



New: \_\_\_\_ Update: \_\_\_\_ Increase: \_\_\_\_

FY \_\_\_\_\_

### Payroll Deduction Credit Application

Name \_\_\_\_\_ Enrollment# \_\_\_\_\_ D.O.B \_\_\_\_\_  
 Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home# \_\_\_\_\_  
 S-S-N# \_\_\_\_\_ Driver's License # \_\_\_\_\_ Fax# \_\_\_\_\_  
 Email \_\_\_\_\_ Cell phone # \_\_\_\_\_ Work Ph. \_\_\_\_\_

#### 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 monthly deduction total: \_\_\_\_\_

#### Verification of Employment:

**Did you sign the Release of confidentiality form?** This form is filled out with the Human Resource department; this allows them to release information about your employment.  
 Yes \_\_\_\_\_ No \_\_\_\_\_ if you sign NO, H.R will not release any information, which prohibits us to verify employment and your application will be denied.

#### Policies:

1. Employment status has to be 1 year at CURRENT YAKAMA NATION TRIBAL PROGRAM.
2. YN Forest Product Employee's you must be employed at least 3 years or longer.
3. Enterprise Employee's must check with your current place of employment to verify if payroll deduction processing is allowed with the Theater.
4. **Provide COPIES OF YOUR LAST TWO PAY STUBS, Tribal Badge & Copy of Driver's License.**
5. There will be a one-time processing fee of \$3.00 for all new PRD applicants.
6. All payroll deductions will be submitted bi-weekly and paid in full.
7. You will notify the Heritage Theater of any changes to your employment such as; terminations, furloughs, job change, address or phone number changes.
8. Purchases made after termination of employment will not be tolerated; you will no longer be allowed to have a payroll deduction account with the Heritage Theater.
9. Credit limits are set on all accounts based on your current net pay and number of years employed.

**Should my employment with the Yakama Nation be terminated, I agree that any outstanding balance due to the Heritage Theater will be deducted from my final paycheck, and if my final paycheck does not clear my account, I will make arrangements for a payment plan with the Heritage Theater. I have read and accepted the Heritage Theater Policies as stated above.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY:** Reason Pending: \_\_\_\_\_ Vendor# \_\_\_\_\_  
 Approved: \_\_\_\_\_ Disapproved \_\_\_\_\_ Credit Amount \$ \_\_\_\_\_ Date Entered: \_\_\_\_\_  
 Authorized by: \_\_\_\_\_