



PAYROLL DEDUCTION POLICIES

Release of Confidentiality form with Human Resource Department must be updated every fiscal year. This allows HR Staff permission to verify your employment status and allows us to process your credit application.

1. **Yakama Nation Tribal Employees: Must be employed at your current position for one year or longer. Your status must be at Full performance.**
2. **Yakama Nation Forest Product Employees: Must be employed three years. (Limited 2 Active Charges and Allowed 5 Pay-period Deduction plan.)**
3. **Enterprise Employee's must check with your current place of employment to verify if payroll deduction processing is allowed with the Gift Shop.**
4. **Provide copies of your last two current pay stubs, Tribal Badge (if you have one) & copy of your Driver's License.**
5. **Purchases must be \$30 or more to be allowed to use PRD services. Example (\$30-\$59 will be one deduction).**
6. **Ten pay-periods is the maximum with deductions being \$300 or more NO EXCEPTIONS.**
7. **Funerals, Memorials, or Traditional ceremonies will be allowed a 20% discount. Not included with any other sales discounts.**
8. **NO exchanges or refunds after 7 days of purchase. Must provide a receipt.**
9. **You will notify the Cultural Center Gift Shop of any changes to your employment such as; terminations, furloughs, job change, name change, address or phone number changes. Account will remain frozen until updates are completed.**
10. **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.**
11. **PRD application forms are available on the Yakama Nation website: www.yakamanation-nsn.gov. Cultural Heritage Center website: www.yakamamuseum.com.**
12. **Completed applications with all documentation attached can be emailed to Athena@yakama.com.**

NOTE: Credit Limits are set on all accounts based on your current net pay and number of years employed at current place of employment.



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