



## QUARTZ VALLEY INDIAN RESERVATION Employee's Voluntary Deductions

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

**FOR LOANS & OTHER PAYMENTS:** If, you wish to have your payments deducted from your payroll check this form must be filled out each time for each payment deduction. If, you wish to void this request, you **must** notify the Finance Department.

On this date, I \_\_\_\_\_ am submitting my request for the Finance  
Print name

Department to deducted the amount of \$ \_\_\_\_\_ from my weekly payroll checks,

For the term of: \_\_\_\_\_ weeks/ months/ until further notice **OR** until the loan  
payment is paid off. The starting date will begin on: \_\_\_\_\_.

The total loan/rental/other amount is \$ \_\_\_\_\_.

**FOR NON-MEMBERS EMPLOYEE ONLY:** If you are making a payment on behalf of a Tribal  
Member, please list the name of the person: \_\_\_\_\_.

**The monies deducted will be used to make payments for one of the following categories:**

☐ Loan payment ☐ Rental payment ☐ other: Specify \_\_\_\_\_

Please specify where your payment must be forward to:

Payable to: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Memo: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date