

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD

NONRECEIPT WORKSHEET

EMPLID	Name (last, first, MI)	Rank
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PURPOSE: Use this form to report nonreceipt of your salary check, allotment check, or travel claim check.

What is your daytime phone number and area code?

What is the daytime phone number and area code of the point of contact at the financial institution, business, or allotment payee?

Nonreceipt of:

Travel check

(see note #3 below)

Salary check

Allotment check

Approximate issue date:

Amount of check:

Payee name:

Account number of check:

Mailing address to which lost check, or allotment might have been sent:

Correct address and account:

Mail replacement check, allotment to:

Possible reason for nonreceipt (e.g., lost, stolen, changed address):

- Note:**
1. If your check goes to a financial institution or business, you should verify the institution's name and address as well as your account number. Some post offices are returning government checks to the Department of Treasury, if the address is incorrect.
 2. You must submit a claim of nonreceipt, loss, or theft of a Treasury check within one year after the check issue date.
 3. If using this form for nonreceipt of a **travel claim check**, attach a copy of your PCS or TAD order and travel claim form, and mail this worksheet to: Commanding Officer, USCG Finance Center, Attn: Non-Receipt, 1430A Kristina Way, Chesapeake, Va 23326-1000

PENALTY

YOUR NEGOTIATION OF BOTH THE ORIGINAL CHECK/BOND AND REPLACEMENT CHECK/BOND MAY BE EVIDENCE THAT THE FOLLOWING CRIMES HAVE BEEN COMMITTED:

- (1) Making false, fictitious or fraudulent claim, 18 USC Section 287, (PENALTY; Fine not exceeding \$10,000 and/or imprisonment of not more than 10 years).
- (2) Theft of Public money, 18 USC Section 641 (PENALTY; Fine not exceeding \$10,000 and/or imprisonment of not more than 10 years; lesser penalties if the value of the theft is less than \$100.00).
- (3) Violation of the Uniform Code of Military Justice, Article 121; larceny and wrongful appropriation.

Member or Payee Signature

Date:

PRIVACY ACT STATEMENT

Pursuant to 5 U.S.C. §552a(e)(3), this Privacy Act Statement serves to inform you of why DHS is requesting the information on this form.

AUTHORITY: 31 U.S.C. §3332, 37 U.S.C. §404 and §703 and PPCINST M1000.2, Personnel and Pay Procedures Manual

PURPOSE: Information is to research missing payments of allotments, pay checks, and travel claim reimbursements.

ROUTINE USES: Authorized USCG officials will use this information to research issues with nonreceipt of allotments or pay and to reissue payments found to be unrecoverable. Any external disclosures of information within this record will be made in accordance with DHS/USCG-014, Military Pay and Personnel, 76 Federal Register 66933 (October 28, 2011).

CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION: Providing this information is voluntary. However, failure to provide this information may result in additional delays in payment.