View My Final Pay Beneficiary

Introduction

This guide provides the procedures for Retirees to view their final pay beneficiary in Direct Access (DA).

About Final Pay Beneficiary Designations

Under 10 USC 2771, you have the right to designate whomever you wish to receive unpaid retired pay due at the time of your death. Unpaid retired pay normally consists of your final pro-rated pay check. For example, if you die on June 16th, your final retired pay will consist of the 16 days of pay you are due for June.

The beneficiaries you currently have designated are shown on this page. If no beneficiaries are shown or the beneficiaries shown are not correct, please complete a new form CG-3600 (Designation of Beneficiary for Payment of Unpaid Retired Pay). If you do not name a beneficiary or if none of the beneficiaries you have named survive you; under law, your unpaid retired pay will be paid in the following order of precedence:

(1) Surviving spouse
(2) Children and their descendants, by representation
(3) Father and mother in equal parts or, if either is dead, the survivor
(4) Legal representative
(5) Person entitled under the law of the domicile of the deceased member

Please note that form CG-3600 is only used for final pay beneficiaries. It is NOT used for designating beneficiaries under the Survivor Benefit Plan (SBP). For information about SBP, go to PPC (RAS) webpage.

If you need to make changes to the information displayed in Direct Access, complete form CG-3600 and forward it to PPC (RAS). You may fax your form to 785-339-3770 or you may mail the form to:

Commanding Officer (RAS)
U.S. Coast Guard
Pay & Personnel Center
444 SE Quincy St
Topeka, KS  66683-3591

Information

Log into DA Self Service at Direct Access Self Service.

Continued on next page
**View My Final Pay Beneficiary**, Continued

**Procedures**  
See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td><strong>Select View My Final Pay Beneficiary.</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 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.

- **View My Payslip**  
  This link will take you to a list of all available payslips 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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View My Final Pay Beneficiary, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>The Designation of Beneficiary for Payment of Unpaid Retired Pay page will display with two tabs: Final Beneficiary and Beneficiary Information. The <strong>Final Beneficiary</strong> tab displays the beneficiary’s name, relationship, and percentage of the benefit to be paid to them. <strong>Note:</strong> If any of the listed information is incorrect, complete the form CG-3600 and forward to PPC (RAS) immediately to update the information.</td>
</tr>
</tbody>
</table>

**Designation of Beneficiary for Payment of Unpaid Retired Pay**

Under 10 USC 2771, you have the right to designate whenever you wish to receive unpaid retired pay due at the time of your death. Unpaid retired pay normally consists of your final pro-rated pay check, e.g., if you die on June 16, your final retired pay will consist of the 16 days of pay you are due for June. The beneficiaries you currently have designated are shown on this page. If no beneficiaries are shown, PPC has no current designation form on file. If the beneficiaries shown are not correct, please complete a new Form CG-3600 (Designation of Beneficiary for Payment of Unpaid Retired Pay). If you do not name a beneficiary, or if none of the beneficiaries you have named survive you, under law, your unpaid retired pay will be paid in the following order of precedence:

1. **Surviving spouse.**
2. **Children and their descendants, by representation.**
3. **Father and mother in equal parts or, if either is dead, the survivor.**
4. **Legal representative.**
5. **Person entitled under the law of the domicile of the deceased member.**

Please note that Form CG-3600 is only used for final pay beneficiaries. It is NOT used for designating beneficiaries under the Survivor Benefit Plan (SBP).

If you need to make changes to the information displayed on this page, click the following link, complete the form and mail/fax it to PPC:


<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Percent of Benefit</th>
<th>Contingent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inara Serra Reynolds</td>
<td>Spouse</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

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### View My Final Pay Beneficiary, Continued

**Procedures, continued**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| **3** | The **Beneficiary Information** tab displays the beneficiary’s birthdate, last 4 of their SSN, address, and phone number.  
**Note:** If any of the listed information is incorrect, complete the form **CG-3600** and forward to PPC (RAS) immediately to update the information. |
| **4** | To return to the Self Service menu, click the **House** icon in the upper right corner. |

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**Designation of Beneficiary for Payment of Unpaid Retired Pay**

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5. Person entitled under the law of the domicile of the deceased member.

Please note that Form CG-3600 is only used for final pay beneficiaries. It is NOT used for designating beneficiaries under the Survivor Benefit Plan (SBP).

If you need to make changes to the information displayed on this page, click the following link, complete the form and mail/fax it to PPC: [http://www.uscg.mil/forms/cg/CG_3600.pdf](http://www.uscg.mil/forms/cg/CG_3600.pdf)

<table>
<thead>
<tr>
<th>Birthdate</th>
<th>Last 4 of SSN</th>
<th>Address Line 1</th>
<th>City</th>
<th>State</th>
<th>Postal Code</th>
<th>Country</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/01/1972</td>
<td>1267</td>
<td>1234 Serenity Lane</td>
<td>Jamestown</td>
<td>AK</td>
<td>99077</td>
<td>USA</td>
<td>555/666-7777</td>
</tr>
</tbody>
</table>