

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.

