



# HO-CHUNK NATION

DEPARTMENT OF TREASURY

## WAGE ASSIGNMENT CENTRAL OPERATIONS

Please note the following policies with regards to Central Operations 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. In the event of a separation of employment, the outstanding balance is due. Payroll will attempt to deduct the remaining balance from the last payroll check. If a balance remains, Payroll will attempt to deduct the remaining balance from accrued vacation. If a balance still remains the employee is required to pay the remaining balance.
5. To be processed during the following week, this central operations wage assignment is due into Payroll by Friday at 4:30 p.m.

I, \_\_\_\_\_ (Last 4 digits of SS#) \_\_\_\_\_

AGREE TO HAVE \$ \_\_\_\_\_ DEDUCTED FROM MY PAYCHECK EVERY PAY

PERIOD UNTIL THE BALANCE OF \$ \_\_\_\_\_ HAS BEEN MET.

FACILITY: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

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

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### Attn Payroll:

If you have any questions regarding this wage assignment, please contact:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone Number

P. O. Box 640 ~ Black River Falls, WI 54615  
(715) 284.1660 ~ (800) 779.2873 ~ (715) 284.9972 FAX