



New: ____ Update: ____ Increase ____

FY _____

Payroll Deduction Credit Application

Name _____ Other Legal Names used _____

Home Address _____ City _____ State _____ Zip _____

Mailing Address _____ City _____ State _____ Zip _____

Employee ID# _____ Email: _____ Cellphone# _____

Work Phone: _____ Enrollment# _____ D.O.B _____

Employment Information:

Place of Employment _____ Start Date of Employment _____

Are you Full-Time: _____ Part-Time: _____ SEASONAL _____ Dates of furlough _____

Do you have any other payroll deductions? (Housing, Credit, ECT.) Yes _____ No _____

If checked yes, give an estimated total: _____

Verification of Employment:

Did you sign the Release of confidentiality form? This form is filled out with the Human Resources department; this allows H.R. staff to release information to us about your employment.

Yes _____ No _____ if you check NO, H.R. will not release any information, which prohibits us to verify employment and your application will be denied.

Policies:

1. YN Employment status must be 1 year or longer at CURRENT YAKAMA NATION TRIBAL PROGRAM.
2. YN EMPLOYEES: allowed a (6 pay period deduction plan) with a limited amount of charges.
3. YN FOREST PRODUCT Employees: be employed 2years (Limit 2 Active Charges & 5pp Deduction plan).
4. YN ENTERPRISE Employees must check with their HR Department to verify if payroll deduction processing is allowed with a limit of a (6 pay-period deduction plan) with a limited amount of charges.
5. **Provide COPIES OF YOUR LAST TWO PAY STUBS, Tribal Badge & Copy of Driver's License.**
6. Purchases must be \$30.00 or more to be allowed to use PRD services. (30.00-59.00 will be one deduction).
7. Funerals, Memorials, or Traditional ceremonies will be allowed a 20% discount. Not included with sale discounts.
8. NO exchanges or refunds after 7 days of purchase. Must provide a receipt.
9. Purchases made after termination of employment will not be tolerated, if this action takes place you will no longer be allowed to have a payroll deduction account with the Gift shop.
10. Credit limits are set on all accounts based on your current net pay and number of years employed.
11. You will notify the Cultural Center Gift Shop of any changes such as terminations, furloughs, job change, name change, address and phone number changes. Account will remain frozen until updates are completed.

Should my employment with the Yakama Nation be terminated, I agree that any outstanding balance due to the Gift Shop will be deducted from my final paycheck, and if that does not clear my account, I will make arrangements for a payment plan with the Gift Shop. If a balance still remains on account the charge will resume upon re-entering the workforce. I have read and accepted the Gift Shop Policies as stated above.

Signature _____ Date _____

Completed applications with all documentation attached can be emailed to: giftshop@yakama.com

OFFICE USE ONLY: Reason Pending: _____ Vendor# _____

Approved _____ Disapproved _____ Credit Amount \$ _____ Date Entered: _____

Authorized by: _____