



HO-CHUNK NATION
DEPARTMENT OF TREASURY

VOLUNTARY WAGE ASSIGNMENT

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

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

NEW

CHANGE

CANCEL

I, _____ Last 4 digits of 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: _____

ATTN: PAYROLL

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

Printed Name _____

Phone Number _____