



# HO-CHUNK NATION DEPARTMENT OF TREASURY

## DEPARTMENT OF HOUSING/HOUSING AUTHORITY VOLUNTARY WAGE ASSIGNMENT

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

1. Payroll requires original form for processing.
2. The form **MUST BE** completely filled out, including the last four (4) digits of Social Security Number before we can process.
3. A minimum \$10.00 deduction is required per wage assignment.
4. A maximum of three (3) voluntary wage assignments will be allowed per employee.
5. All deductions require a minimum of five (5) payments;  
i.e. there will be no one-time payment to a vendor.
6. A \$1.00 processing fee per week per voluntary wage assignment will be charged.
7. To be processed during the following week, all voluntary wage assignment adjustments (new, cancelations) are due into Payroll by Friday at 4:30 p.m.
8. Once a wage assignment to a vendor has been stopped, it may not be started again for three (3) months.

\_\_\_\_\_ NEW                      \_\_\_\_\_ CANCEL

I, \_\_\_\_\_ (last 4 digits of SS#) \_\_\_\_\_ VOLUNTARILY

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:  HO-CHUNK HOUSING AUTHORITY/ HHCDA-RENT

DOH PROPERTY MANAGEMENT- RENT

HOME OWNERSHIP

HOME REPAIR LOAN

UTILITIES/ WATER

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

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