



**QUARTZ VALLEY INDIAN RESERVATION**  
**Employee's voluntary deduction form**

Date:

Year:

**FOR LOANS AND OTHER PAYMENT DEDUCTIONS:** If you wish to have your payments voluntarily deducted from your payroll check, you must fill out this form and return it to the Finance Department. At any time, you want this request to be void, you must immediately notify the Finance Department.

On this date, I  am submitting my request for the Finance

Department to deduct this amount of \$  from my bi-weekly payroll check for

A term of  # bi-weekly payroll  # of payment(s)  until further notice

The starting date will begin on:  Ending date:

The TOTAL loan/rental/other deduction will be \$

Please mark the appropriate payment categories:

Loan payment  Rental payment  Other: Specify:

Please fill in the vendor's/debtor name, address, and other account information to be place on check.

Payable to:   
Address:   
City/St/Zip     
Account-memo

Date:

\_\_\_\_\_  
**Employee's signature**