



**HO-CHUNK NATION
DEPARTMENT OF TREASURY
Request for Payroll Advance**

A payroll advance will only be issued if you meet all seven requirements.

Requirements

1. **Original form submitted to Payroll; copies or faxes will NOT be accepted.**
2. Employee has not have received a payroll advance during preceding six (6) months.
3. The advance may not exceed the net amount of your average check for four (4) weeks.
4. The check must be made payable to a vendor.
5. A receipt or invoice must be attached with this **“Request for Payroll Advance”**.
6. The person requesting an advance must be a permanent employee successfully past his/her probationary period.
7. The advance must be for emergency situations only (Health or Employment threatening).

Additional Information

- The advance must be repaid with six (6) weekly installments commencing immediately after the payment.
- If the employee meets ALL requirements, has the middle portion of form completely fill out, and has obtained all necessary signatures, Payroll will process the advance.
- Payroll requires a minimum of three (3) days to process **“Requests for Payroll Advance”**.
- Checks will be mailed by U.S. Postal Service at first class rate.

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I, _____ (last four (4) digits of SSN) _____, am requesting
a payroll advance in the amount of \$ _____.

Please make check payable to: _____

The reason for the advance is _____
Please check one: The emergency situation is ____ Health or ____ Employment threatening.
A copy of the receipt or invoice is attached to this request ____ Yes ____ No.

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I acknowledge that in the event my employment with the Ho-Chunk Nation ceases before this payroll advance is repaid, the unpaid balance becomes due immediately and will be withheld by Ho-Chunk Nation from my final paycheck(s).

(Employee) _____ (Supervisor)

(Executive Director or General Manager)

PAYROLL USE ONLY: ____ 1 adv w/in 6 mths			____ average check	____ vendor only
____ perm & past probation	____ attached receipt	Next eligible advance <input style="width: 100px; height: 20px;" type="text"/>		
_____ (Treasurer)	_____ (Payroll Specialists or Manager)			