

## Change My Voluntary Deductions (Allotments)

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### Introduction

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

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### For Your Information

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

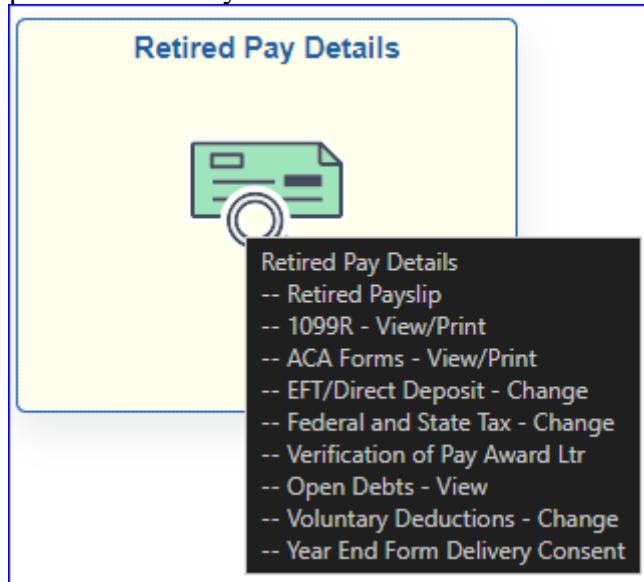
- Chief Petty Officer Association (1)
- Coast Guard Academy Alumni Association (1)
- Commercial Insurance (no limit)
- Mutual Assistance Donation (1)
- Navy Mutual Aid (1)
- PHS Commissioned Officers Association (1)
- Repay Home Loans/Mortgages (no limit)
- Savings Allotments (2)
- Support of Dependents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

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### Changes to Direct Access Homepage

You will notice a change in how Direct Access displays upon login. There is a new “hover” feature that shows what is covered under a particular tile as your mouse moves over the tile as shown below.



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## Viewing My Voluntary Deductions (Allotments), Continued

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### 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 20<sup>th</sup> 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 20<sup>th</sup> of the month), the start date must be the first of the following month.

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### Changing a Voluntary Deduction (Allotment)

- The type of voluntary deduction will determine 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.

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### 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 20<sup>th</sup> 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 20<sup>th</sup> of the month), the end date must be the last day of the following month.

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## Viewing My Voluntary Deductions (Allotments)

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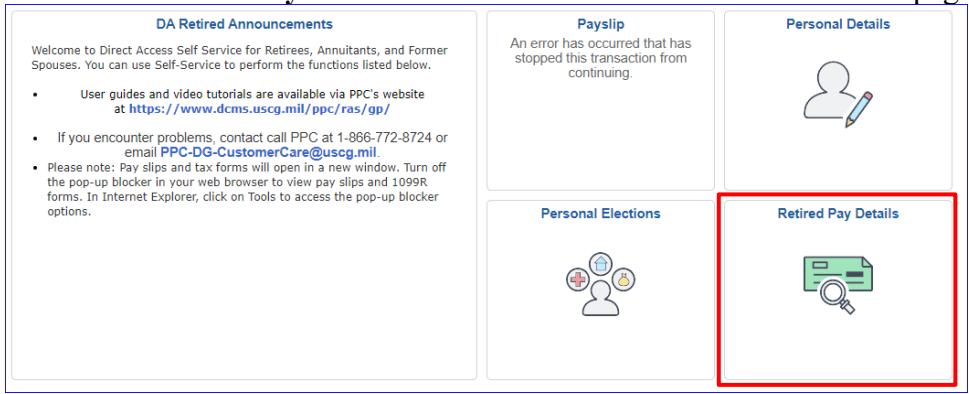
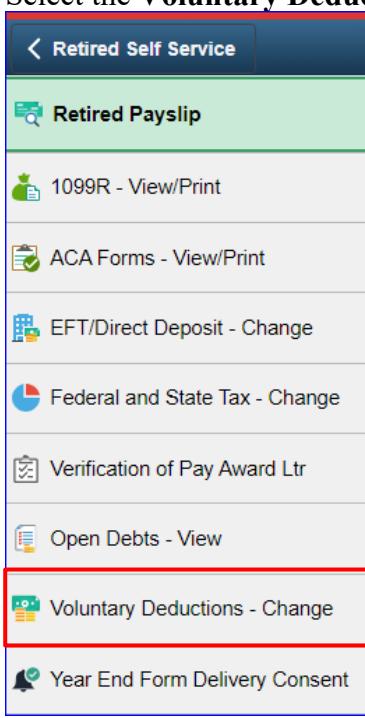
**Introduction** This section provides the procedures for viewing your current voluntary deductions (allotments) in DA.

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

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**Procedures** See below.

Step	Action
1	<p>Select the <b>Retired Pay Details</b> tile from the Retiree Self Service homepage.</p>  <p>The screenshot shows the homepage with several tiles. The 'Retired Pay Details' tile is highlighted with a red box. The tile contains a magnifying glass icon over a document and the text 'Retired Pay Details'.</p>
2	<p>Select the <b>Voluntary Deductions - Change</b> option.</p>  <p>The screenshot shows a vertical menu with several options. The 'Voluntary Deductions - Change' option is highlighted with a red box. Other options include 'Retired Payslip', '1099R - View/Print', 'ACA Forms - View/Print', 'EFT/Direct Deposit - Change', 'Federal and State Tax - Change', 'Verification of Pay Award Ltr', 'Open Debts - View', and 'Year End Form Delivery Consent'.</p>

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## Viewing My Voluntary Deductions (Allotments), Continued

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### Procedures, continued

Step	Action																														
3	<p>The My Voluntary Deductions page will display with all your <b>current</b> Voluntary Deductions.</p> <p><b>My Voluntary Deductions</b> JASON BOURNE</p> <p>Your Savings, Voluntary Deduction, and Savings Bonds are listed below.</p> <ul style="list-style-type: none"> <li>To add a Savings, Voluntary Deduction, or Savings Bond, click the Add Deduction link.</li> <li>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.</li> <li>Health Deductions cannot be edited from this page. Please contact the vendor for changes to Health Deductions.</li> <li>The number of deductions permitted per deduction type is listed in parentheses:</li> </ul> <ul style="list-style-type: none"> <li>Chief Petty Officer Association (1)</li> <li>Coast Guard Academy Alumni Association (1)</li> <li>PHS Commissioned Officers Association (1)</li> <li>Commercial Insurance (No Limit)</li> <li>Mutual Assistance Donation (1)</li> <li>Navy Mutual Aid (1)</li> <li>Repay Home Loans/Mortgages(No Limit)</li> <li>Savings allotments (2)</li> <li>Support of Dependents (No Limit)</li> <li>Treasury Direct Savings Bond (1)</li> <li>Warrant Officer Association (1)</li> </ul> <p>If you have questions, contact PPC (RAS) at 1-866-772-8724.</p> <p><b>Voluntary Deductions</b></p> <table border="1"> <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>Chief Petty Officer Assoc Dues</td> <td>\$4.000000</td> <td>11/01/2022</td> <td></td> <td>RYOT /HSXW SXMND</td> <td></td> </tr> <tr> <td>Retiree Dental</td> <td>\$97.910000</td> <td>01/01/2023</td> <td></td> <td>SFPSNN VFOP</td> <td></td> </tr> <tr> <td>Retiree Vision</td> <td>\$22.120000</td> <td>01/01/2023</td> <td></td> <td>SFPSNN VFOP</td> <td></td> </tr> <tr> <td>TRICARE PRIME</td> <td>\$29.330000</td> <td>12/01/2022</td> <td></td> <td>YDPHEC EHZ LILJPJT SQINYTDE JP</td> <td></td> </tr> </tbody> </table> <p><a href="#">Add Deduction</a></p>	Element	Amount	Begin Date	End Date	Recipient	Edit	Chief Petty Officer Assoc Dues	\$4.000000	11/01/2022		RYOT /HSXW SXMND		Retiree Dental	\$97.910000	01/01/2023		SFPSNN VFOP		Retiree Vision	\$22.120000	01/01/2023		SFPSNN VFOP		TRICARE PRIME	\$29.330000	12/01/2022		YDPHEC EHZ LILJPJT SQINYTDE JP	
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4	<p>To return to the main homepage, click the <b>Retired Self Service</b> back arrow or the <b>House</b> icon.</p> 																														

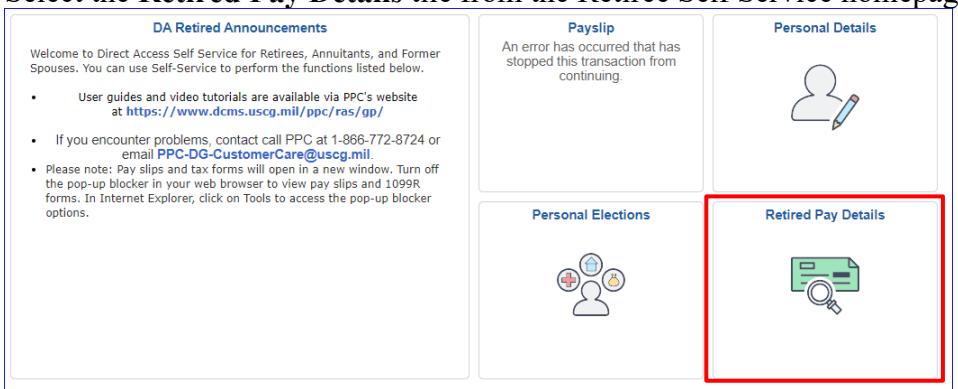
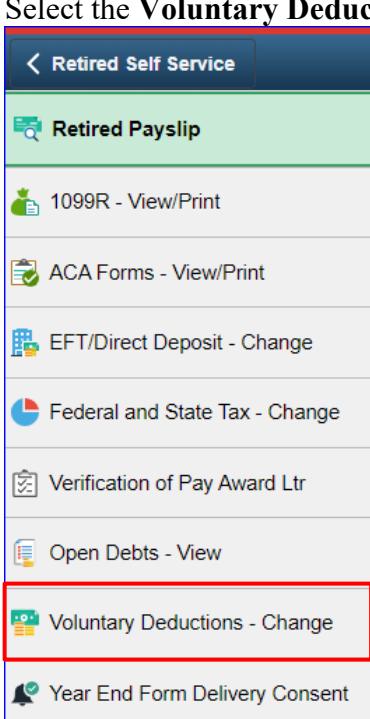
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## Starting a Voluntary Deduction (Allotment)

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

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

**Procedures** See below.

Step	Action
1	<p>Select the <b>Retired Pay Details</b> tile from the Retiree Self Service homepage.</p>  <p>The homepage features several tiles:</p> <ul style="list-style-type: none"> <li><b>DA Retired Announcements</b>: Welcome to Direct Access Self Service for Retirees, Annuitants, and Former Spouses. You can use Self-Service to perform the functions listed below.       <ul style="list-style-type: none"> <li>User guides and video tutorials are available via PPC's website at <a href="https://www.dcms.uscg.mil/ppc/ras/gp/">https://www.dcms.uscg.mil/ppc/ras/gp/</a></li> <li>If you encounter problems, contact call PPC at 1-866-772-8724 or email <a href="mailto:PPC-DG-CustomerCare@uscg.mil">PPC-DG-CustomerCare@uscg.mil</a>.</li> <li>Please note: Pay slips and tax 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.</li> </ul> </li> <li><b>Payslip</b>: An error has occurred that has stopped this transaction from continuing.</li> <li><b>Personal Details</b>: Shows a person icon with a pencil.</li> <li><b>Personal Elections</b>: Shows a person icon with a house and a lightbulb.</li> <li><b>Retired Pay Details</b>: Shows a document icon with a magnifying glass. This tile is highlighted with a red box.</li> </ul>
2	<p>Select the <b>Voluntary Deductions - Change</b> option.</p>  <p>The menu includes the following options:</p> <ul style="list-style-type: none"> <li>Retired Self Service</li> <li>Retired Payslip</li> <li>1099R - View/Print</li> <li>ACA Forms - View/Print</li> <li>EFT/Direct Deposit - Change</li> <li>Federal and State Tax - Change</li> <li>Verification of Pay Award Ltr</li> <li>Open Debts - View</li> <li><b>Voluntary Deductions - Change</b> (highlighted with a red box)</li> <li>Year End Form Delivery Consent</li> </ul>

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## Starting a Voluntary Deduction (Allotment), Continued

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### Procedures, continued

Step	Action																														
3	<p>The My Voluntary Deductions page will display with your current list of deductions. To start a new deduction (allotment), click <b>Add Deduction</b> located at the bottom of the page.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p><b>My Voluntary Deductions</b></p> <p><u>JASON BOURNE</u></p> <p>Your Savings, Voluntary Deductions, and Savings Bonds are listed below.</p> <ul style="list-style-type: none"> <li>To add a Savings, Voluntary Deduction, or Savings Bond, click the Add Deduction link.</li> <li>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.</li> <li>Health Deductions cannot be edited from this page. Please contact the vendor for changes to Health Deductions.</li> <li>The number of deductions permitted per deduction type is listed in parentheses:</li> </ul> <ul style="list-style-type: none"> <li>Chief Petty Officer Association (1)</li> <li>Coast Guard Academy Alumni Association (1)</li> <li>PHS Commissioned Officers Association (1)</li> <li>Commercial Insurance (No Limit)</li> <li>Mutual Assistance Donation (1)</li> <li>Navy Mutual Aid (1)</li> <li>Repay Home Loans/Mortgages(No Limit)</li> <li>Savings allotments (2)</li> <li>Support of Dependents (No Limit)</li> <li>Treasury Direct Savings Bond (1)</li> <li>Warrant Officer Association (1)</li> </ul> <p>If you have questions, contact PPC (RAS) at 1-866-772-8724.</p> <p><b>Voluntary Deductions</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">Element</th> <th style="text-align: left; padding: 2px;">Amount</th> <th style="text-align: left; padding: 2px;">Begin Date</th> <th style="text-align: left; padding: 2px;">End Date</th> <th style="text-align: left; padding: 2px;">Recipient</th> <th style="text-align: center; padding: 2px;">Edit</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Chief Petty Officer Assoc Dues</td> <td style="padding: 2px;">\$4.000000</td> <td style="padding: 2px;">11/01/2022</td> <td style="padding: 2px;"></td> <td style="padding: 2px;">RYOT /HSXW SXMND</td> <td style="text-align: center; padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Retiree Dental</td> <td style="padding: 2px;">\$97.910000</td> <td style="padding: 2px;">01/01/2023</td> <td style="padding: 2px;"></td> <td style="padding: 2px;">SFPSNN VFOP</td> <td style="text-align: center; padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Retiree Vision</td> <td style="padding: 2px;">\$22.120000</td> <td style="padding: 2px;">01/01/2023</td> <td style="padding: 2px;"></td> <td style="padding: 2px;">SFPSNN VFOP</td> <td style="text-align: center; padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">TRICARE PRIME</td> <td style="padding: 2px;">\$29.330000</td> <td style="padding: 2px;">12/01/2022</td> <td style="padding: 2px;"></td> <td style="padding: 2px;">YDPHEC EH2 LILJPJT SQINYTDE JP</td> <td style="text-align: center; padding: 2px;"></td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;"><a href="#" style="border: 1px solid #ccc; padding: 2px 10px;">Add Deduction</a></p> </div>	Element	Amount	Begin Date	End Date	Recipient	Edit	Chief Petty Officer Assoc Dues	\$4.000000	11/01/2022		RYOT /HSXW SXMND		Retiree Dental	\$97.910000	01/01/2023		SFPSNN VFOP		Retiree Vision	\$22.120000	01/01/2023		SFPSNN VFOP		TRICARE PRIME	\$29.330000	12/01/2022		YDPHEC EH2 LILJPJT SQINYTDE JP	
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## Starting a Voluntary Deduction (Allotment), Continued

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### Procedures, continued

Step	Action
4	<p>A new voluntary deduction page will display. Please read all the introduction information, as it has up to date information regarding this particular transaction.</p> <p><b>NOTE:</b> The <b>Begin Date</b> will default to the first day of the current pay calendar – this may be left as is or changed to a future pay calendar as required.</p> <p><b>My Voluntary Deductions</b></p> <p><b>JASON BOURNE</b></p> <p>Enter your Voluntary Deduction information.</p> <ul style="list-style-type: none"> <li>Deduction information can be changed for the current payroll processing month or a future payroll processing month.</li> <li>TRICARE and dental deductions cannot be edited from this page. Please contact the vendor for changes to Health Deductions.</li> <li>Start and stop dates entered for Voluntary Deductions cannot exceed <b>sixty</b> days past today's date. Your start and/or stop dates cannot exceed April 21, 2024.</li> <li>Voluntary deductions must be set up for payment by direct deposit / electronic funds transfer.</li> </ul> <p>Deduction: <input type="text"/></p> <p>Amount: <input type="text"/></p> <p>Begin Date: <input type="text" value="02/01/2024"/>  Type: <input type="text"/></p> <p>End Date: <input type="text"/>  Policy #: <input type="text"/></p> <p><b>Who receives this deduction</b></p> <p>Recipient: <input type="text"/></p> <p>Account Name: <input type="text"/></p> <p>Bank Routing #: <input type="text"/></p> <p>Account Nbr: <input type="text"/></p> <p>Account Type: <input type="text"/> Payment Method: <input type="text"/> Bank Transfer</p> <p><b>Buttons:</b> <input type="button" value="Save Deduction"/> <input type="button" value="Stop Deduction"/> <input type="button" value="Return to Summary"/></p>

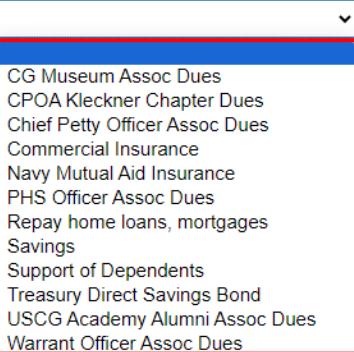
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## Starting a Voluntary Deduction (Allotment), Continued

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### Procedures, continued

Step	Action
5	<p>Select the appropriate <b>Deduction</b> from the drop-down menu.</p> <p>Deduction: </p> <p>Amount: <input type="text" value="10.00"/></p> <p>Begin Date: <input type="text" value="02/01/2024"/> </p> <p>End Date: <input type="text"/></p> <p><b>Who receives this deduction</b></p> <p>Recipient: <input type="text" value="00080 MARIE KREUTZ"/></p> <p>Account Name: <input type="text" value="MARIE KREUTZ MEMORIAL DONATION"/></p> <p>Bank Routing #: <input type="text" value="221172186"/></p> <p>Account Nbr: <input type="text" value="123456789"/></p> <p>Account Type: <input type="text" value="Checking"/> Payment Method: <input type="text" value="Bank Transfer"/></p> <p><b>Save Deduction</b> <b>Stop Deduction</b> <b>Return to Summary</b></p>
6	<p>Enter the <b>Amount</b> to be deducted each month and the <b>Begin Date</b>. Enter an <b>End Date</b> (must be the last day of the month or may be left blank).</p> <p>Deduction: </p> <p>Amount: <input type="text" value="10.00"/></p> <p>Begin Date: <input type="text" value="02/01/2024"/> </p> <p>End Date: <input type="text"/>  Policy #: <input type="text" value="308009075"/></p> <p><b>Who receives this deduction</b></p> <p>Recipient: <input type="text" value="00080 MARIE KREUTZ"/></p> <p>Account Name: <input type="text" value="MARIE KREUTZ MEMORIAL DONATION"/></p> <p>Bank Routing #: <input type="text" value="221172186"/> MANUFACTURERS &amp; TRADERS TRUST CO</p> <p>Account Nbr: <input type="text" value="123456789"/></p> <p>Account Type: <input type="text" value="Checking"/> Payment Method: <input type="text" value="Bank Transfer"/></p> <p><b>Save Deduction</b> <b>Stop Deduction</b> <b>Return to Summary</b></p>

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## Starting a Voluntary Deduction (Allotment), Continued

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### Procedures, continued

Step	Action
7	<p>The <b>Begin Date</b> cannot be back dated, nor can it be any date other than the first of the month. See the messages below.</p> <p>Click <b>OK</b> and enter the first day of the appropriate month.</p> <p><b>CG Museum</b></p> <p>07/01/2023</p> <p>Begin Date cannot be prior to 2023-08-01</p> <p>The PeopleCode program executed an Error statement, which has produced this message.</p> <p><b>OK</b></p> <p><b>CG Museum</b></p> <p>08/02/2023</p> <p>The Begin Date must start on the first of the month.</p> <p>The PeopleCode program executed an Error statement, which has produced this message.</p> <p><b>OK</b></p>
8	<p>Depending on what type of Deduction you selected, you may need to enter more <b>information</b> as shown below.</p> <p><b>My Voluntary Deductions</b></p> <p><b>EVELYN SALT</b></p> <p>Enter your Voluntary Deduction information.</p> <ul style="list-style-type: none"> <li>Deduction information can be changed for the current payroll processing month or a future payroll processing month.</li> <li>TRICARE and dental deductions cannot be edited from this page. Please contact the vendor for changes to Health Deductions.</li> <li>Start and stop dates entered for Voluntary Deductions cannot exceed <b>sixty</b> days past today's date. Your start and/or stop dates cannot exceed November 19, 2023.</li> <li>Voluntary deductions must be set up for payment by direct deposit / electronic funds transfer.</li> </ul> <p>Deduction: Support of Dependents</p> <p>Amount: 100.00</p> <p>Begin Date: 08/01/2023</p> <p>Type:</p> <p>End Date:</p> <p>Policy #:</p> <p><b>Who receives this deduction</b></p> <p>Recipient:</p> <p>Account Name:</p> <p>Bank Routing #:</p> <p>Account Nbr:</p> <p>Account Type:</p> <p>Payment Method: Bank Transfer</p> <p><b>Save Deduction</b></p> <p><b>Stop Deduction</b></p> <p><b>Return to Summary</b></p>

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## Starting a Voluntary Deduction (Allotment), Continued

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### Procedures, continued

Step	Action
9	<p>Ensure all the information entered is correct and click <b>Save Deduction</b>.</p> <p><b>My Voluntary Deductions</b></p> <p><b>EVELYN SALT</b></p> <p><b>Enter your Voluntary Deduction information.</b></p> <ul style="list-style-type: none"> <li>Deduction information can be changed for the current payroll processing month or a future payroll processing month.</li> <li>TRICARE and dental deductions cannot be edited from this page. Please contact the vendor for changes to Health Deductions.</li> <li>Start and stop dates entered for Voluntary Deductions cannot exceed <b>sixty</b> days past today's date. Your start and/or stop dates cannot exceed November 19, 2023.</li> <li>Voluntary deductions must be set up for payment by direct deposit / electronic funds transfer.</li> </ul> <p>Deduction: <input style="border: 1px solid black; padding: 2px; width: 150px; height: 20px; border-radius: 5px;" type="button" value="Support of Dependents"/></p> <p>Amount: <input style="width: 150px; height: 25px; border: 1px solid black; border-radius: 5px;" type="text" value="100.00"/></p> <p>Begin Date: <input style="width: 100px; height: 25px; border: 1px solid black; border-radius: 5px;" type="text" value="08/01/2023"/> Type: <input style="border: 1px solid black; padding: 2px; width: 150px; height: 20px; border-radius: 5px;" type="button" value="Policy #"/></p> <p>End Date: <input style="border: 1px solid black; padding: 2px; width: 150px; height: 20px; border-radius: 5px;" type="button" value="Policy #"/> Policy #:</p> <p><b>Who receives this deduction</b></p> <p>Recipient:</p> <p>Account Name: <input style="width: 400px; height: 25px; border: 1px solid black; border-radius: 5px;" type="text" value="Ted Winter"/></p> <p>Bank Routing #: <input style="width: 150px; height: 25px; border: 1px solid black; border-radius: 5px;" type="text" value="301171285"/></p> <p>Account Nbr: <input style="width: 150px; height: 25px; border: 1px solid black; border-radius: 5px;" type="text" value="123456789"/></p> <p>Account Type: <input style="border: 1px solid black; padding: 2px; width: 100px; height: 20px; border-radius: 5px;" type="button" value="Savings"/> Payment Method: <input style="border: 1px solid black; padding: 2px; width: 150px; height: 20px; border-radius: 5px;" type="button" value="Bank Transfer"/></p> <p><input style="border: 1px solid red; border-radius: 5px; padding: 5px; width: 150px; height: 30px;" type="button" value="Save Deduction"/> <input style="border: 1px solid black; border-radius: 5px; padding: 5px; width: 150px; height: 30px;" type="button" value="Stop Deduction"/> <input style="border: 1px solid black; border-radius: 5px; padding: 5px; width: 150px; height: 30px;" type="button" value="Return to Summary"/></p>

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## Starting a Voluntary Deduction (Allotment), Continued

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### Procedures, continued

Step	Action																																				
10	<p>A Save Confirmation message will display.</p>																																				
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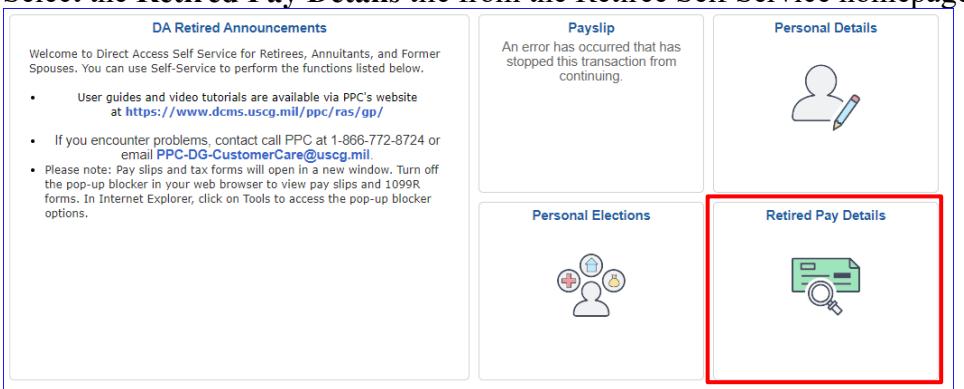
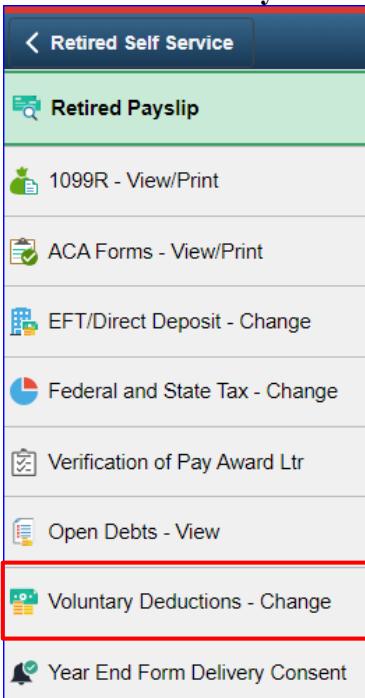
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## Changing a Voluntary Deduction (Allotment)

**Introduction** This section provides the procedures for you to change a voluntary deduction (allotment) in DA.

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

**Procedures** See below.

Step	Action
1	<p>Select the <b>Retired Pay Details</b> tile from the Retiree Self Service homepage.</p>  <p>The homepage features several tiles: DA Retired Announcements, Payslip (with an error message), Personal Details, Personal Elections, and Retired Pay Details (which is highlighted with a red box).</p>
2	<p>Select the <b>Voluntary Deductions - Change</b> option.</p>  <p>The menu includes options like Retired Payslip, 1099R - View/Print, ACA Forms - View/Print, EFT/Direct Deposit - Change, Federal and State Tax - Change, Verification of Pay Award Ltr, Open Debts - View, Voluntary Deductions - Change (which is highlighted with a red box), and Year End Form Delivery Consent.</p>

*Continued on next page*

## Changing a Voluntary Deduction (Allotment), Continued

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### Procedures, continued

Step	Action																																										
3	<p>The My Voluntary Deductions page will display with your current list of deductions. <b>Only those with a pencil icon in the Edit field may be changed.</b> Locate the deduction to be changed and click the 'pencil' icon.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p><b>My Voluntary Deductions</b></p> <p><b>JASON BOURNE</b></p> <p>Your Savings, Voluntary Deductions, and Savings Bonds are listed below.</p> <ul style="list-style-type: none"> <li>To add a Savings, Voluntary Deduction, or Savings Bond, click the Add Deduction link.</li> <li>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.</li> <li>Health Deductions cannot be edited from this page. Please contact the vendor for changes to Health Deductions.</li> <li>The number of deductions permitted per deduction type is listed in parentheses:</li> </ul> <ul style="list-style-type: none"> <li>Chief Petty Officer Association (1)</li> <li>Coast Guard Academy Alumni Association (1)</li> <li>PHS Commissioned Officers Association (1)</li> <li>Commercial Insurance (No Limit)</li> <li>Mutual Assistance Donation (1)</li> <li>Navy Mutual Aid (1)</li> <li>Repay Home Loans/Mortgages(No Limit)</li> <li>Savings allotments (2)</li> <li>Support of Dependents (No Limit)</li> <li>Treasury Direct Savings Bond (1)</li> <li>Warrant Officer Association (1)</li> </ul> <p>If you have questions, contact PPC (RAS) at 1-866-772-8724.</p> <p><b>Voluntary Deductions</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Element</th> <th style="width: 15%;">Amount</th> <th style="width: 15%;">Begin Date</th> <th style="width: 15%;">End Date</th> <th style="width: 20%;">Recipient</th> <th style="width: 10%; text-align: center;">Edit</th> </tr> </thead> <tbody> <tr> <td>CG Museum Assoc Dues</td> <td>\$10.000000</td> <td>08/01/2023</td> <td></td> <td>TKKUAUDI GZ HWHNWO OVITG</td> <td style="text-align: center;"></td> </tr> <tr> <td>Chief Petty Officer Assoc Dues</td> <td>\$4.000000</td> <td>11/01/2022</td> <td></td> <td>RYOT /HSXW SXMND</td> <td style="text-align: center;"></td> </tr> <tr> <td>Retiree Dental</td> <td>\$97.910000</td> <td>01/01/2023</td> <td></td> <td>SFPSNN VFOP</td> <td></td> </tr> <tr> <td>Retiree Vision</td> <td>\$22.120000</td> <td>01/01/2023</td> <td></td> <td>SFPSNN VFOP</td> <td></td> </tr> <tr> <td>TRICARE PRIME</td> <td>\$29.330000</td> <td>12/01/2022</td> <td></td> <td>YDPHEC EHZ LILJPJT SQINYTDE JP</td> <td></td> </tr> <tr> <td colspan="6" style="text-align: center;"><a href="#">Add Deduction</a></td> </tr> </tbody> </table> </div>	Element	Amount	Begin Date	End Date	Recipient	Edit	CG Museum Assoc Dues	\$10.000000	08/01/2023		TKKUAUDI GZ HWHNWO OVITG		Chief Petty Officer Assoc Dues	\$4.000000	11/01/2022		RYOT /HSXW SXMND		Retiree Dental	\$97.910000	01/01/2023		SFPSNN VFOP		Retiree Vision	\$22.120000	01/01/2023		SFPSNN VFOP		TRICARE PRIME	\$29.330000	12/01/2022		YDPHEC EHZ LILJPJT SQINYTDE JP		<a href="#">Add Deduction</a>					
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## Changing a Voluntary Deduction (Allotment), Continued

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### Procedures, continued

Step	Action																																		
4	<p>Details for the voluntary deduction will display.</p> <p><b>NOTE:</b> 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 <b>NOT</b> 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 <u>stopped</u> and a new deduction started with the correct/updated information.</p> <div style="border: 1px solid blue; padding: 5px;"> <p><b>My Voluntary Deductions</b></p> <p><b>JASON BOURNE</b></p> <p><b>Enter Voluntary Deduction information.</b></p> <ul style="list-style-type: none"> <li>• Deduction information can be changed for current or future pay calendars.</li> <li>• Start and stops dates entered for Voluntary Deductions cannot exceed <b>sixty</b> days passed today's date. Your start and/or stop dates cannot exceed November 24, 2023.</li> <li>• To stop a deduction from processing for the current pay calendar, push the Stop Deduction button.</li> <li>• To end a deduction during a future pay calendar, enter an End Date, then click the Save button.</li> </ul> <table> <tr> <td>Deduction:</td> <td>CG Museum Assoc Dues</td> </tr> <tr> <td>Amount:</td> <td>10.000000</td> </tr> <tr> <td>Change this deduction on:</td> <td>08/01/2023 <input type="button" value="Calendar"/></td> <td>Type:</td> <td></td> </tr> <tr> <td>End Date:</td> <td><input type="button" value="Calendar"/></td> <td>Policy #:</td> <td>308009075</td> </tr> <tr> <td colspan="4"><b>Who receives this deduction</b></td> </tr> <tr> <td>Recipient:</td> <td>00080</td> <td>HDPLDUIG FC HBZCNE MPBPZ</td> </tr> <tr> <td>Account Name:</td> <td>TKKUAUDI GZ HWHNWO OVITG</td> </tr> <tr> <td>Bank Routing #:</td> <td>221172186</td> <td>MANUFACTURERS &amp; TRADERS TRUST CO</td> </tr> <tr> <td>Account Nbr:</td> <td>123456789</td> </tr> <tr> <td>Account Type:</td> <td>Checking</td> <td>Payment Method:</td> <td>Bank Transfer</td> </tr> <tr> <td colspan="2"><input type="button" value="Save Deduction"/></td> <td><input type="button" value="Stop Deduction"/></td> <td><input type="button" value="Return to Summary"/></td> </tr> </table> </div>	Deduction:	CG Museum Assoc Dues	Amount:	10.000000	Change this deduction on:	08/01/2023 <input type="button" value="Calendar"/>	Type:		End Date:	<input type="button" value="Calendar"/>	Policy #:	308009075	<b>Who receives this deduction</b>				Recipient:	00080	HDPLDUIG FC HBZCNE MPBPZ	Account Name:	TKKUAUDI GZ HWHNWO OVITG	Bank Routing #:	221172186	MANUFACTURERS & TRADERS TRUST CO	Account Nbr:	123456789	Account Type:	Checking	Payment Method:	Bank Transfer	<input type="button" value="Save Deduction"/>		<input type="button" value="Stop Deduction"/>	<input type="button" value="Return to Summary"/>
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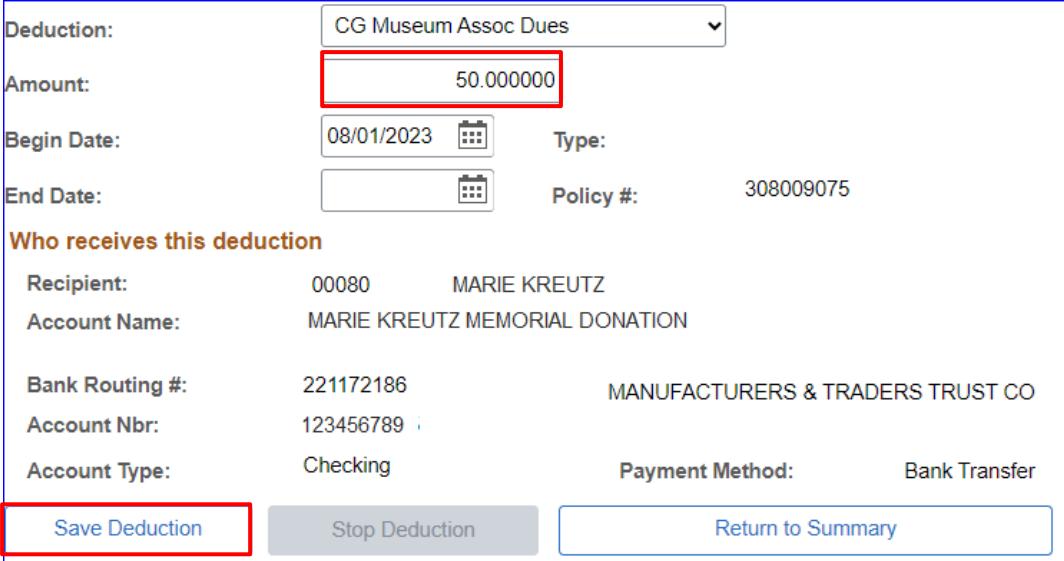
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## Changing a Voluntary Deduction (Allotment), Continued

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### Procedures, continued

Step	Action															
5	<p>Edit the fields as appropriate. In this example, a deduction Amount is being changed (only fields with test boxes may be edited). Once appropriate changes have been entered, click <b>Save Deduction</b>.</p> <p><b>NOTE:</b> 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.</p>  <p>Deduction: CG Museum Assoc Dues</p> <p>Amount: 50.000000</p> <p>Begin Date: 08/01/2023</p> <p>End Date: Policy #: 308009075</p> <p><b>Who receives this deduction</b></p> <table> <tbody> <tr> <td>Recipient:</td> <td>00080</td> <td>MARIE KREUTZ</td> </tr> <tr> <td>Account Name:</td> <td colspan="2">MARIE KREUTZ MEMORIAL DONATION</td> </tr> <tr> <td>Bank Routing #:</td> <td>221172186</td> <td>MANUFACTURERS &amp; TRADERS TRUST CO</td> </tr> <tr> <td>Account Nbr:</td> <td colspan="2">123456789</td> </tr> <tr> <td>Account Type:</td> <td>Checking</td> <td>Payment Method: Bank Transfer</td> </tr> </tbody> </table> <p><b>Save Deduction</b> <b>Stop Deduction</b> <b>Return to Summary</b></p>	Recipient:	00080	MARIE KREUTZ	Account Name:	MARIE KREUTZ MEMORIAL DONATION		Bank Routing #:	221172186	MANUFACTURERS & TRADERS TRUST CO	Account Nbr:	123456789		Account Type:	Checking	Payment Method: Bank Transfer
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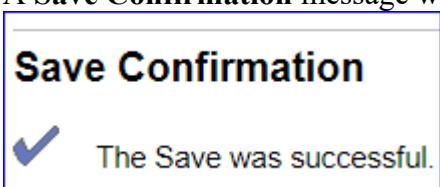
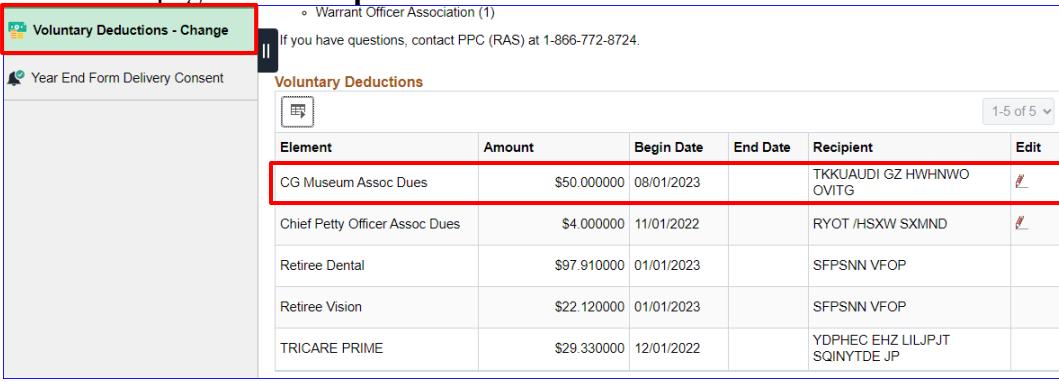
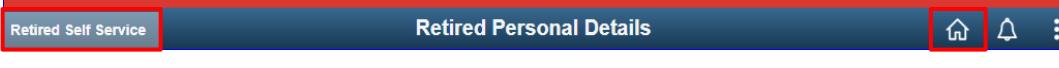
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## Changing a Voluntary Deduction (Allotment), Continued

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### Procedures, continued

Step	Action																																				
6	A Save Confirmation message will display.  <p><b>Save Confirmation</b></p> <p> The Save was successful.</p>																																				
7	Click the <b>Voluntary Deductions - Change</b> option to return to The My Voluntary Deductions page with the <b>updated deduction information</b> .  <p>The page shows a list of voluntary deductions with a red box around the "Voluntary Deductions - Change" link in the top left.</p> <table border="1"> <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>CG Museum Assoc Dues</td> <td>\$50 000000</td> <td>08/01/2023</td> <td></td> <td>TKKUAUDI GZ HWHNWO OVITG</td> <td></td> </tr> <tr> <td>Chief Petty Officer Assoc Dues</td> <td>\$4 000000</td> <td>11/01/2022</td> <td></td> <td>RYOT /HSXW SXMND</td> <td></td> </tr> <tr> <td>Retiree Dental</td> <td>\$97.910000</td> <td>01/01/2023</td> <td></td> <td>SFPSNN VFOP</td> <td></td> </tr> <tr> <td>Retiree Vision</td> <td>\$22.120000</td> <td>01/01/2023</td> <td></td> <td>SFPSNN VFOP</td> <td></td> </tr> <tr> <td>TRICARE PRIME</td> <td>\$29.330000</td> <td>12/01/2022</td> <td></td> <td>YDPHEC EHZ LILJPJT SQINYTDE JP</td> <td></td> </tr> </tbody> </table>	Element	Amount	Begin Date	End Date	Recipient	Edit	CG Museum Assoc Dues	\$50 000000	08/01/2023		TKKUAUDI GZ HWHNWO OVITG		Chief Petty Officer Assoc Dues	\$4 000000	11/01/2022		RYOT /HSXW SXMND		Retiree Dental	\$97.910000	01/01/2023		SFPSNN VFOP		Retiree Vision	\$22.120000	01/01/2023		SFPSNN VFOP		TRICARE PRIME	\$29.330000	12/01/2022		YDPHEC EHZ LILJPJT SQINYTDE JP	
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8	To return to the main homepage, click the <b>Retired Self Service</b> back arrow or the <b>House</b> icon.  <p>The page shows a navigation bar with a red box around the "Retired Self Service" link. Other links in the bar are "Retired Personal Details", "Home" (with a house icon), "Bell", and "More".</p>																																				

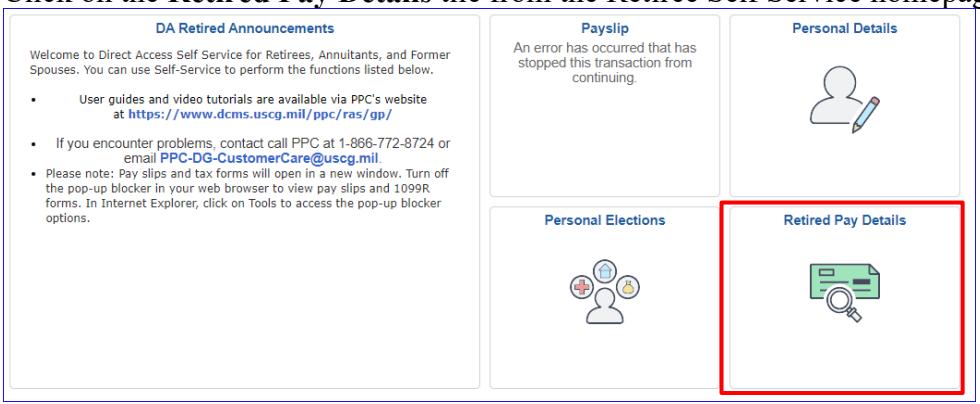
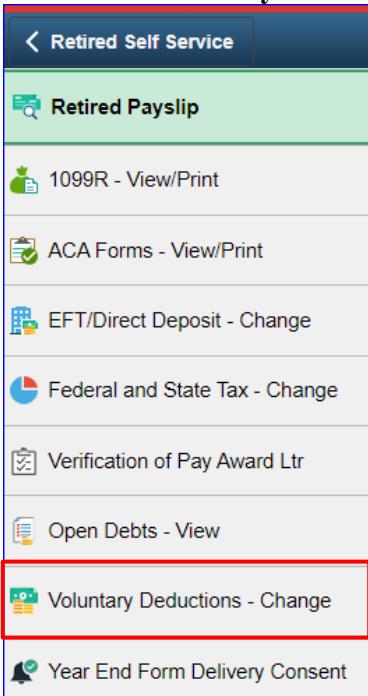
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## Stopping a Voluntary Deduction (Allotment)

**Introduction** This section provides the procedures for you to stop a voluntary deduction (allotment) in DA.

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

**Procedures** See below.

Step	Action
1	<p>Click on the <b>Retired Pay Details</b> tile from the Retiree Self Service homepage.</p>  <p>The screenshot shows the homepage with several tiles: DA Retired Announcements, Payslip (with an error message), Personal Details, Personal Elections, and Retired Pay Details (which is highlighted with a red box).</p>
2	<p>Select the <b>Voluntary Deductions - Change</b> option.</p>  <p>The screenshot shows the Retired Self Service menu with the Voluntary Deductions - Change option highlighted with a red box.</p>

*Continued on next page*

## Stopping a Voluntary Deduction (Allotment), Continued

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### Procedures, continued

Step	Action																																										
3	<p>The My Voluntary Deductions page will display with your current list of deductions. <b>Only those with a pencil icon in the Edit field may be stopped.</b> Click the appropriate <b>pencil</b> icon.</p> <p><b>My Voluntary Deductions</b></p> <p><b>JASON BOURNE</b></p> <p>Your Savings, Voluntary Deductions, and Savings Bonds are listed below.</p> <ul style="list-style-type: none"> <li>To add a Savings, Voluntary Deduction, or Savings Bond, click the Add Deduction link.</li> <li>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.</li> <li>Health Deductions cannot be edited from this page. Please contact the vendor for changes to Health Deductions.</li> <li>The number of deductions permitted per deduction type is listed in parentheses: <ul style="list-style-type: none"> <li>Chief Petty Officer Association (1)</li> <li>Coast Guard Academy Alumni Association (1)</li> <li>PHS Commissioned Officers Association (1)</li> <li>Commercial Insurance (No Limit)</li> <li>Mutual Assistance Donation (1)</li> <li>Navy Mutual Aid (1)</li> <li>Repay Home Loans/Mortgages(No Limit)</li> <li>Savings allotments (2)</li> <li>Support of Dependents (No Limit)</li> <li>Treasury Direct Savings Bond (1)</li> <li>Warrant Officer Association (1)</li> </ul> </li> </ul> <p>If you have questions, contact PPC (RAS) at 1-866-772-8724.</p> <p><b>Voluntary Deductions</b></p> <table border="1"> <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>CG Museum Assoc Dues</td> <td>\$10.000000</td> <td>08/01/2023</td> <td></td> <td>TKKUAUDI GZ HWHNWO OVITG</td> <td></td> </tr> <tr> <td>Chief Petty Officer Assoc Dues</td> <td>\$4.000000</td> <td>11/01/2022</td> <td></td> <td>RYOT /HSXW SXMND</td> <td></td> </tr> <tr> <td>Retiree Dental</td> <td>\$97.910000</td> <td>01/01/2023</td> <td></td> <td>SFPSNN VFOP</td> <td></td> </tr> <tr> <td>Retiree Vision</td> <td>\$22.120000</td> <td>01/01/2023</td> <td></td> <td>SFPSNN VFOP</td> <td></td> </tr> <tr> <td>TRICARE PRIME</td> <td>\$29.330000</td> <td>12/01/2022</td> <td></td> <td>YDPHEC EHZ LILJPJT SQINYTDE JP</td> <td></td> </tr> <tr> <td colspan="6"><a href="#">Add Deduction</a></td></tr> </tbody> </table>	Element	Amount	Begin Date	End Date	Recipient	Edit	CG Museum Assoc Dues	\$10.000000	08/01/2023		TKKUAUDI GZ HWHNWO OVITG		Chief Petty Officer Assoc Dues	\$4.000000	11/01/2022		RYOT /HSXW SXMND		Retiree Dental	\$97.910000	01/01/2023		SFPSNN VFOP		Retiree Vision	\$22.120000	01/01/2023		SFPSNN VFOP		TRICARE PRIME	\$29.330000	12/01/2022		YDPHEC EHZ LILJPJT SQINYTDE JP		<a href="#">Add Deduction</a>					
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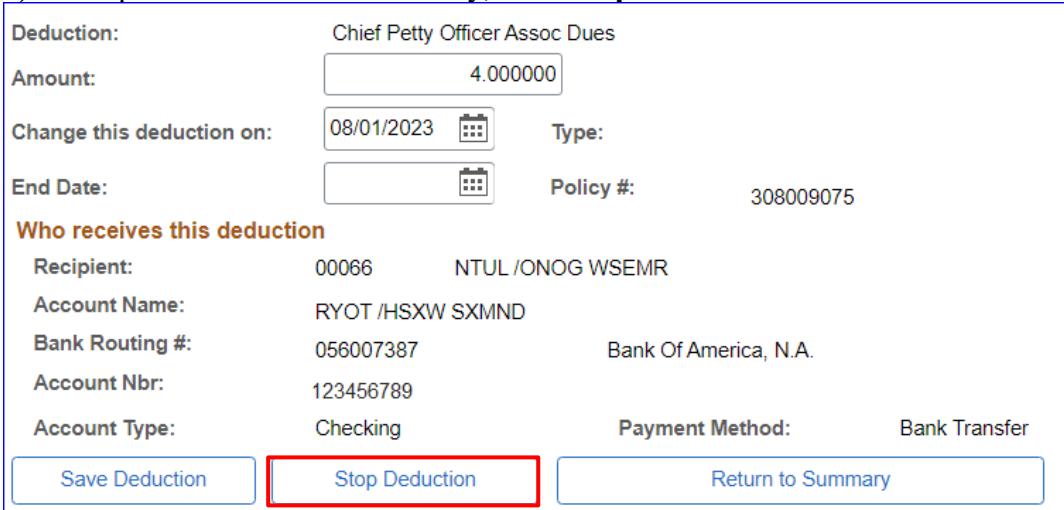
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## Stopping a Voluntary Deduction (Allotment), Continued

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### Procedures, continued

Step	Action
4	<p>Details for the voluntary deduction will display.</p> <p>There are two ways to stop a deduction:</p> <p>1) To stop the deduction immediately, click <b>Stop Deduction</b>.</p>  <p>Deduction: Chief Petty Officer Assoc Dues  Amount: 4.000000  Change this deduction on: 08/01/2023 <input type="button" value="Calendar"/> Type:  End Date: <input type="button" value="Calendar"/> Policy #: 308009075  <b>Who receives this deduction</b>  Recipient: 00066 NTUL /ONOG WSEMR  Account Name: RYOT /HSXW SXMND  Bank Routing #: 056007387 Bank Of America, N.A.  Account Nbr: 123456789  Account Type: Checking Payment Method: Bank Transfer  <input type="button" value="Save Deduction"/> <input style="border: 2px solid red;" type="button" value="Stop Deduction"/> <input type="button" value="Return to Summary"/></p>
5	<p>A confirmation message will display. Click <b>Yes</b>.</p>  <p>Are you sure you want to stop this allotment? (99999,99)  <input style="border: 2px solid red;" type="button" value="Yes"/> <input type="button" value="No"/></p>
6	<p>A <b>Save Confirmation</b> message will display.</p>  <p><b>Save Confirmation</b>  <input checked="" type="checkbox"/> The Save was successful.</p>

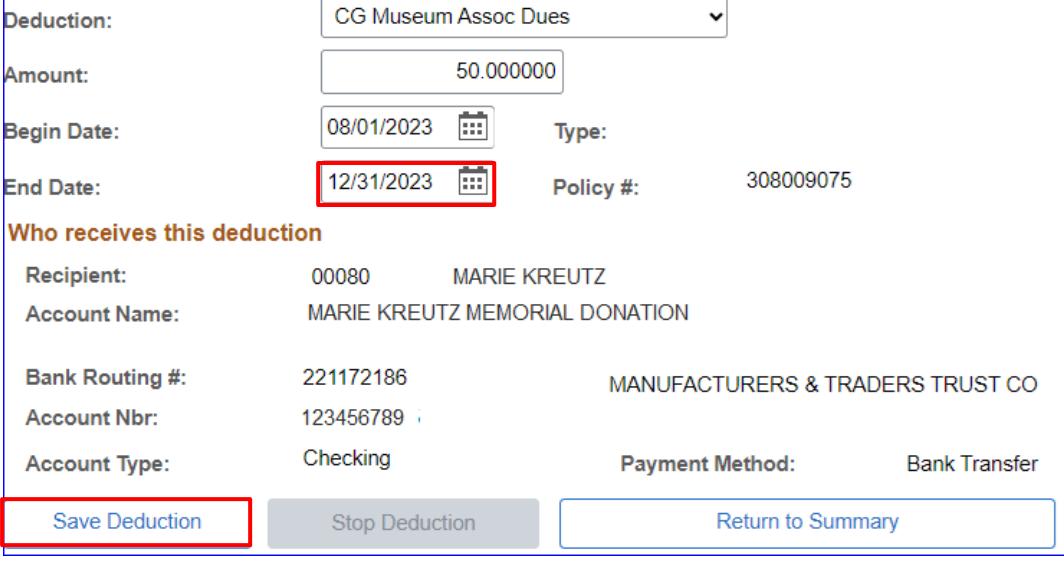
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*Continued on next page*

## Stopping a Voluntary Deduction (Allotment), Continued

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### Procedures, continued

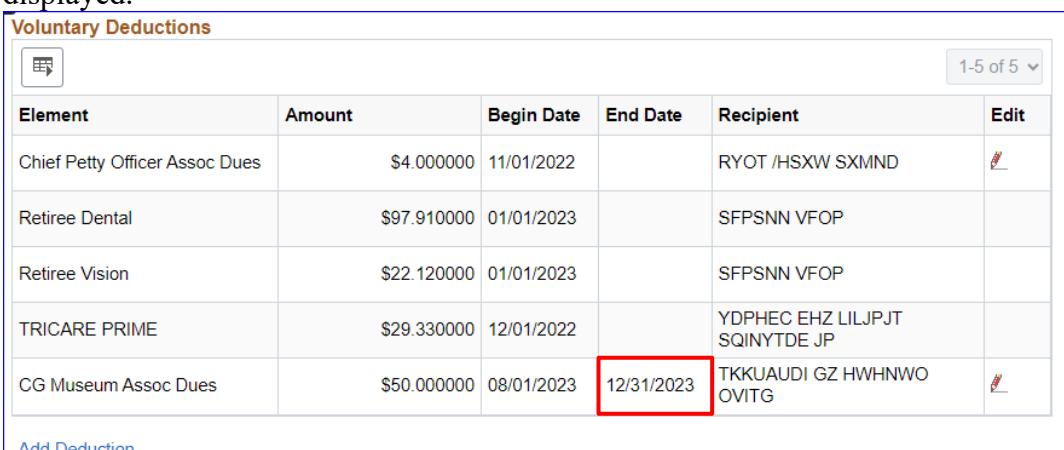
Step	Action
7	<p>Select the <b>Voluntary Deductions – Change</b> option to view the updates made. Because the deduction was stopped before the end of the current pay calendar, the deduction has been completely removed from the list of Voluntary Deductions.</p> 
8	<p>2) If the deduction isn't to be stopped immediately, enter the <b>End Date</b> of the last day of the month the deduction is to be stopped. For this example, the last month monies should be deducted is December 2023, so the <b>End Date</b> is entered as 12/31/2023. Click <b>Save Deduction</b>.</p> 

*Continued on next page*

## Stopping a Voluntary Deduction (Allotment), Continued

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### Procedures, continued

Step	Action																																				
9	<p>A <b>Save Confirmation</b> message will display.</p>  <p><b>Save Confirmation</b></p> <p> The Save was successful.</p>																																				
10	<p>The My Voluntary Deductions page will display with the updated <b>End Date</b> displayed.</p>  <p><b>Voluntary Deductions</b></p> <table border="1"> <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>Chief Petty Officer Assoc Dues</td> <td>\$4.000000</td> <td>11/01/2022</td> <td></td> <td>RYOT /HSXW SXMND</td> <td></td> </tr> <tr> <td>Retiree Dental</td> <td>\$97.910000</td> <td>01/01/2023</td> <td></td> <td>SFPSNN VFOP</td> <td></td> </tr> <tr> <td>Retiree Vision</td> <td>\$22.120000</td> <td>01/01/2023</td> <td></td> <td>SFPSNN VFOP</td> <td></td> </tr> <tr> <td>TRICARE PRIME</td> <td>\$29.330000</td> <td>12/01/2022</td> <td></td> <td>YDPHEC EHZ LILJPJT SQINYTDE JP</td> <td></td> </tr> <tr> <td>CG Museum Assoc Dues</td> <td>\$50.000000</td> <td>08/01/2023</td> <td>12/31/2023</td> <td>TKKUAUDI GZ HWHNWO OVITG</td> <td></td> </tr> </tbody> </table> <p><a href="#">Add Deduction</a></p>	Element	Amount	Begin Date	End Date	Recipient	Edit	Chief Petty Officer Assoc Dues	\$4.000000	11/01/2022		RYOT /HSXW SXMND		Retiree Dental	\$97.910000	01/01/2023		SFPSNN VFOP		Retiree Vision	\$22.120000	01/01/2023		SFPSNN VFOP		TRICARE PRIME	\$29.330000	12/01/2022		YDPHEC EHZ LILJPJT SQINYTDE JP		CG Museum Assoc Dues	\$50.000000	08/01/2023	12/31/2023	TKKUAUDI GZ HWHNWO OVITG	
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11	<p>To return to the main homepage, click the <b>Retired Self Service</b> back arrow or the <b>House</b> icon.</p>  <p><b>Retired Personal Details</b></p> <p><a href="#">Retired Self Service</a>   </p>																																				

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