



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

FY \_\_\_\_\_

### Payroll Deduction Credit Application

Name \_\_\_\_\_ Other Legal Names used \_\_\_\_\_  
 Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Employee ID# \_\_\_\_\_ Email: \_\_\_\_\_ Cellphone# \_\_\_\_\_  
 Work Phone: \_\_\_\_\_ Enrollment# \_\_\_\_\_ D.O.B \_\_\_\_\_

#### 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. YN Employment status must be 1 year or longer at CURRENT YAKAMA NATION TRIBAL PROGRAM.
2. YN EMPLOYEES: allowed a (6 pay period deduction plan) with a limited amount of charges.
3. YN FOREST PRODUCT Employees: be employed 2years (Limit 2 Active Charges & 5pp Deduction plan).
4. YN ENTERPRISE Employees must check with their HR Department to verify if payroll deduction processing is allowed with a limit of a (6 pay-period deduction plan) with a limited amount of charges.
5. **Provide COPIES OF YOUR LAST TWO PAY STUBS, Tribal Badge & Copy of Driver's License.**
6. Purchases must be \$30.00 or more to be allowed to use PRD services. (30.00-59.00 will be one deduction).
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. 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.
10. Credit limits are set on all accounts based on your current net pay and number of years employed.
11. You will notify the Cultural Center Gift Shop of any changes such as terminations, furloughs, job change, name change, address and phone number changes. Account will remain frozen until updates are completed.

**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 that does not clear my account, I will make arrangements for a payment plan with the Gift Shop. If a balance still remains on account the charge will resume upon re-entering the workforce. I have read and accepted the Gift Shop Policies as stated above.**

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

Completed applications with all documentation attached can be emailed to: [giftshop@yakama.com](mailto:giftshop@yakama.com)

**OFFICE USE ONLY:** Reason Pending: \_\_\_\_\_ Employee ID# \_\_\_\_\_  
 Approved ( ) Disapproved ( ) Credit Amount \$ \_\_\_\_\_ Date Entered: \_\_\_\_\_  
 Authorized by: \_\_\_\_\_