



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 CHANGE 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 (PTMG)
 - HOME OWNERSHIP (PGRM)
 - HOME REPAIR LOAN (HRL)
 - UTILITIES/ WATER (UTIL)
 - MORTGAGE DOWNPAYMENT ASSIST REPAYMENT (DPAR)

SIGNED: _____ DATE: _____

P.O. BOX 640 ~ Black River Falls, WI 54615
(715) 284.1660 ~ (800) 779.2873 ~ 284.7887 FAX
Email: TOBPayroll.Help@ho-chunk.com