change to my Direct Deposit. ***If Gana-A'Yoo, Limited funds to which the employee is not entitled are deposited in my account, I authorize Gana-A'Yoo, Limited to direct the Financial Institution to return those funds.*** I understand that GYL will make every reasonable effort to notify me before any adjustments are made.

Shareholder Signature		Date:	
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Please include a copy of voided check OR bank verification for the deposit account. Return the original completed form to:

Gana-A'Yoo, Limited
Attn: Records Dept.
1001 E. Benson, Suite 201 | Anchorage, AK 99508

HOW TO DIRECT DEPOSIT YOUR GANA-A'YOO, LIMITED DIVIDEND CHECK

Please complete an application for each shareholder applying for direct deposit.

1. Complete personal information:
 - a. First name, middle name, last name and suffix (Jr., Sr., III, etc.).
 - b. Last four digits of your social security number and date of birth; help to verify that the correct shareholder's record is updated.
 - c. Mailing address; to verify we have your most current address on file.
 - d. Phone number; in case we have questions regarding your application.
 - e. E-mail address; once it is added to your records this will allow you to change your mailing address with Gana-A'Yoo, Limited via e-mail.

2. Complete account information:
 - a. Check box for Checking or Savings account.
 - b. Print bank name and bank phone number.
 - c. Print bank's nine-digit routing number. These are the first set of numbers on the bottom of your checks. This is a nine-digit number that banks use for direct deposit purposes. You may need to call your bank to obtain number.
 - d. Print bank account number. These are the second set of numbers on the bottom of your checks. It is not necessary to include a check number.
 - e. Please read the authorization before signing.
 - f. Please sign the application. We are not able to process applications that are not signed.

3. Attach a voided check or documentation from your financial institution:
 - a. Please attach a voided check to verify the account information on application.
 - b. If you do not have a check, please have your financial institution provide a document verifying your direct deposit/ACH bank account information.

4. Children on account:
 - a. If depositing your children's dividends into your account, your bank may reject these deposits if their names aren't on your account. Please call your bank to verify that it is acceptable to deposit their dividends to your account.
 - b. Only custodians may sign direct deposit applications for their children. If you are not the custodial parent, or custody has changed, please call us at 1-888-656-1606, ext. 0, or in Anchorage, at 907-569-9599.
 - c. Custodian should sign on the signature line.

5. Canceling direct deposit:
 - a. In order to cancel direct deposit you must provide Gana-A'Yoo, Limited with a signed request.
 - b. If a dividend is direct deposited and returned from a bank because an account is no longer open, a check will be issued and mailed to you if your address is current.
 - c. If for any reason you should need to cancel your direct deposit, it must be done in writing prior to the next distribution date.

6. Direct deposit:
 - a. May only take place on dates of distributions to shareholders. Shareholders with distribution hold codes (IRS withholding, child support) will be issued checks and mailed.
 - b. If you fax in your application, please call Shareholder Records department to confirm it was received.