

Allotments

Introduction This guide provides the procedures for how to view, change, add or stop a member's Voluntary Deductions.

Important Information Allotments do not process retroactively. If you start an allotment late (after the mid-month pay finalization), there will be no allotment processed for that month. If you STOP an allotment late, you will typically need to contact the allotment recipient and request the money be returned.

Starting an Allotment The start date for all allotments must always be the first of the month. If starting an allotment during a mid-month calendar, the start date will default to the first of the current month. If starting an allotment during an end-month calendar, the start date must be greater than or equal to the first of the next month.

- Changing an Allotment**
- Changes to account names and account types are not allowed on existing allotments. If one of these need to be changed, stop the allotment and restart it with the new information.
 - If changing the amount during a mid-month calendar, the change date will default to the first day of the current month.
 - If changing the amount during the end-month calendar, the change date must be greater than or equal to the first of the next month.
 - If changing the Routing/Account numbers, the change date must be greater than or equal to the first of the current month no matter which pay calendar it is entered.
 - If changing the End Date, it must be the last day of the month.
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Allotments, Continued

Allotment Rules

You are permitted to start, change, and stop the following allotments in DA:

- Association Dues
- Commercial Insurance
- Navy Mutual Aid Insurance
- Private Venture Housing
- Repay home loans/mortgages
- Savings
- Support of Dependents
- Treasury Direct Savings

Keep the following rules in mind when processing allotments:

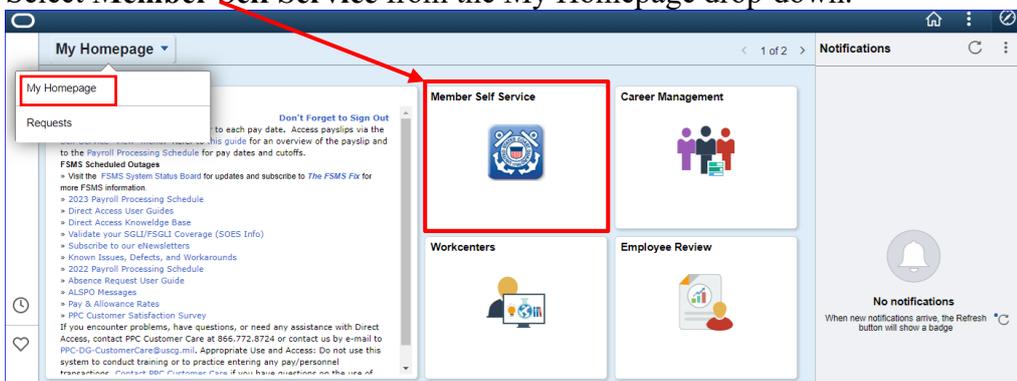
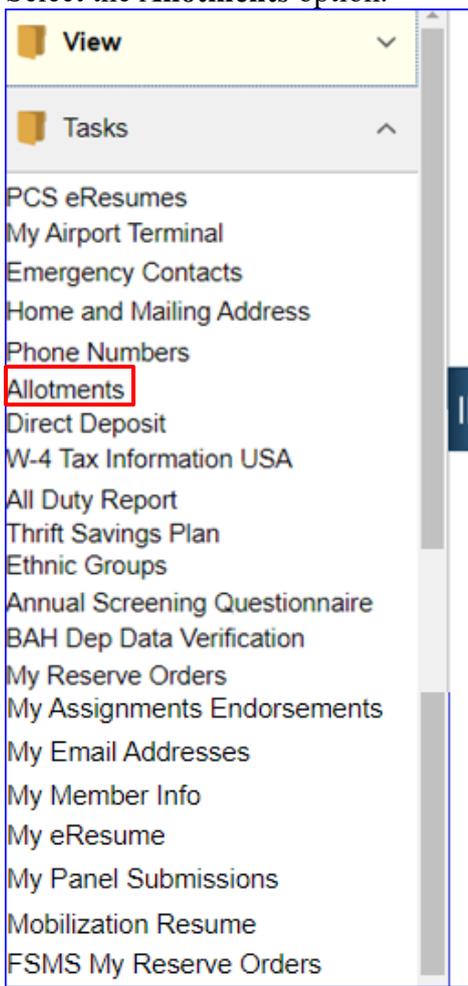
- Allotments for personal property loans (autos, furniture, electronics, etc.) are no longer authorized.
 - You cannot allot more than the amount of you are entitled to. The system does not edit allotments against your available pay, it is up to you to determine if there is sufficient net pay available to start or change an allotment amount. You may be able to start or increase an allotment that would exceed your available pay, but the system will not process that allotment if it exceeds your available pay.
 - All allotment payments must be made by electronic funds transfer (EFT).
 - You are permitted to have only one current allotment of the following types:
 - Mutual Assistance Donation
 - Navy Mutual Aid Insurance
 - Private Venture Housing
 - Treasury Direct Savings Bonds
 - Except for loans, only one allotment of any type to the same payee is authorized. Multiple loan allotments to **same payee must have unique account numbers.**
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Viewing Allotments

Procedures Use the following procedures to view current allotments in Direct Access.

Step	Action
<p>1</p>	<p>Select Member Self Service from the My Homepage drop-down.</p> 
<p>1.5</p>	<p>Select the Allotments option.</p> 

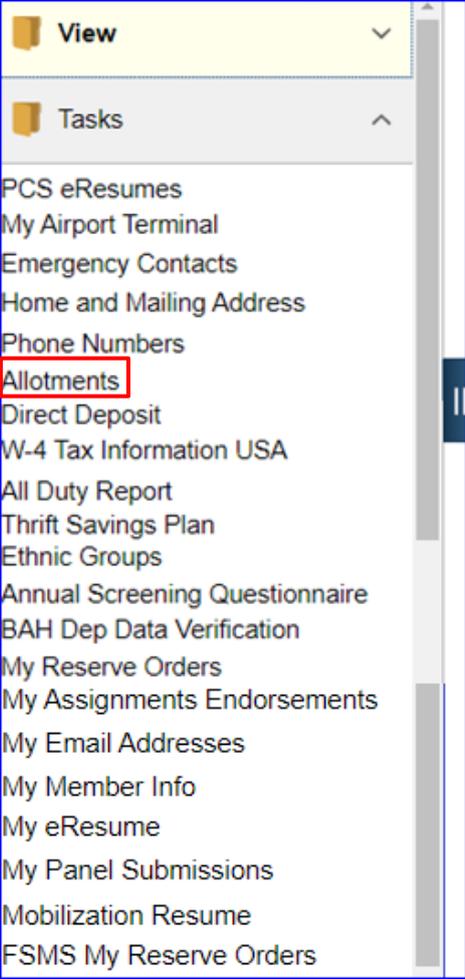
Viewing Allotments, Continued

Procedures,
continued

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2	<p>A listing of all current allotments in Direct Access will display.</p> <table border="1" data-bbox="352 488 1359 719"> <thead> <tr> <th colspan="6" data-bbox="352 488 1359 521">Voluntary Deductions </th> </tr> <tr> <th data-bbox="352 521 611 551">Element</th> <th data-bbox="611 521 775 551">Amount</th> <th data-bbox="775 521 932 551">Begin Date</th> <th data-bbox="932 521 1086 551">End Date</th> <th data-bbox="1086 521 1310 551">Recipient</th> <th data-bbox="1310 521 1359 551">Edit</th> </tr> </thead> <tbody> <tr> <td data-bbox="352 551 611 584">Association Dues</td> <td data-bbox="611 551 775 584">\$7.000000</td> <td data-bbox="775 551 932 584">02/01/2017</td> <td data-bbox="932 551 1086 584"></td> <td data-bbox="1086 551 1310 584">Warrant Officer Association </td> <td data-bbox="1310 551 1359 584"></td> </tr> <tr> <td data-bbox="352 584 611 636">Mutual Assistance Donation</td> <td data-bbox="611 584 775 636">\$5.000000</td> <td data-bbox="775 584 932 636">07/01/2015</td> <td data-bbox="932 584 1086 636"></td> <td data-bbox="1086 584 1310 636">Cg Mutual Assistance Campaign</td> <td data-bbox="1310 584 1359 636"></td> </tr> <tr> <td data-bbox="352 636 611 669">Tricare Dependent Dental</td> <td data-bbox="611 636 775 669">\$29.620000</td> <td data-bbox="775 636 932 669">04/01/2018</td> <td data-bbox="932 636 1086 669"></td> <td data-bbox="1086 636 1310 669">UCC</td> <td data-bbox="1310 636 1359 669"></td> </tr> <tr> <td colspan="6" data-bbox="352 680 1359 719"> Add Deduction </td> </tr> </tbody> </table>	Voluntary Deductions 						Element	Amount	Begin Date	End Date	Recipient	Edit	Association Dues	\$7.000000	02/01/2017		Warrant Officer Association 		Mutual Assistance Donation	\$5.000000	07/01/2015		Cg Mutual Assistance Campaign		Tricare Dependent Dental	\$29.620000	04/01/2018		UCC		Add Deduction					
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Changing Allotments

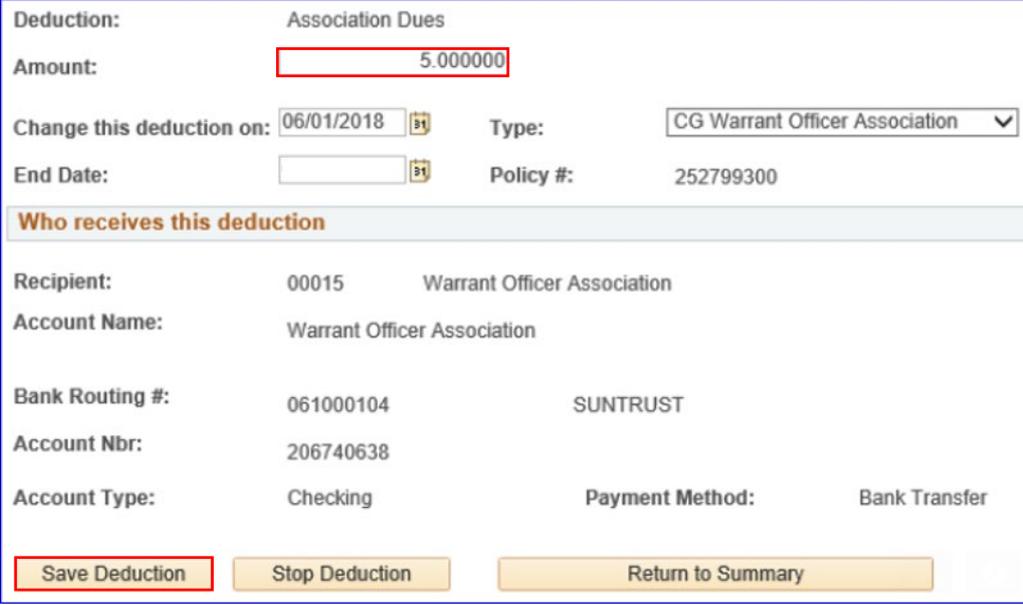
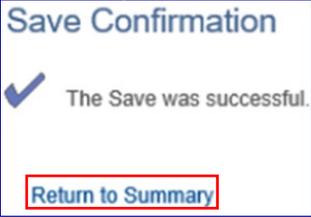
Procedures Use the following procedures to change an allotment in Direct Access.

Step	Action																								
<p>1</p>	<p>Select the Allotments option.</p>  <p>The screenshot shows a vertical navigation menu. At the top, there are two expandable sections: 'View' (expanded) and 'Tasks'. Below these are various menu items: PCS eResumes, My Airport Terminal, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments (highlighted with a red box), Direct Deposit, W-4 Tax Information USA, All Duty Report, Thrift Savings Plan, Ethnic Groups, Annual Screening Questionnaire, BAH Dep Data Verification, My Reserve Orders, My Assignments Endorsements, My Email Addresses, My Member Info, My eResume, My Panel Submissions, Mobilization Resume, and FSMS My Reserve Orders.</p>																								
<p>2</p>	<p>A listing of all current allotments in Direct Access will display. Members can only change an allotment that displays a “pencil” icon in the Edit field.</p> <p>Click the Pencil icon for the allotment to be changed.</p>  <p>The screenshot shows a table titled 'Voluntary Deductions'. The table has columns for Element, Amount, Begin Date, End Date, Recipient, and Edit. The 'Association Dues' row is highlighted with a red border, and a pencil icon is visible in the 'Edit' column for that row.</p> <table border="1" data-bbox="352 1626 1359 1850"> <thead> <tr> <th>Element</th> <th>Amount</th> <th>Begin Date</th> <th>End Date</th> <th>Recipient</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Association Dues</td> <td>\$7.000000</td> <td>02/01/2017</td> <td></td> <td>Warrant Officer Association</td> <td></td> </tr> <tr> <td>Mutual Assistance Donation</td> <td>\$5.000000</td> <td>07/01/2015</td> <td></td> <td>Cg Mutual Assistance Campaign</td> <td></td> </tr> <tr> <td>Tricare Dependent Dental</td> <td>\$29.620000</td> <td>04/01/2018</td> <td></td> <td>UCC</td> <td></td> </tr> </tbody> </table> <p>Add Deduction</p>	Element	Amount	Begin Date	End Date	Recipient	Edit	Association Dues	\$7.000000	02/01/2017		Warrant Officer Association		Mutual Assistance Donation	\$5.000000	07/01/2015		Cg Mutual Assistance Campaign		Tricare Dependent Dental	\$29.620000	04/01/2018		UCC	
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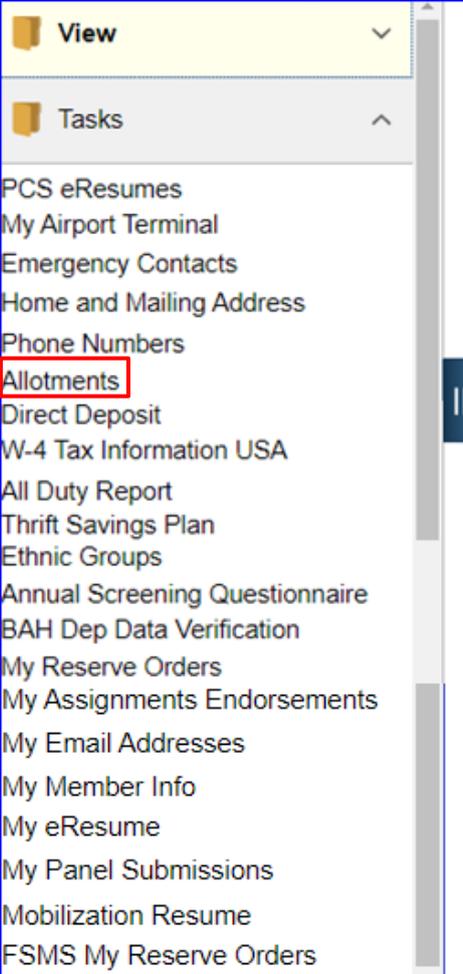
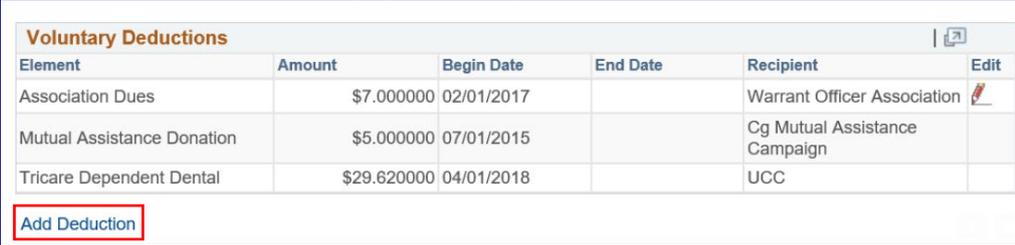
Changing Allotments, Continued

Procedures,
continued

Step	Action																								
3	<p>In the Amount field, enter the new monthly amount of the deduction in dollars and cents. Do NOT enter a dollar sign. In this example the Chief Warrant Officer Association dues will be changed from \$7.00 to \$5.00.</p> <p>When finished, click the Save Deduction button.</p> 																								
4	<p>You will receive a Save Confirmation message. Click the Return to Summary link.</p> 																								
5	<p>The Voluntary Deductions page will display with the new deduction amount.</p>  <table border="1" data-bbox="352 1648 1359 1821"> <thead> <tr> <th>Element</th> <th>Amount</th> <th>Begin Date</th> <th>End Date</th> <th>Recipient</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Mutual Assistance Donation</td> <td>\$5.000000</td> <td>07/01/2015</td> <td></td> <td>Cg Mutual Assistance Campaign</td> <td></td> </tr> <tr> <td>Tricare Dependent Dental</td> <td>\$29.620000</td> <td>04/01/2018</td> <td></td> <td>UCC</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>Association Dues</td> <td>\$5.000000</td> <td>06/01/2018</td> <td></td> <td>Warrant Officer Association</td> <td></td> </tr> </tbody> </table>	Element	Amount	Begin Date	End Date	Recipient	Edit	Mutual Assistance Donation	\$5.000000	07/01/2015		Cg Mutual Assistance Campaign		Tricare Dependent Dental	\$29.620000	04/01/2018		UCC		Association Dues	\$5.000000	06/01/2018		Warrant Officer Association	
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Starting an Allotment

Procedures Use the following procedures to start a new allotment in Direct Access

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1	<p>Select the Allotments option.</p>  <p>The screenshot shows a vertical menu with a 'View' dropdown at the top and a 'Tasks' dropdown below it. Under 'Tasks', a list of options is displayed, including 'Allotments', which is highlighted with a red rectangular box. Other options in the list include PCS eResumes, My Airport Terminal, Emergency Contacts, Home and Mailing Address, Phone Numbers, Direct Deposit, W-4 Tax Information USA, All Duty Report, Thrift Savings Plan, Ethnic Groups, Annual Screening Questionnaire, BAH Dep Data Verification, My Reserve Orders, My Assignments Endorsements, My Email Addresses, My Member Info, My eResume, My Panel Submissions, Mobilization Resume, and FSMS My Reserve Orders.</p>																								
2	<p>The Voluntary Deductions page will display. Click the Add Deduction link.</p>  <p>The screenshot shows a table titled 'Voluntary Deductions' with columns for Element, Amount, Begin Date, End Date, Recipient, and Edit. The table contains three rows of data. Below the table, there is an 'Add Deduction' link highlighted with a red rectangular box.</p> <table border="1" data-bbox="352 1503 1367 1675"> <thead> <tr> <th>Element</th> <th>Amount</th> <th>Begin Date</th> <th>End Date</th> <th>Recipient</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Association Dues</td> <td>\$7.000000</td> <td>02/01/2017</td> <td></td> <td>Warrant Officer Association</td> <td></td> </tr> <tr> <td>Mutual Assistance Donation</td> <td>\$5.000000</td> <td>07/01/2015</td> <td></td> <td>Cg Mutual Assistance Campaign</td> <td></td> </tr> <tr> <td>Tricare Dependent Dental</td> <td>\$29.620000</td> <td>04/01/2018</td> <td></td> <td>UCC</td> <td></td> </tr> </tbody> </table>	Element	Amount	Begin Date	End Date	Recipient	Edit	Association Dues	\$7.000000	02/01/2017		Warrant Officer Association		Mutual Assistance Donation	\$5.000000	07/01/2015		Cg Mutual Assistance Campaign		Tricare Dependent Dental	\$29.620000	04/01/2018		UCC	
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Starting an Allotment, Continued

Procedures,
continued

Step	Action
3	<p>A new Allotment page will display. Enter the information for the new allotment.</p> <ul style="list-style-type: none"> Deduction: Click the Deduction drop-down and select the type of allotment to start. In this example we will start a Savings Allotment. <div data-bbox="400 640 743 831" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> Association Dues Commercial Insurance Navy Mutual Aid Insurance Private Venture Housing Repay home loans, mortgages Savings Support of Dependents Treasury Direct Savings Bond </div> Amount: Enter the monthly amount of the deduction in dollars and cents. Do Not use the dollar sign. Then press the Tab key. <div data-bbox="400 938 1305 1489" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Deduction: Savings ▼</p> <p>Amount: 100.000000</p> <p>Begin Date: <input type="text" value="06/01/2018"/> <small>BT</small> Type:</p> <p>End Date: <input type="text"/> <small>BT</small> Policy #:</p> <p>Who receives this deduction</p> <p>Recipient:</p> <p>Account Name: <input type="text" value="Yosemite Sam"/></p> <p>Bank Routing #: <input type="text" value="314074269"/> USAA FEDERAL SAVINGS BANK</p> <p>Account Nbr: <input type="text" value="987654321"/></p> <p>Account Type: Savings ▼ Payment Method: Bank Transfer</p> <p> <input type="button" value="Save Deduction"/> <input type="button" value="Stop Deduction"/> <input type="button" value="Return to Summary"/> </p> </div>

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Starting an Allotment, Continued

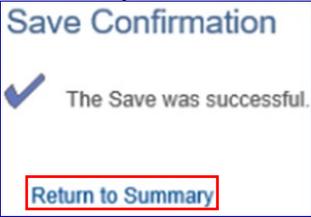
Procedures,
continued

Step	Action
<p>3 (cont.)</p>	<ul style="list-style-type: none"> <p>Begin and End Date. If starting an allotment prior to the mid-month pay cycle, you can enter the first day of the current month. Otherwise, you must enter the first day of the following month. You can leave the End Date blank for a continuing deduction.</p> <p>Account Name. Enter the name of the person on the account.</p> <p>Bank Routing #. Enter the bank routing number for the bank. After entering the routing number, press the Tab key. The name of the financial institution will display. It is VERY IMPORTANT to ensure the routing number is correct.</p> <p>Account Nbr. Enter the account number.</p> <p>Account Type. Click the Account Type drop-down and select the appropriate option.</p> <p>When finished, review the information for accuracy. Then click the Save Deduction button.</p> <div data-bbox="400 1162 1307 1713" style="border: 1px solid black; padding: 5px;"> <p>Deduction: Savings <input type="text" value="Savings"/></p> <p>Amount: <input type="text" value="100.000000"/></p> <p>Begin Date: <input type="text" value="06/01/2018"/> <input type="button" value="BT"/> Type: <input type="text"/></p> <p>End Date: <input type="text"/> <input type="button" value="BT"/> Policy #: <input type="text"/></p> <p>Who receives this deduction</p> <p>Recipient:</p> <p>Account Name: <input type="text" value="Yosemite Sam"/></p> <p>Bank Routing #: <input type="text" value="314074269"/> USAA FEDERAL SAVINGS BANK</p> <p>Account Nbr: <input type="text" value="987654321"/></p> <p>Account Type: Savings <input type="text" value="Savings"/> Payment Method: Bank Transfer</p> <p><input type="button" value="Save Deduction"/> <input type="button" value="Stop Deduction"/> <input type="button" value="Return to Summary"/></p> </div>

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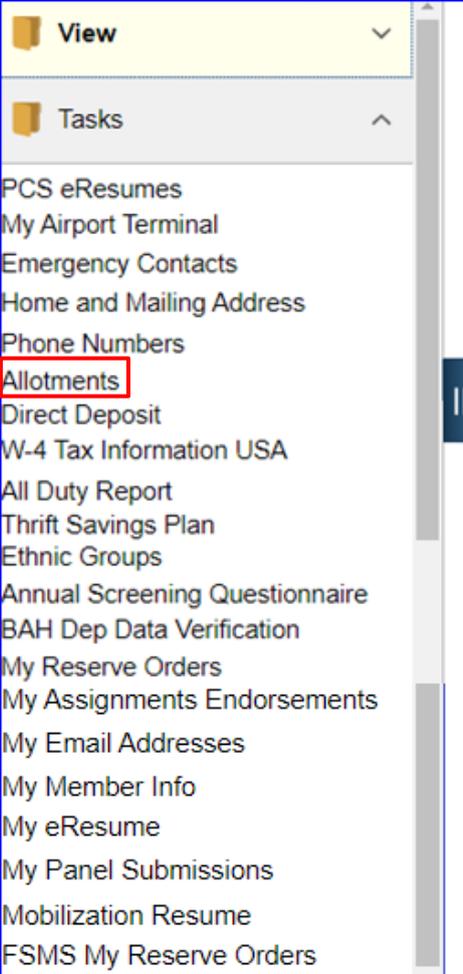
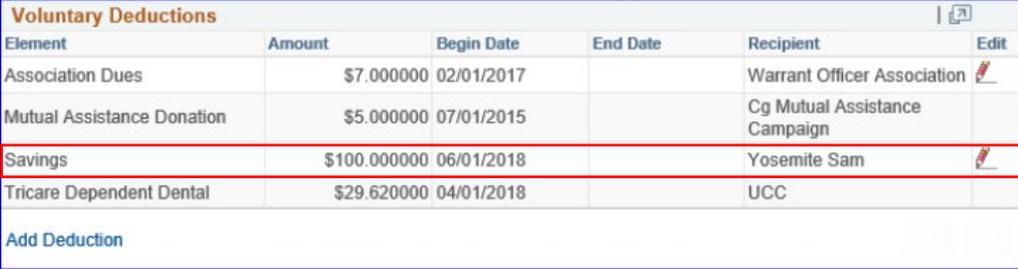
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Procedures,
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5	<p>The new allotment will be listed in the Voluntary Deductions section.</p> <table border="1" data-bbox="352 819 1370 1088"> <thead> <tr> <th colspan="6" data-bbox="352 819 1370 846">Voluntary Deductions</th> </tr> <tr> <th data-bbox="352 846 616 873">Element</th> <th data-bbox="616 846 778 873">Amount</th> <th data-bbox="778 846 938 873">Begin Date</th> <th data-bbox="938 846 1098 873">End Date</th> <th data-bbox="1098 846 1321 873">Recipient</th> <th data-bbox="1321 846 1370 873">Edit</th> </tr> </thead> <tbody> <tr> <td data-bbox="352 873 616 900">Association Dues</td> <td data-bbox="616 873 778 900">\$7.000000</td> <td data-bbox="778 873 938 900">02/01/2017</td> <td data-bbox="938 873 1098 900"></td> <td data-bbox="1098 873 1321 900">Warrant Officer Association</td> <td data-bbox="1321 873 1370 900"></td> </tr> <tr> <td data-bbox="352 900 616 927">Mutual Assistance Donation</td> <td data-bbox="616 900 778 927">\$5.000000</td> <td data-bbox="778 900 938 927">07/01/2015</td> <td data-bbox="938 900 1098 927"></td> <td data-bbox="1098 900 1321 927">Cg Mutual Assistance Campaign</td> <td data-bbox="1321 900 1370 927"></td> </tr> <tr style="border: 2px solid red;"> <td data-bbox="352 927 616 954">Savings</td> <td data-bbox="616 927 778 954">\$100.000000</td> <td data-bbox="778 927 938 954">06/01/2018</td> <td data-bbox="938 927 1098 954"></td> <td data-bbox="1098 927 1321 954">Yosemite Sam</td> <td data-bbox="1321 927 1370 954"></td> </tr> <tr> <td data-bbox="352 954 616 981">Tricare Dependent Dental</td> <td data-bbox="616 954 778 981">\$29.620000</td> <td data-bbox="778 954 938 981">04/01/2018</td> <td data-bbox="938 954 1098 981"></td> <td data-bbox="1098 954 1321 981">UCC</td> <td data-bbox="1321 954 1370 981"></td> </tr> <tr> <td colspan="6" data-bbox="352 981 1370 1088"> Add Deduction </td> </tr> </tbody> </table>	Voluntary Deductions						Element	Amount	Begin Date	End Date	Recipient	Edit	Association Dues	\$7.000000	02/01/2017		Warrant Officer Association		Mutual Assistance Donation	\$5.000000	07/01/2015		Cg Mutual Assistance Campaign		Savings	\$100.000000	06/01/2018		Yosemite Sam		Tricare Dependent Dental	\$29.620000	04/01/2018		UCC		Add Deduction					
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Stopping an Allotment

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Stopping an Allotment, Continued

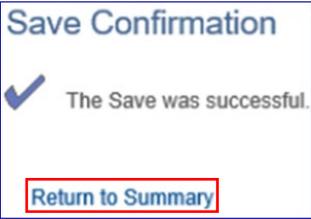
Procedures,
continued

Step	Action
3	<p>The Allotment information page will display. There are two ways to stop an allotment.</p> <ul style="list-style-type: none"> You can click the Stop Deduction button on the bottom of the screen to immediately stop an allotment. If stopping prior to the mid-month pay cycle, the allotment will stop the last day of the previous month, and the final payment would have been 1 June 2018. For example, member entered a stop deduction in Direct Access prior to the mid-month pay cycle (10 June 2018), which will stop the allotment the last day of the previous month (31 May 2018). Or, enter an End Date. To stop an allotment after a mid-month pay cycle, enter the End Date to stop the deduction. The date must be after the Change this deduction on date. You can future date the End Date for stopping the allotment for future dates, but it must always be the last day of that month. For example, the member entered a stop deduction after the mid-month pay cycle (10 June 2018) but prior to the end-month pay cycle (22 June 2018). The soonest the member can affect the stop is the end of the current month (30 June 2018). After entering the End Date, click the Save Deduction button. <div data-bbox="352 1238 1375 1859" style="border: 1px solid black; padding: 5px;"> <p>Deduction: Savings</p> <p>Amount: <input type="text" value="100.000000"/></p> <p>Change this deduction on: <input type="text" value="06/01/2018"/> <small>31</small> Type:</p> <p>End Date: <input style="border: 2px solid red;" type="text" value="06/30/2018"/> <small>31</small> Policy #:</p> <p>Who receives this deduction</p> <p>Recipient: 152487 Yosemite Sam</p> <p>Account Name: <input type="text" value="Yosemite Sam"/></p> <p>Bank Routing #: <input type="text" value="314074269"/> USAA FEDERAL SAVINGS BANK</p> <p>Account Nbr: <input type="text" value="987654321"/></p> <p>Account Type: <input type="text" value="Savings"/> <small>▼</small> Payment Method: Bank Transfer</p> <p><input style="border: 2px solid red;" type="button" value="Save Deduction"/> <input style="border: 2px solid red;" type="button" value="Stop Deduction"/> <input type="button" value="Return to Summary"/></p> </div>

Continued on next page

Stopping an Allotment, Continued

Procedures,
continued

Step	Action																																				
4	<p>If you clicked the Stop Deduction button or entered an End Date and clicked the Save Deduction button, you will receive a Save Confirmation message.</p> <p>Click the Return to Summary link.</p> 																																				
5	<p>You will return to the Voluntary Deduction page.</p> <ul style="list-style-type: none"> • If you elected to stop the deduction immediately, the allotment will no longer be listed. • If you elected to enter an End Date, the date will appear in the Voluntary Deductions.  <table border="1" data-bbox="352 1115 1375 1328"> <thead> <tr> <th colspan="6">Voluntary Deductions</th> </tr> <tr> <th>Element</th> <th>Amount</th> <th>Begin Date</th> <th>End Date</th> <th>Recipient</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Association Dues</td> <td>\$7.000000</td> <td>02/01/2017</td> <td></td> <td>Warrant Officer Association</td> <td></td> </tr> <tr> <td>Mutual Assistance Donation</td> <td>\$5.000000</td> <td>07/01/2015</td> <td></td> <td>Cg Mutual Assistance Campaign</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>Savings</td> <td>\$100.000000</td> <td>06/01/2018</td> <td>06/30/2018</td> <td>Yosemite Sam</td> <td></td> </tr> <tr> <td>Tricare Dependent Dental</td> <td>\$29.620000</td> <td>04/01/2018</td> <td></td> <td>UCC</td> <td></td> </tr> </tbody> </table>	Voluntary Deductions						Element	Amount	Begin Date	End Date	Recipient	Edit	Association Dues	\$7.000000	02/01/2017		Warrant Officer Association		Mutual Assistance Donation	\$5.000000	07/01/2015		Cg Mutual Assistance Campaign		Savings	\$100.000000	06/01/2018	06/30/2018	Yosemite Sam		Tricare Dependent Dental	\$29.620000	04/01/2018		UCC	
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