



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. Tribal Programs: Cultural Heritage Center.**
- 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.





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 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. Employment status must be 1 year or longer at CURRENT YAKAMA NATION TRIBAL PROGRAM.
2. YN FOREST PRODUCT EMPLOYEES: be employed 3years (Limit 2 Active Charges & 5pp Deduction plan).
3. Enterprise Employees 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 PAY STUBS, Tribal Badge & Copy of Driver's License.**
5. Purchases have to be \$30.00 or more to be allowed to use PRD services. (30.00-59.00 will be one deduction).
6. Ten pay periods is the Maximum with deductions being \$300.00 or more no Exceptions.
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. You will notify the Cultural Center Gift Shop of any changes such as terminations, furloughs, job change, name change, address and telephone 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. 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 Gift Shop 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 Gift Shop. I have read and accepted the Gift Shop Policies as stated above.

Signature _____ Date _____

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