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. **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, name change, address or phone number changes.**

8. **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.**

9. **PRD application forms are available on the Yakama Nation website: www.yakamanation-nsn.gov. Tribal Programs: Cultural Heritage Center.**

10. **Completed applications with all documentation attached can be emailed to Felicia@yakama.com or 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.

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

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: