

## View My Final Pay Beneficiary

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

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**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 16<sup>th</sup>, 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

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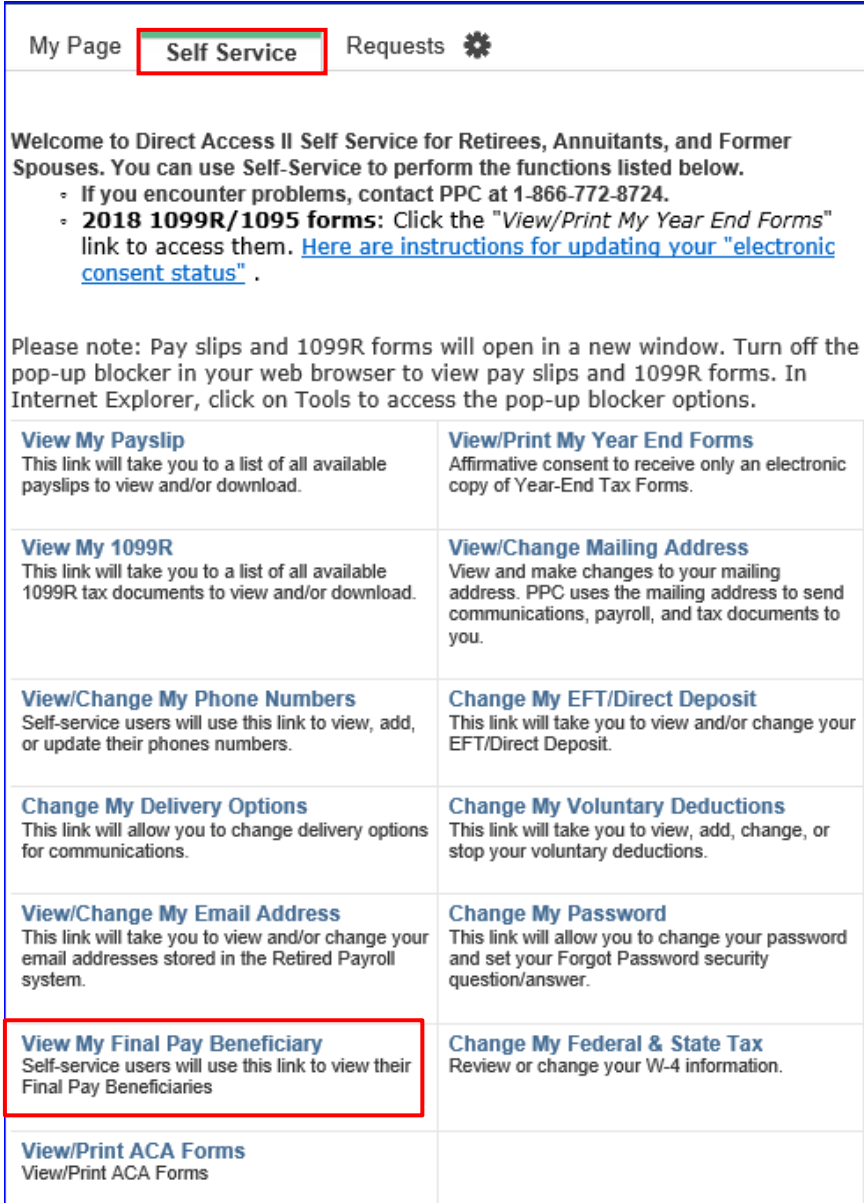
**Information** Log into DA Self Service at [Direct Access Self Service](#).

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## View My Final Pay Beneficiary, Continued

Procedures See below.

Step	Action														
1	<p>Select <b>View My Final Pay Beneficiary</b>.</p> <p><b>Note:</b> Some Retirees may have more than one user access; in which case, you will need to select the <b>Self Service</b> tab to view the Self Service menu.</p>  <p>The screenshot shows a navigation bar with 'My Page', 'Self Service' (highlighted), and 'Requests' with a gear icon. Below this is a welcome message: 'Welcome to Direct Access II Self Service for Retirees, Annuitants, and Former Spouses. You can use Self-Service to perform the functions listed below.' followed by two bullet points: 'If you encounter problems, contact PPC at 1-866-772-8724.' and '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" .'. Below this is a note: '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.' The main content area is a grid of links with descriptions:</p> <table border="1" data-bbox="327 987 1193 1771"> <tr> <td><b>View My Payslip</b> This link will take you to a list of all available payslips to view and/or download.</td> <td><b>View/Print My Year End Forms</b> Affirmative consent to receive only an electronic copy of Year-End Tax Forms.</td> </tr> <tr> <td><b>View My 1099R</b> This link will take you to a list of all available 1099R tax documents to view and/or download.</td> <td><b>View/Change Mailing Address</b> View and make changes to your mailing address. PPC uses the mailing address to send communications, payroll, and tax documents to you.</td> </tr> <tr> <td><b>View/Change My Phone Numbers</b> Self-service users will use this link to view, add, or update their phones numbers.</td> <td><b>Change My EFT/Direct Deposit</b> This link will take you to view and/or change your EFT/Direct Deposit.</td> </tr> <tr> <td><b>Change My Delivery Options</b> This link will allow you to change delivery options for communications.</td> <td><b>Change My Voluntary Deductions</b> This link will take you to view, add, change, or stop your voluntary deductions.</td> </tr> <tr> <td><b>View/Change My Email Address</b> This link will take you to view and/or change your email addresses stored in the Retired Payroll system.</td> <td><b>Change My Password</b> This link will allow you to change your password and set your Forgot Password security question/answer.</td> </tr> <tr> <td><b>View My Final Pay Beneficiary</b> Self-service users will use this link to view their Final Pay Beneficiaries</td> <td><b>Change My Federal &amp; State Tax</b> Review or change your W-4 information.</td> </tr> <tr> <td><b>View/Print ACA Forms</b> View/Print ACA Forms</td> <td></td> </tr> </table>	<b>View My Payslip</b> This link will take you to a list of all available payslips to view and/or download.	<b>View/Print My Year End Forms</b> Affirmative consent to receive only an electronic copy of Year-End Tax Forms.	<b>View My 1099R</b> This link will take you to a list of all available 1099R tax documents to view and/or download.	<b>View/Change Mailing Address</b> View and make changes to your mailing address. PPC uses the mailing address to send communications, payroll, and tax documents to you.	<b>View/Change My Phone Numbers</b> Self-service users will use this link to view, add, or update their phones numbers.	<b>Change My EFT/Direct Deposit</b> This link will take you to view and/or change your EFT/Direct Deposit.	<b>Change My Delivery Options</b> This link will allow you to change delivery options for communications.	<b>Change My Voluntary Deductions</b> This link will take you to view, add, change, or stop your voluntary deductions.	<b>View/Change My Email Address</b> This link will take you to view and/or change your email addresses stored in the Retired Payroll system.	<b>Change My Password</b> This link will allow you to change your password and set your Forgot Password security question/answer.	<b>View My Final Pay Beneficiary</b> Self-service users will use this link to view their Final Pay Beneficiaries	<b>Change My Federal &amp; State Tax</b> Review or change your W-4 information.	<b>View/Print ACA Forms</b> View/Print ACA Forms	
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## View My Final Pay Beneficiary, Continued


Procedures,  
continued

Step	Action												
2	<p>The Designation of Beneficiary for Payment of Unpaid Retired Pay page will display with two tabs: Final Beneficiary and Beneficiary Information. The <b>Final Beneficiary</b> tab displays the beneficiary's name, relationship, and percentage of the benefit to be paid to them.</p> <p><b>Note:</b> If any of the listed information is incorrect, complete the form <a href="#">CG-3600</a> and forward to PPC (RAS) immediately to update the information.</p> <div style="border: 1px solid blue; padding: 5px;"> <p><b>Designation of Beneficiary for Payment of Unpaid Retired Pay</b></p> <p>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, 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:</p> <ol style="list-style-type: none"> <li>(1) Surviving spouse.</li> <li>(2) Children and their descendants, by representation.</li> <li>(3) Father and mother in equal parts or, if either is dead, the survivor.</li> <li>(4) Legal representative.</li> <li>(5) Person entitled under the law of the domicile of the deceased member.</li> </ol> <p>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).</p> <p>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:  <a href="http://www.uscg.mil/forms/cg/CG_3600.pdf">http://www.uscg.mil/forms/cg/CG_3600.pdf</a></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: left;"> <div style="display: flex; gap: 10px;"> <div style="border: 2px solid red; padding: 2px;">Final Beneficiary</div> <div style="border: 1px solid gray; padding: 2px;">Beneficiary Information</div> <div style="border: 1px solid gray; padding: 2px;">[...]</div> </div> </td> <td colspan="2"></td> </tr> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Relationship</th> <th style="text-align: left;">Percent of Benefit</th> <th style="text-align: left;">Contingent</th> </tr> <tr> <td>Inara Serra-Reynolds</td> <td>Spouse</td> <td style="text-align: center;">100</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> </div>	<div style="display: flex; gap: 10px;"> <div style="border: 2px solid red; padding: 2px;">Final Beneficiary</div> <div style="border: 1px solid gray; padding: 2px;">Beneficiary Information</div> <div style="border: 1px solid gray; padding: 2px;">[...]</div> </div>				Name	Relationship	Percent of Benefit	Contingent	Inara Serra-Reynolds	Spouse	100	<input type="checkbox"/>
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## View My Final Pay Beneficiary, Continued

Procedures,  
continued

Step	Action																								
<p><b>3</b></p>	<p>The <b>Beneficiary Information</b> tab displays the beneficiary's birthdate, last 4 of their SSN, address, and phone number.</p> <p><b>Note:</b> If any of the listed information is incorrect, complete the form <a href="#">CG-3600</a> and forward to PPC (RAS) immediately to update the information.</p> <div style="border: 1px solid blue; padding: 5px;"> <p><b>Designation of Beneficiary for Payment of Unpaid Retired Pay</b></p> <p>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, 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:</p> <ol style="list-style-type: none"> <li>(1) Surviving spouse.</li> <li>(2) Children and their descendants, by representation.</li> <li>(3) Father and mother in equal parts or, if either is dead, the survivor.</li> <li>(4) Legal representative.</li> <li>(5) Person entitled under the law of the domicile of the deceased member.</li> </ol> <p>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).</p> <p>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:  <a href="http://www.uscg.mil/forms/cg/CG_3600.pdf">http://www.uscg.mil/forms/cg/CG_3600.pdf</a></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: left;">Final Beneficiary</td> <td style="border: 2px solid red;">Beneficiary Information</td> <td colspan="5"></td> </tr> <tr> <th style="width: 15%;">Birthdate</th> <th style="width: 10%;">Last 4 of Natl Id</th> <th style="width: 30%;">Address Line 1</th> <th style="width: 10%;">City</th> <th style="width: 5%;">State</th> <th style="width: 10%;">Postal Code</th> <th style="width: 5%;">Country</th> <th style="width: 15%;">Phone</th> </tr> <tr> <td>08/31/1972</td> <td>1267</td> <td>1234 Serenity Lane</td> <td>Jaynestown</td> <td>AK</td> <td>99577</td> <td>USA</td> <td>555/666-7777</td> </tr> </table> </div>	Final Beneficiary		Beneficiary Information						Birthdate	Last 4 of Natl Id	Address Line 1	City	State	Postal Code	Country	Phone	08/31/1972	1267	1234 Serenity Lane	Jaynestown	AK	99577	USA	555/666-7777
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<p><b>4</b></p>	<p>To return to the Self Service menu, click the <b>House</b> icon in the upper right corner.</p> <div style="border: 1px solid black; padding: 5px;">  </div>																								