



## PAYROLL DEDUCTION POLICIES

**Release of Confidentiality form with Human Resource Department must be updated every fiscal year. This gives 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. Employment status has to be at Full performance.**
- 2. Yakama Nation Forest Product Employees: You must be employed three 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 current pay stubs, Tribal Badge (if you have one) & copy of your Driver's License.**
- 5. All payroll deductions will be submitted Bi-weekly and PAID IN FULL**
- 6. You will notify the Heritage Theater of any changes to your employment such as; terminations, furloughs, job change, name change, address or phone number changes.**
- 7. 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 Heritage Theater.**
- 8. PRD application forms are available on the Yakama Nation website: [www.yakamanation-nsn.gov](http://www.yakamanation-nsn.gov). Cultural Center website: [www.yakamamuseum.com](http://www.yakamamuseum.com)**
- 9. Completed applications with all documentation attached can be emailed to [felicia\\_smiscon@yakama.com](mailto:felicia_smiscon@yakama.com) or [athena\\_sargeant@yakama.com](mailto:athena_sargeant@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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Yakama Nation Cultural Center  
Spiel-yi Loop, P.O. Box 151, Toppenish, Washington 98948  
Phone: 509-865-2800 ~ Fax: 509-865-7570  
[www.YakamaMuseum.com](http://www.YakamaMuseum.com)



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. All payroll deductions will be submitted bi-weekly and paid in full.
6. You will notify the Heritage Theater of any changes to your employment such as; terminations, furloughs, job change, address or phone number changes.
7. 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.
8. 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: \_\_\_\_\_