



White Earth Reservation Tribal Council Payroll Deduction

Employee Name : _____ Date: _____

I authorize my employer:

- White Earth RTC
- WE Housing Authority
- Shooting Star Casino (Ojibwa Building/White Earth Business Products)
- WE Tribal Community College

To deduct the amount indicated below from my paycheck. **Eligible Employees Include: Regular Full Time and Regular Part Time. Temporary Employees are not eligible for payroll deductions. Refer to Policy 418 Payroll Deductions for RTC employees.**

The following are eligible for payroll a deduction: Utility, mortgage, car loan (through financial institution), personal loan through WEFCU only, WE Investment Initiative and any WERTC Entity.

Deduction Vendor: _____
(Required) *Name*

Street/PO Box

City State Zip

Deduction to start on this payday: ____/____/____

\$_____ X _____ pay period(s) = Total Amount: \$_____
(This amount is what will be taken per payroll)

WERTC Entity Invoice # _____

The Deduction amount of \$_____ will be the same per pay period until I request it to be changed or stopped.

Any changes to deductions must be made by Noon, Thursday, the week the pay period ends.

I understand and acknowledge that this authority will remain in effect until I have cancelled it in writing to the White Earth Reservation Tribal Council or my employer entity. I also understand that any stopped deductions will not able to be started again, unless they qualify under Policy 418. WE Entity billings are not able to be stopped until they are paid in full. **By signing this form, I attest I am a Regular Part Time or Regular Full Time employee.**

Employee Signature

Date