

# VOLUNTARY PAYROLL DEDUCTION



Date: \_\_\_\_\_ Employee: \_\_\_\_\_ Employee #: \_\_\_\_\_ Dept. #: \_\_\_\_\_

I hereby authorize the following amount(s) to be voluntarily deducted from my salary and paid to the organization identified below or for charitable contributions. I understand that I will not receive any additional receipts other than the YTD deduction amount appearing on my paycheck stub and/or Form W-2 and that I am solely responsible for determining the ultimate tax deductibility for any contributions.

Deductions may be made either on a one-time or ongoing basis, beginning with the payroll following the date this form is received by the Finance department. Ongoing deductions will remain in effect for every paycheck until written notice is received by the Finance department to stop. Amounts collected will be credited to tribal program budgets following each payroll and forwarded via check to outside recipient organizations, along with deduction registers detailing amounts by employee.

ONE-TIME AMOUNT	EVERY PAYCHECK	NAME OF RECIPIENT ORGANIZATION	(ACCOUNTING USE ONLY)
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**Tribal Programs:**

**Account Numbers:**

\$ _____	\$ _____	Nez Perce Tribe Children's Home	(1215-00-3086)
\$ _____	\$ _____	KIYE Radio Station	(1070-00-6099)
\$ _____	\$ _____	Wisteqn'eemit (Tribe's 501(c)3 non-profit)	(1001-00-3080)

**Outside Organizations:**

**Account Numbers:**

\$ _____	\$ _____	Lapwai Boys & Girls Club of the Nez Perce Tribe	(1215-00-3084)
\$ _____	\$ _____	United Way	(1001-00-3047)
\$ _____	\$ _____	Lapwai High Baseball/Softball	(1001-00-3080)
\$ _____	\$ _____	Idaho Food Bank	(1001-00-3080)
\$ _____	\$ _____	Lapwai Community Coalition	(1001-00-3080)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date