



HOCHUNK NATION DEPARTMENT OF TREASURY

VOLUNTARY WAGE ASSIGNMENT

Please note the following policies with regards to voluntary wage assignments.

1. A minimum deduction of \$10.00 per deduction will be required.
2. A maximum of 3 voluntary wage deductions will be allowed per employee.
3. There will be no one-time payment to a vendor.
4. All deductions require a minimum of 5 payments.
5. Payroll will require a \$1.00 processing fee per week per voluntary.
6. All voluntary wage assignments are due into Payroll on Friday at 4:30 p.m. for the following week.
7. **Payroll requires original form for processing.**
8. Once a deduction to a vendor has been stopped it may not be started again for 3 months.
9. **Social Security number must be completed before we can process.**

NEW _____ CHANGE _____

I, _____ SS# _____

VOLUNTARY AGREE TO HAVE _____ DEDUCTED

FROM MY PAYCHECK EVERY PAY PERIOD. PLEASE SEND THE

ABOVE STATED AMOUNT AS PAYMENT ON MY ACCOUNT

NUMBER _____.

SEND PAYMENT TO: _____

SIGNED: _____ DATE: _____

6/23/04