Change My Voluntary Deductions (Allotments)

Overview

Introduction

This guide provides the procedures for Retirees to view, start, change, or stop voluntary deductions (allotments) using Direct Access (DA).

For Your Information

Only the deductions listed below may be entered through DA Self Service. The number of deductions allowed for each deduction type is noted in parenthesis.

- Chief Petty Officer Association (1)
- Coast Guard Academy Alumni Association (1)
- Commercial Insurance (no limit)
- Mutual Assistance Donation (1)
- Navy Mutual Aid (1)
- PHS Commissioned Officers Association (1)
- Repay Home Loans/Mortgages (no limit)
- Savings Allotments (2)
- Support of Dependents (no limit)
- Treasury Direct Savings Bond (1)
- Warrant Officer Association (1)

Questions concerning any of your voluntary deductions should be directed to PPC (RAS) at 785-339-2200 or 1-866-772-8724.

Starting a Voluntary Deduction (Allotment)

The start date for all voluntary deductions (allotments) must always be the first of the month. If starting a voluntary deduction while the current pay calendar is open (i.e. prior to about the 20th of the month), the start date will default to the first of the current month. If starting a voluntary deduction after the current pay calendar has closed (i.e. on or after the 20th of the month), the start date must be the first of the following month.

Changing a Voluntary Deduction (Allotment)

Depending on the type of voluntary deduction will depend on the changes that may be made. Changes to account names, account type and bank account/routing numbers may not be altered for Association dues or donations. If changes are required to anything other than the amount and effective dates, the deduction will need to be stopped and a new deduction started with the correct/updated information.

If changing the End Date, it must be the last day of the month.
Stopping a Voluntary Deduction (Allotment)

The end date for all voluntary deductions (allotments) must always be the last day of the month. If stopping a voluntary deduction while the current pay calendar is open (i.e. prior to about the 20th of the month), the end date will be the last day of the current month. If stopping a voluntary deduction after the current pay calendar has closed (i.e. on or after the 20th of the month), the end date must be the last day of the following month.

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<tr>
<td>Stopping a Voluntary Deduction (Allotment)</td>
<td>19</td>
</tr>
</tbody>
</table>
Viewing My Voluntary Deductions (Allotments)

Introduction
This section provides the procedures for Retirees to view their current voluntary deductions (allotments) in Direct Access (DA).

Information
Log into DA Self Service at Direct Access Self Service.

Procedures
See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | Select Change My Voluntary Deductions.  

Note: Some Retirees may have more than one user access; in which case, you will need to select the Self Service tab to view the Self Service menu.

Welcome to Direct Access II Self Service for Retirees, Annuitants, and Former Spouses. You can use Self Service to perform the functions listed below.
- If you encounter problems, contact PPC at 1-866-772-8724.  
- 2018 1099R/1095 forms: Click the "View/Print My Year End Forms" link to access them. Here are instructions for updating your "electronic consent status".

Please note: Pay slips and 1099R forms will open in a new window. Turn off the pop-up blocker in your web browser to view pay slips and 1099R forms. In Internet Explorer, click on Tools to access the pop-up blocker options.

Step Action  
My Page Self Service Requests  
Welcome to Direct Access II Self Service for Retirees, Annuitants, and Former Spouses. You can use Self Service to perform the functions listed below.
- If you encounter problems, contact PPC at 1-866-772-8724.  
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Please note: Pay slips and 1099R forms will open in a new window. Turn off the pop-up blocker in your web browser to view pay slips and 1099R forms. In Internet Explorer, click on Tools to access the pop-up blocker options.

View My Payslip This link will take you to a list of all available payslips to view and/or download. View/Print My Year End Forms Affirmative consent to receive only an electronic copy of Year End Tax Forms.

View My 1099R This link will take you to a list of all available 1099R tax documents to view and/or download. View/Change Mailing Address View and make changes to your mailing address. PPC uses the mailing address to send communications, payrolls, and tax documents to you.

View/Change My Phone Numbers Self-service users will use this link to view, add, or update their phone numbers. Change My EFT/Direct Deposit This link will take you to view and/or change your EFT Direct Deposit.

Change My Delivery Options This link will allow you to change delivery options for communications. Change My Voluntary Deductions This link will take you to view, add, change, or stop your voluntary deductions.

View/Change My Email Address This link will take you to view and/or change your email addresses stored in the Retired Payroll system. Change My Password This link will allow you to change your password and set your Forgotten Password security question/answer.

View My Final Pay Beneficiary This link will take you to view their Final Pay Beneficiaries. Change My Federal & State Tax Review or change your VP-4 Information.

View/Print ACA Forms View/Print ACA Forms

Continued on next page
Viewing My Voluntary Deductions (Allotments), Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>The My Voluntary Deductions page will display with the current Voluntary Deductions.</td>
</tr>
</tbody>
</table>

**My Voluntary Deductions**

Wade Wilson

Your Savings, Voluntary Deductions, and Savings Bonds are listed below.

- To add a Savings, Voluntary Deduction, or Savings Bond, click the Add Deduction link.
- To edit a Savings, Voluntary Deduction, or Savings Bond click the Edit icon beside the deduction you want to edit. Only the deductions listed below are available to change through self-service. If a deduction displays without an edit graphic next to it, it cannot be changed through self-service.
- Health Deductions cannot be edited from this page. Please contact the vendor for changes to Health Deductions.
- The number of deductions permitted per deduction type is listed in parentheses:

  - Chief Petty Officer Association (1)
  - Coast Guard Academy Alumni Association (1)
  - PHS Commissioned Officers Association (1)
  - Commercial Insurance (No Limit)
  - Mutual Assistance Donation (1)
  - Navy Mutual Aid (1)
  - Repay Home Loans/Mortgages (No Limit)
  - Savings allotments (2)
  - Support of Dependents (No Limit)
  - Treasury Direct Savings Bond (1)
  - Warrant Officer Association (1)

If you have questions, contact PFC (RAS) at 1-800-772-8724.

**Voluntary Deductions**

<table>
<thead>
<tr>
<th>Element</th>
<th>Amount</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mutual Assistance Donation</td>
<td>$7,000.000</td>
<td>01/01/2004</td>
<td></td>
<td>Cg Mutual Assistance Campaign</td>
</tr>
<tr>
<td>Veterans Group Life Insurance</td>
<td>$150,000.00</td>
<td>10/01/2015</td>
<td></td>
<td>Office Of Service Group Li</td>
</tr>
</tbody>
</table>

3 To return to the Self Service menu, click the House icon in the upper right corner of the page.
Starting a Voluntary Deduction (Allotment)

**Introduction**
This section provides the procedures for Retirees to start a voluntary deduction (allotment) in Direct Access (DA).

**Information**
Log into DA Self Service at [Direct Access Self Service](#).

**Procedures**
See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select <strong>Change My Voluntary Deductions</strong>.</td>
</tr>
</tbody>
</table>

**Note:** Some Retirees may have more than one user access; in which case, you will need to select the **Self Service** tab to view the Self Service menu.

---

Welcome to Direct Access II Self Service for Retirees, Annuitants, and Former Spouses. You can use Self Service to perform the functions listed below.
- If you encounter problems, contact PFC at 1-866-772-8724.
- **2019 1099R/1099 forms:** Click the "View/Print My Year End Forms" link to access them. [Here are instructions for updating your "electronic consent status".](#)

Please note: Pay slips and 1099R forms will open in a new window. Turn off the pop-up blocker in your web browser to view pay slips and 1099R forms. In Internet Explorer, click on Tools to access the pop-up blocker options.

- View My Payslip
  - This link will take you to a list of all available pay slips to view and/or download.

- View My 1099R
  - This link will take you to a list of all available 1099R tax documents to view and/or download.

- View/Change My Phone Numbers
  - Self-service users will use this link to view, add, or update their phone numbers.

- Change My Delivery Options
  - This link will allow you to change delivery options for communications.

- View/Change My Email Address
  - This link will take you to view and/or change your email addresses stored in the Retired Payroll system.

- View My Final Pay Beneficiary
  - Self-service users will use this link to view their Final Pay Beneficiaries.

- View/Print ACA Forms
  - View/Print ACA Forms

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"Continued on next page"
Starting a Voluntary Deduction (Allotment), Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>The My Voluntary Deductions page will display with the current list of deductions. To start a new deduction (allotment), select <strong>Add Deduction</strong> located at the bottom of the page.</td>
</tr>
</tbody>
</table>

**My Voluntary Deductions**

- Wade Wilson
- Your Savings, Voluntary Deductions, and Savings Bonds are listed below.
  - To add a Savings, Voluntary Deduction, or Savings Bond, click the Add Deduction link.
  - To edit a Savings, Voluntary Deduction, or Savings Bond click the Edit icon beside the deduction you want to edit. Only the deductions listed below are available to change through self-service. If a deduction displays without an edit graphic next to it, it cannot be changed through self-service.
  - Health Deductions cannot be edited from this page. Please contact the vendor for changes to Health Deductions.
  - The number of deductions permitted per deduction type is listed in parentheses:

  - Chief Petty Officer Association (1)
  - Coast Guard Academy Alumni Association (1)
  - PHS Commissioned Officers Association (1)
  - Commercial Insurance (No Limit)
  - Mutual Assistance Donation (1)
  - Navy Mutual Aid (1)
  - Repay Home Loans/Mortgages (No Limit)
  - Savings allotments (2)
  - Support of Dependents (No Limit)
  - Treasury Direct Savings Bond (1)
  - Warrant Officer Association (1)

If you have questions, contact PPC (RAS) at 1-800-772-8724.

**Voluntary Deductions**

<table>
<thead>
<tr>
<th>Element</th>
<th>Amount</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mutual Assistance Donation</td>
<td>$7,000.0000</td>
<td>01/01/2004</td>
<td></td>
<td>Cg Mutual Assistance</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Campaign</td>
</tr>
<tr>
<td>Veterans Group Life Insurance</td>
<td>$150,000.00</td>
<td>10/01/2015</td>
<td></td>
<td>Office Of Service Group Li</td>
</tr>
</tbody>
</table>

**Add Deduction**
Starting a Voluntary Deduction (Allotment), Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>A new voluntary deduction page will display.</td>
</tr>
</tbody>
</table>

**Note:** The Begin Date will default to the first day of the current pay calendar – this may be left as is or changed to a future pay calendar.

![Image of My Voluntary Deductions form]

**My Voluntary Deductions**

- **Wade Wilson**

Enter your Voluntary Deduction information.

- Deduction information can be changed for the current payroll processing month or a future payroll processing month.
- TRICARE and dental deductions cannot be edited from this page. Please contact the vendor for changes to Health Deductions.
- Start and stop dates entered for Voluntary Deductions cannot exceed sixty days past today’s date. Your start and/or stop dates cannot exceed July 05, 2019.
- Voluntary deductions must be set up for payment by direct deposit/electronic funds transfer.

**Deduction:**

**Amount:**

**Begin Date:** 05/01/2019

**End Date:**

**Type:**

**Policy #:**

**Who receives this deduction**

**Recipient:**

**Account Name:**

**Bank Routing #:**

**Account Nbr:**

**Account Type:**

**Payment Method:**

- **Bank Transfer**

**Save Deduction**

**Stop Deduction**

**Return to Summary**

*Continued on next page*
Starting a Voluntary Deduction (Allotment), Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4</strong></td>
<td>Select the appropriate <strong>Deduction</strong> from the drop-down menu.</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>Enter the <strong>Amount</strong> to be deducted each <strong>month</strong>.</td>
</tr>
</tbody>
</table>

---

**My Voluntary Deductions**

Enter your Voluntary Deduction information.

- Deduction information can be changed for the current payroll processing month or a future payroll processing month.
- TRICARE and dental deductions cannot be edited from this page. Please contact the vendor for changes to Health Deductions.
- Start and stop dates entered for Voluntary Deductions cannot exceed sixty days past today's date. Your start and/or stop dates cannot exceed July 05, 2019.
- Voluntary deductions must be set up for payment by direct deposit / electronic funds transfer.

| Deduction: | Savings |
| Amount: | 150.00 |
| Begin Date: | 05/01/2019 |
| End Date: | |

**Who Receives this Deduction**

- Support of Dependents
- Treasury Direct Savings Bond
- USCG Academy Alumni Assoc Dues
- Warrant Officer Assoc Dues

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Continued on next page
### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Enter a <strong>Begin Date</strong> (see Note below). Enter an <strong>End Date</strong> (must be the last day of the month or may be left blank).</td>
</tr>
</tbody>
</table>

#### My Voluntary Deductions

**Wade Wilson**

Enter your Voluntary Deduction information.

- Deduction information can be changed for the current payroll processing month or a future payroll processing month.
- TRICARE and dental deductions cannot be edited from this page. Please contact the vendor for changes to Health Deductions.
- Start and stop dates entered for Voluntary Deductions cannot exceed sixty days past today’s date. Your start and/or stop dates cannot exceed July 05, 2019.
- Voluntary deductions must be set up for payment by direct deposit / electronic funds transfer.

<table>
<thead>
<tr>
<th>Deduction:</th>
<th>Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount:</td>
<td>150.00</td>
</tr>
</tbody>
</table>

**Note:** The Begin Date defaults to the first day of the current pay calendar. A future date may be entered but an older date will result in an error message. Click **OK** and enter the first day of the current or future month.

#### Message

Begin Date cannot be prior to 2019-05-01

The PeopleCode program executed an Error statement, which has produced this message.

[OK]
Starting a Voluntary Deduction (Allotment), Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Enter the <strong>Account Name</strong>.</td>
</tr>
<tr>
<td></td>
<td><strong>Who receives this deduction</strong></td>
</tr>
<tr>
<td></td>
<td>Recipient:</td>
</tr>
<tr>
<td></td>
<td>Account Name: <strong>Peter Parker</strong></td>
</tr>
<tr>
<td></td>
<td>Bank Routing #:</td>
</tr>
<tr>
<td></td>
<td>Account Nbr:</td>
</tr>
<tr>
<td></td>
<td>Account Type:</td>
</tr>
<tr>
<td></td>
<td>Payment Method: Bank Transfer</td>
</tr>
</tbody>
</table>

*Continued on next page*
Starting a Voluntary Deduction (Allotment), Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Enter the 9-digit Bank Routing number and press the Tab key. This will populate the Bank Name.</td>
</tr>
</tbody>
</table>

Note: If the Bank Routing number was entered incorrectly or if the number does not match a valid number in the database, you will receive an error message after pressing the Tab key. Click OK. Ensure you have typed the number correctly. If it is correct, contact your financial institution to verify the ability to receive Treasury payments. If the institution verifies the routing number, contact PPC (RAS) for assistance.
### Starting a Voluntary Deduction (Allotment), Continued

#### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Enter the <strong>Account Number</strong> and select the <strong>Account Type</strong> (Checking or Savings) from the drop-down menu.</td>
</tr>
</tbody>
</table>

**Who receives this deduction**

<table>
<thead>
<tr>
<th>Recipient:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account Name:</strong></td>
<td>Peter Parker</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bank Routing #:</th>
<th>314074269</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account Nbr:</strong></td>
<td>1234567890</td>
</tr>
<tr>
<td><strong>Account Type:</strong></td>
<td>Savings</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment Method:</th>
<th>Bank Transfer</th>
</tr>
</thead>
</table>

- [Save Deduction]
- [Stop Deduction]
- [Return to Summary]

| 10   | Ensure all the information entered is correct. Click **Save Deduction**. |

**My Voluntary Deductions**

*Wayne Wilson*

Enter your Voluntary Deduction information:

- Deduction information can be changed for the current payroll processing month or a future payroll processing month.
- TRICARE and dental deductions cannot be edited from this page. Please contact the vendor for changes to Health Deductions.
- Start and stop dates entered for Voluntary Deductions cannot exceed sixty days past today’s date. Your start and/or stop dates cannot exceed July 05, 2019.
- Voluntary deductions must be set up for payment by direct deposit / electronic funds transfer.

<table>
<thead>
<tr>
<th>Deduction:</th>
<th>Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount:</td>
<td>150.00000</td>
</tr>
<tr>
<td>Begin Date:</td>
<td>05/01/2019</td>
</tr>
<tr>
<td>End Date:</td>
<td></td>
</tr>
</tbody>
</table>

**Who receives this deduction**

<table>
<thead>
<tr>
<th>Recipient:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account Name:</strong></td>
<td>Peter Parker</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bank Routing #:</th>
<th>314074269</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account Nbr:</strong></td>
<td>1234567890</td>
</tr>
<tr>
<td><strong>Account Type:</strong></td>
<td>Savings</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment Method:</th>
<th>Bank Transfer</th>
</tr>
</thead>
</table>

- [Save Deduction]
- [Stop Deduction]
- [Return to Summary]

*Continued on next page*
### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>11</strong></td>
<td>A save confirmation message will display. Click <strong>Return to Summary</strong>.</td>
</tr>
</tbody>
</table>

**Save Confirmation**

- The save was successful.

**Return to Summary**

| **12** | You will be returned to the My Voluntary Deductions page. Your new voluntary deduction will be listed. |

**My Voluntary Deductions**

By Wade Wilson

Your Savings, Voluntary Deductions, and Savings Bonds are listed below.

- To add a Savings, Voluntary Deduction, or Savings Bond, click the Add Deduction link.
- To edit a Savings, Voluntary Deduction, or Savings Bond click the Edit icon beside the deduction you want to edit. Only the deductions listed below are available to change through self-service. If a deduction displays without an edit graphic next to it, it cannot be changed through self-service.
- Health Deductions cannot be edited from this page. Please contact the vendor for changes to Health Deductions.
- The number of deductions permitted per deduction type is listed in parentheses:
  - Chief Petty Officer Association (1)
  - Coast Guard Academy Alumni Association (1)
  - PHS Commissioned Officers Association (1)
  - Commercial Insurance (No Limit)
  - Mutual Assistance Donation (1)
  - Navy Mutual Aid (1)
  - Repay Home Loans/Mortgages (No Limit)
  - Savings allotments (2)
  - Support of Dependents (No Limit)
  - Treasury Direct Savings Bond (1)
  - Warrant Officer Association (1)

If you have questions, contact PPC (RAS) at 1-800-772-8724.

**Voluntary Deductions**

<table>
<thead>
<tr>
<th>Voluntary Deductions</th>
<th>Amount</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mutual Assistance Donation</td>
<td>$7,000.00</td>
<td>01/04/2004</td>
<td>01/01/2020</td>
<td>Cg Mutual Assistance Campaign</td>
</tr>
<tr>
<td>Savings</td>
<td>$150,000.00</td>
<td>05/01/2019</td>
<td>Peter Parker</td>
<td></td>
</tr>
<tr>
<td>Veterans Group Life Insurance</td>
<td>$150,000.00</td>
<td>10/01/2015</td>
<td>Office Of Service Li</td>
<td></td>
</tr>
</tbody>
</table>

Add Deduction

| **13** | To return to the Self Service menu, click the **House** icon in the upper right corner of the page. |

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7 May 2019

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# Changing a Voluntary Deduction (Allotment)

## Introduction
This section provides the procedures for Retirees to change a voluntary deduction (allotment) in Direct Access (DA).

## Information
Log into DA Self Service at [Direct Access Self Service](#).

## Procedures
See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Select Change My Voluntary Deductions.</strong></td>
</tr>
</tbody>
</table>

**Note:** Some Retirees may have more than one user access; in which case, you will need to select the **Self Service** tab to view the Self Service menu.

- **View My Paystip**
  - This link will take you to a list of all available paystips to view or download.

- **View/Print My Year End Forms**
  - Alternative copy to receive only an electronic copy of Year End Tax Forms.

- **View My 1099R**
  - This link will take you to a list of all available 1099R tax documents to view or download.

- **View/Change Mailing Address**
  - View and make changes to your mailing address. PPC uses the mailing address to send communications, payroll, and tax documents to you.

- **View/Change Phone Numbers**
  - Self-service users will use this link to view, add, or update their phone numbers.

- **Change My Delivery Options**
  - This link will allow you to change delivery options for communications.

- **Change My Password**
  - This link will allow you to change your password and set your Fergol Password security question/answer.

- **View My Final Pay Beneficiary**
  - Self-service users will use this link to view their Final Pay Beneficiaries.

- **View My Federal & State Tax**
  - Review or change your W-4 information.

- **View/Print ACA Forms**

- **View/Print ACA Forms**

Continued on next page
Changing a Voluntary Deduction (Allotment), Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>The My Voluntary Deductions page will display with the current list of deductions. Only those with a ‘pencil’ in the Edit field may be changed. Locate the deduction to be changed and click the ‘pencil’ icon.</td>
</tr>
</tbody>
</table>

### My Voluntary Deductions

Wade Wilson

Your Savings, Voluntary Deductions, and Savings Bonds are listed below.

- To add a Savings, Voluntary Deduction, or Savings Bond, click the Add Deduction link.
- To edit a Savings, Voluntary Deduction, or Savings Bond click the Edit icon beside the deduction you want to edit. Only the deductions listed below are available to change through self-service. If a deduction displays without an edit graphic next to it, it cannot be changed through self-service.
- Health Deductions cannot be edited from this page. Please contact the vendor for changes to Health Deductions.
- The number of deductions permitted per deduction type is listed in parentheses:
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  - PHS Commissioned Officers Association (1)
  - Commercial Insurance (No Limit)
  - Mutual Assistance Donation (1)
  - Navy Mutual Aid (1)
  - Repay Home Loans/Mortgages (No Limit)
  - Savings allotments (2)
  - Support of Dependents (No Limit)
  - Treasury Direct Savings Bond (1)
  - Warrant Officer Association (1)

If you have questions, contact PPC (RAS) at 1-800-772-8724.

### Voluntary Deductions

<table>
<thead>
<tr>
<th>Element</th>
<th>Amount</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mutual Assistance Donation</td>
<td>$7,000,000</td>
<td>01/01/2004</td>
<td></td>
<td>Cg Mutual Assistance Campaign</td>
</tr>
<tr>
<td>Savings</td>
<td>$150,000</td>
<td>05/01/2019</td>
<td></td>
<td>Peter Parker</td>
</tr>
<tr>
<td>Veterans Group Life Insurance</td>
<td>$150,000,000</td>
<td>10/01/2015</td>
<td></td>
<td>Office Of Service Group Li</td>
</tr>
</tbody>
</table>

Add Deduction

Continued on next page
Changing a Voluntary Deduction (Allotment), Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Details for the voluntary deduction will display.</td>
</tr>
</tbody>
</table>

**Note:** The type of voluntary deduction will depend on the changes that may be made. Changes to account names, account type and bank account/routing numbers may **NOT** be altered for Association Dues or Donations. If changes are required to anything other than the amount and begin/end dates of these types of deductions, the deduction will need to be **stopped** and a new deduction started with the correct/updated information.

![My Voluntary Deductions](image)

- Deduction information can be changed for current or future pay calendars.
- Start and stop dates entered for Voluntary Deductions cannot exceed sixty days passed today's date. Your start and/or stop dates cannot exceed July 05, 2019.
- To stop a deduction from processing for the current pay calendar, push the Stop Deduction button.
- To end a deduction during a future pay calendar, enter an End Date, then click the Save button.

- **Deduction:** Savings
- **Amount:** 150.000000
- **Change this deduction on:** 05/01/2019
- **Type:**
- **End Date:**
- **Policy #:**

**Who receives this deduction**

- **Recipient:** 182042 Wade Wilson
- **Account Name:** Peter Parker
- **Bank Routing #:** 314074269
- **USAA FEDERAL SAVINGS BANK**
- **Account Nbr:** 1234567890
- **Account Type:** Savings
- **Payment Method:** Bank Transfer

[Save Deduction] [Stop Deduction] [Return to Summary]
Changing a Voluntary Deduction (Allotment), Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Edit the fields as appropriate. In this example, a Savings deduction is being changed (all the highlighted fields may be edited). Once appropriate changes have been entered, click <strong>Save Deduction</strong>.</td>
</tr>
</tbody>
</table>

**Note:** If changing the Routing/Account numbers, the change date must be greater than or equal to the first of the current month regardless of which pay calendar it is entered.

![My Voluntary Deductions](image)

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- To end a deduction during a future pay calendar, enter an End Date, then click the Save button.

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Continued on next page
Changing a Voluntary Deduction (Allotment), Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>A save confirmation message will display. Click Return to Summary.</td>
</tr>
<tr>
<td>6</td>
<td>The My Voluntary Deductions page will display with the updated deduction information.</td>
</tr>
<tr>
<td>7</td>
<td>To return to the Self Service menu, click the House icon in the upper right corner of the page.</td>
</tr>
</tbody>
</table>

**My Voluntary Deductions**

*Wade Wilson*

Your Savings, Voluntary Deductions, and Savings Bonds are listed below.

- To add a Savings, Voluntary Deduction, or Savings Bond, click the Add Deduction link.
- To edit a Savings, Voluntary Deduction, or Savings Bond click the Edit icon beside the deduction you want to edit. Only the deductions listed below are available to change through self-service. If a deduction displays without an edit graphic next to it, it cannot be changed through self-service.
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- The number of deductions permitted per deduction type is listed in parentheses:
  - Chief Petty Officer Association (1)
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  - PHS Commissioned Officers Association (1)
  - Commercial Insurance (No Limit)
  - Mutual Assistance Donation (1)
  - Navy Mutual Aid (1)
  - Repay Home Loans/Mortgages (No Limit)
  - Savings allotments (2)
  - Support of Dependents (No Limit)
  - Treasury Direct Savings Bond (1)
  - Warrant Officer Association (1)

If you have questions, contact PPC (RAS) at 1-800-772-8724.

**Voluntary Deductions**

<table>
<thead>
<tr>
<th>Element</th>
<th>Amount</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mutual Assistance Donation</td>
<td>$7,000,000</td>
<td>01/01/2004</td>
<td></td>
<td>Cg Mutual Assistance</td>
</tr>
<tr>
<td>Savings</td>
<td>$100,000,000</td>
<td>05/01/2019</td>
<td></td>
<td>Peter Parker</td>
</tr>
<tr>
<td>Veterans Group Life Insurance</td>
<td>$150,000,000</td>
<td>10/01/2015</td>
<td></td>
<td>Office Of Service Group Li</td>
</tr>
</tbody>
</table>

Add Deduction
Stopping a Voluntary Deduction (Allotment)

Introduction
This section provides the procedures for Retirees to stop a voluntary deduction (allotment) in Direct Access (DA).

Information
Log into DA Self Service at Direct Access Self Service.

Procedures
See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | Select **Change My Voluntary Deductions**.  
**Note:** Some Retirees may have more than one user access; in which case, you will need to select the **Self Service** tab to view the Self Service menu. |

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Continued on next page
Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>The My Voluntary Deductions page will display with the current list of deductions. Only those with a ‘pencil’ in the Edit field may be stopped. Locate the deduction to be stopped and click the ‘pencil’ icon.</td>
</tr>
</tbody>
</table>

If you have questions, contact PPC (RAS) at 1-800-772-8724.

Continued on next page
Stopping a Voluntary Deduction (Allotment), Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Details for the voluntary deduction will display.</td>
</tr>
<tr>
<td></td>
<td>There are two ways to stop a deduction:</td>
</tr>
<tr>
<td></td>
<td>1) To stop the deduction immediately, click <strong>Stop Deduction</strong>.</td>
</tr>
</tbody>
</table>

![My Voluntary Deductions](image)

- **Deduction:** Savings
- **Amount:** 100 000000
- **Change this deduction on:** 05/01/2019
- **End Date:** Policy #:

**Who receives this deduction**

- **Recipient:** 182042 Wade Wilson
- **Account Name:** Peter Parker
- **Bank Routing #:** 314074269 USAA FEDERAL SAVINGS BANK
- **Account #:** 9878543210
- **Account Type:** Savings
- **Payment Method:** Bank Transfer

![Save Deduction] (image)
![Stop Deduction] (image)

| 4    | A save confirmation message will display. Click **Return to Summary**. |

Continued on next page
## Stopping a Voluntary Deduction (Allotment), Continued

**Procedures, continued**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>You will be returned to the My Voluntary Deductions page. Because the deduction was stopped before the end of the current pay calendar, the deduction has been completely removed from the list of Voluntary Deductions.</td>
</tr>
</tbody>
</table>

### My Voluntary Deductions

**Wade Wilson**

Your Savings, Voluntary Deductions, and Savings Bonds are listed below.

- To add a Savings, Voluntary Deduction, or Savings Bond, click the Add Deduction link.
- To edit a Savings, Voluntary Deduction, or Savings Bond click the Edit icon beside the deduction you want to edit. Only the deductions listed below are available to change through self-service. If a deduction displays without an edit icon next to it, it cannot be changed through self-service.
- Health Deductions cannot be edited from this page. Please contact the vendor for changes to Health Deductions.
- The number of deductions permitted per deduction type is listed in parentheses.

- Chief Petty Officer Association (1)
- Coast Guard Academy Alumni Association (1)
- PHS Commissioned Officers Association (1)
- Commercial Insurance (No Limit)
- Mutual Assistance Donation (1)
- Navy Mutual Aid (1)
- Repay Home Loans/Mortgages (No Limit)
- Savings allotments (2)
- Support of Dependents (No Limit)
- Treasury Direct Savings Bond (1)
- Warrant Officer Association (1)

If you have questions, contact PPC (RAS) at 1-800-772-8724.

### Voluntary Deductions

<table>
<thead>
<tr>
<th>Element</th>
<th>Amount</th>
<th>Begin Date</th>
<th>End Date</th>
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</tbody>
</table>

Add Deduction

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*Continued on next page*
Stopping a Voluntary Deduction (Allotment), Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>2) If the deduction isn’t to be stopped immediately, enter the <strong>End Date</strong> of the last day of the month the deduction is to be stopped. For this example, the last month monies should be deducted is June 2019, so the End Date is entered as 06/30/2019. Click <strong>Save Deduction</strong>.</td>
</tr>
</tbody>
</table>

**My Voluntary Deductions**

- Wade Wilson

Enter Voluntary Deduction information:

- Deduction information can be changed for current or future pay calendars.
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- To stop a deduction during the current pay calendar, push the Stop Deduction button.
- To end a deduction during a future pay calendar, enter an End Date, then click the Save button.

<table>
<thead>
<tr>
<th>Deduction:</th>
<th>Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount:</td>
<td>100.000000</td>
</tr>
</tbody>
</table>

Change this deduction on: 05/01/2019 Type: 
End Date: 06/30/2019 Policy #: 

**Who receives this deduction**

- Recipient: 182042 Wade Wilson
- Account Name: Peter Parker
- Bank Routing #: 314074289 USAA FEDERAL SAVINGS BANK
- Account Nbr: 9876543210
- Account Type: Savings Payment Method: Bank Transfer

- Save Deduction Stop Deduction Return to Summary

**Continued on next page**
Stopping a Voluntary Deduction (Allotment), Continued

Procedures, continued

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<th>Step</th>
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</thead>
<tbody>
<tr>
<td>5</td>
<td>A save confirmation message will display. Click Return to Summary.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Save Confirmation" /></td>
</tr>
<tr>
<td></td>
<td>The Save was successful.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Return to Summary" /></td>
</tr>
<tr>
<td>6</td>
<td>The My Voluntary Deductions page will display with the updated End Date.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="My Voluntary Deductions" /></td>
</tr>
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<td></td>
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<tr>
<td></td>
<td>- PHS Commissioned Officers Association (1)</td>
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<td></td>
<td>- Commercial Insurance (No Limit)</td>
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<tr>
<td></td>
<td>- Mutual Assistance Donation (1)</td>
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<tr>
<td></td>
<td>- Navy Mutual Aid (1)</td>
</tr>
<tr>
<td></td>
<td>- Repay Home Loans/Mortgages (No Limit)</td>
</tr>
<tr>
<td></td>
<td>- Savings allocations (2)</td>
</tr>
<tr>
<td></td>
<td>- Support of Dependents (No Limit)</td>
</tr>
<tr>
<td></td>
<td>- Treasury Direct Savings Bond (1)</td>
</tr>
<tr>
<td></td>
<td>- Warrant Officer Association (1)</td>
</tr>
<tr>
<td></td>
<td>If you have questions, contact PPC (RAS) at 1-800-772-2724.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Voluntary Deductions Table" /></td>
</tr>
<tr>
<td>7</td>
<td>To return to the Self Service menu, click the House icon in the upper right corner of the page.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="House Icon" /></td>
</tr>
</tbody>
</table>