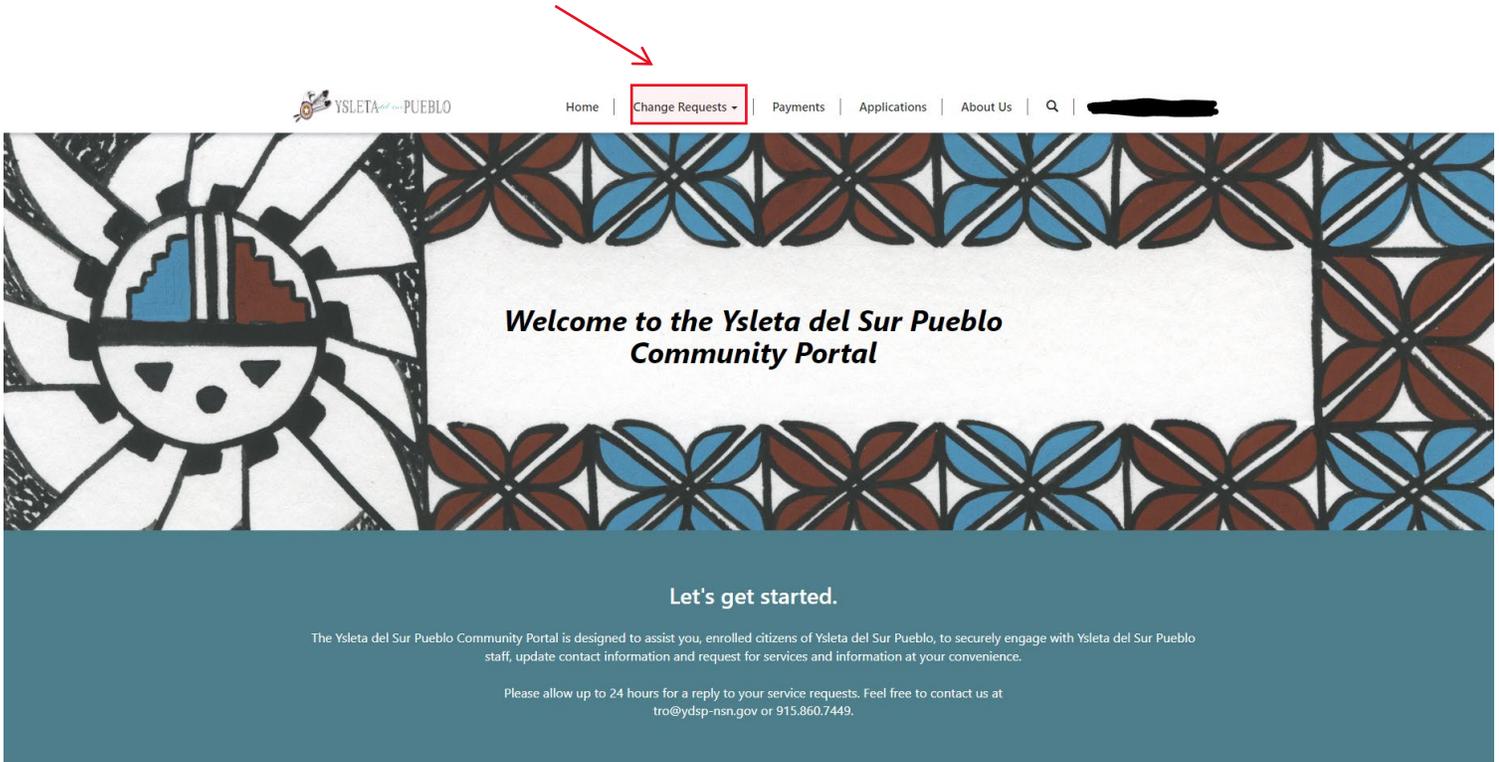
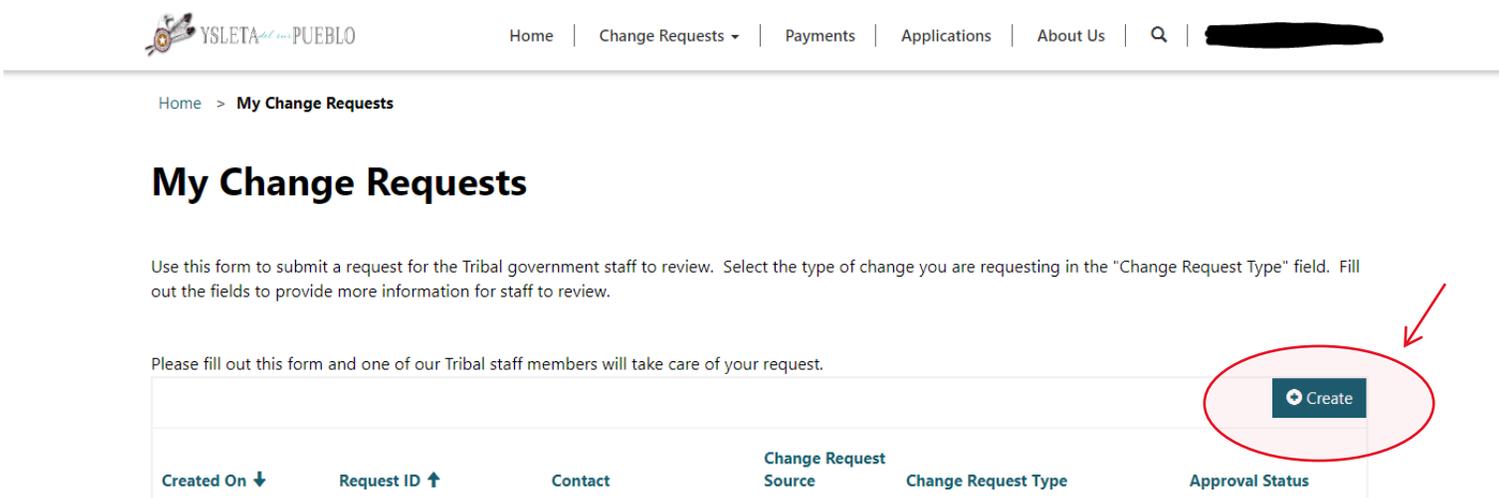


# Steps to Set-Up Banking Information Change Request

Once you are in the Community Portal, click “Change Requests”.



Next, click “Create”.



Use the drop down under **Change Request Type\*** and select “Bank Account Information (Bank Account # & Routing Information)”. Fill out all fields and upload your Authorization Form and proof of banking (bank letter, bank statement, or voided check) and click “Submit”.

Create



**Change Request Type \***

Bank Account Information (Bank Account # & Routing Information) ▼

**Bank Account Type**

Select ▼

**Bank Name**

**Routing Number**

**Account Number**

**Please detail the changes that are needed:**

**Please attach a filled-out EFT Direct Deposit Authorization Form along with a copy of a bank letter or voided check. For questions, please send an email to [finance@ydsp-nsn.gov](mailto:finance@ydsp-nsn.gov) or call (915) 859-7913.**

Choose Files No file chosen

Your change request status will be on the “My Change Requests” page. Please come back to check if the request has been approved, denied, or if you are pending more information.

## My Change Requests

Use this form to submit a request for the Tribal government staff to review. Select the type of change you are requesting in the “Change Request Type” field. Fill out the fields to provide more information for staff to review.

Please fill out this form and one of our Tribal staff members will take care of your request.

Created On ↓	Request ID ↑	Contact	Change Request Source	Change Request Type	Approval Status
9/11/2024 4:02 PM	CR-2024-09-11/001049	[REDACTED]	Member	Bank Account Information (Bank Account # & Routing Information)	New

You can “View Details” and “Edit” on the drop-down menu on your “My Change Requests”.

Type	Approval Status
Bank Account Information (Bank Account # & Routing Information)	New
Bank Account Information (Bank Account # & Routing Information)	New
1	New

