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.

Contents
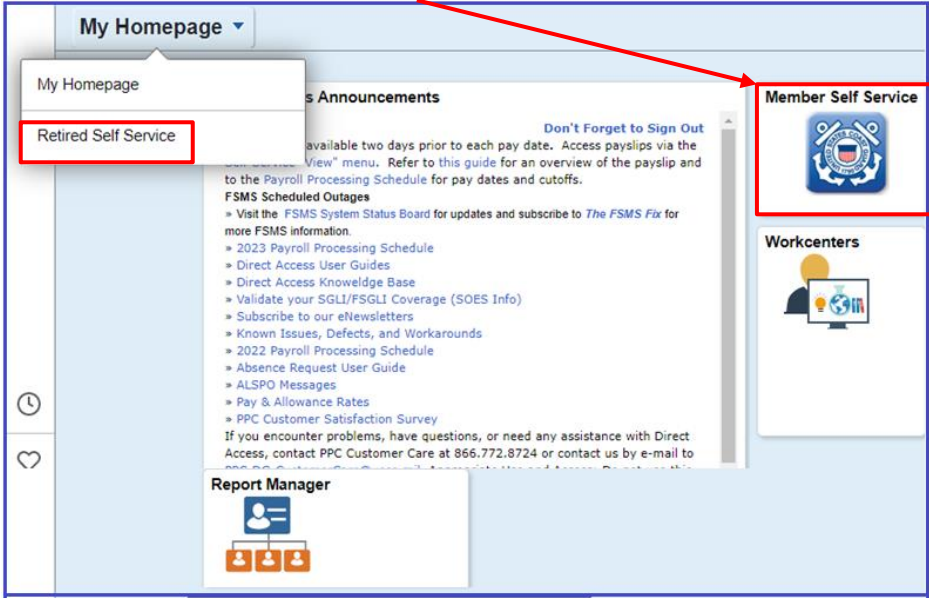
Viewing My Voluntary Deductions (Allotments)

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.

Step	Action
1	Select **Retiree Self Service** from the My Homepage drop-down. **NOTE:** Some Retirees may have more than one user access; in which case, you will need to select the **Member Self Service** tile to view the Self Service menu.

Viewing My Voluntary Deductions (Allotments), Continued

Procedures,
continued

Step	Action
1.5	Select the **Change My Voluntary Deductions** option.

Viewing My Voluntary Deductions (Allotments), Continued

Procedures,
continued

Step	Action
2	The My Voluntary Deductions page will display with the **current** Voluntary Deductions.

Step	Action
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 <u>Direct Access Self Service</u>.

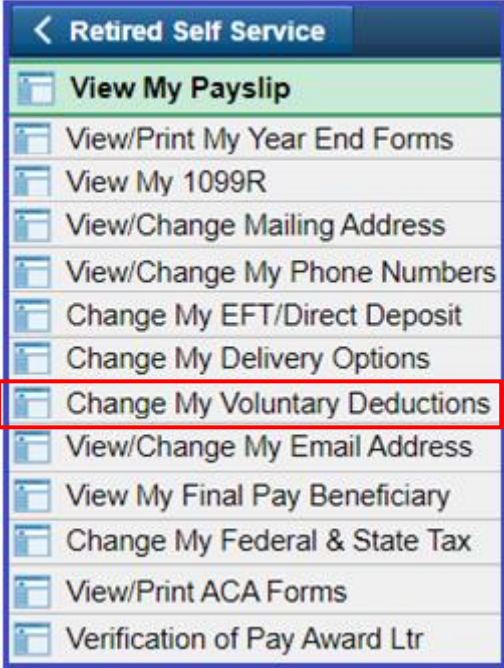|	
Procedures	See below.

Step	Action
1	Select **Retiree Self Service** from the My Homepage drop-down. **NOTE:** Some Retirees may have more than one user access; in which case, you will need to select the **Member Self Service** tile to view the Self Service menu.

Starting a Voluntary Deduction (Allotment), Continued

Procedures,
continued

Step	Action
1.5	Select the **Change My Voluntary Deductions** option. **< Retired Self Service** View My Payslip View/Print My Year End Forms View My 1099R View/Change Mailing Address View/Change My Phone Numbers Change My EFT/Direct Deposit Change My Delivery Options Change My Voluntary Deductions View/Change My Email Address View My Final Pay Beneficiary Change My Federal & State Tax View/Print ACA Forms Verification of Pay Award Ltr

Starting a Voluntary Deduction (Allotment), Continued

Procedures,
continued

Step	Action
2	The My Voluntary Deductions page will display with the current list of deductions. To start a new deduction (allotment), select **Add Deduction** located at the bottom of the page.

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

Element	Amount	Begin Date	End Date	Recipient
Mutual Assistance Donation	$7.000000	01/01/2004		Cg Mutual Assistance Campaign
Veterans Group Life Insurance	$150.000000	10/01/2015		Office Of Service Group Li

Add Deduction

Starting a Voluntary Deduction (Allotment), Continued

Procedures, continued

Step	Action
3	A new voluntary deduction page will display. **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. **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 📅 Type: End Date: [　　　] 📅 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]

Starting a Voluntary Deduction (Allotment), Continued

Procedures, continued

Step	Action
4	Select the appropriate **Deduction** from the drop-down menu. 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: CG Museum Assoc Dues CPOA Kleckner Chapter Dues Chief Petty Officer Assoc Dues Commercial Insurance Navy Mutual Aid Insurance PHS Officer Assoc Dues Repay home loans, mortgages Savings Support of Dependents Treasury Direct Savings Bond USCG Academy Alumni Assoc Dues Warrant Officer Assoc Dues Amount: Begin Date: End Date: Who receives this deduc Recipient: Account Name:
5	Enter the **Amount** to be deducted each **month**. 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: Savings Amount: 150.00 Begin Date: 05/01/2019 Type: End Date: Policy #:

Starting a Voluntary Deduction (Allotment), Continued

Procedures,
continued

Step	Action
6	Enter a **Begin Date** (see Note below). Enter an **End Date** (must be the last day of the month or may be left blank). **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: Savings Amount: 150.00 Begin Date: 05/01/2019 Type: End Date: Policy #: **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. Deduction: Savings Amount: 150.000000 Begin Date: 04/01/2019 Type: End Date: Policy #: **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

Step	Action
7	Enter the **Account Name**. **Who receives this deduction** **Recipient:** **Account Name:** Peter Parker **Bank Routing #:** **Account Nbr:** **Account Type:** **Payment Method:** Bank Transfer Save Deduction Stop Deduction Return to Summary

Starting a Voluntary Deduction (Allotment), Continued

Procedures,
continued

Step	Action
8	Enter the 9-digit **Bank Routing number** and press the Tab key. This will populate the Bank Name.

Who receives this deduction

Recipient:

Account Name: Peter Parker

Bank Routing #: 314074269 USAA FEDERAL SAVINGS BANK

Account Nbr:

Account Type: [⌄] Payment Method: Bank Transfer

Save Deduction   Stop Deduction   Return to Summary

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.

Who receives this deduction

Recipient:

Account Name: Peter Parker

Bank Routing #: 3140742698

Account Nbr:

Account Type: [⌄] Payment Method: Bank Trans

Message

Bank Routing Number does not exist.

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

OK

Starting a Voluntary Deduction (Allotment), Continued

Procedures,
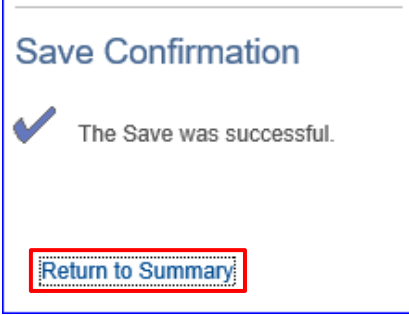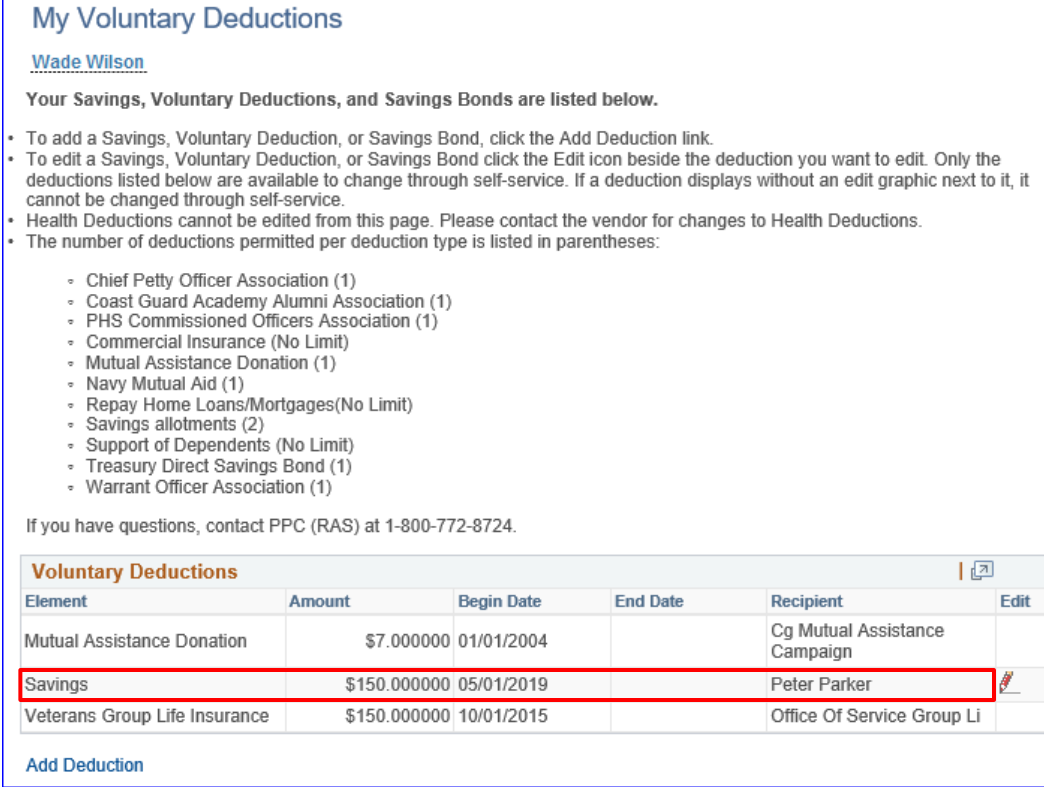continued

Step	Action
9	Enter the **Account Number** and select the **Account Type** (Checking or Savings) from the drop-down menu. **Who receives this deduction** **Recipient:** **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
10	Ensure all the information entered is correct. Click **Save Deduction**. **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:** Savings **Amount:** 150.000000 **Begin Date:** 05/01/2019 **Type:** **End Date:** **Policy #:** **Who receives this deduction** **Recipient:** **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

Starting a Voluntary Deduction (Allotment), Continued

Procedures, continued

Step	Action
11	A save confirmation message will display. Click **Return to Summary**. 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** 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** | Element	Amount	Begin Date	End Date	Recipient	Edit
---	---	---	---	---	---
Mutual Assistance Donation	$7.000000	01/01/2004		Cg Mutual Assistance Campaign	
Savings	$150.000000	05/01/2019		Peter Parker	✎
Veterans Group Life Insurance	$150.000000	10/01/2015		Office Of Service Group Li		 **Add Deduction**
13	To return to the Self Service menu, click the **House** icon in the upper right corner of the page. United States Coast Guard — U.S. Department of Homeland Security ⌂ ⚑ ⋮ ◉

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 <u>Direct Access Self Service</u>.

Procedures   See below.

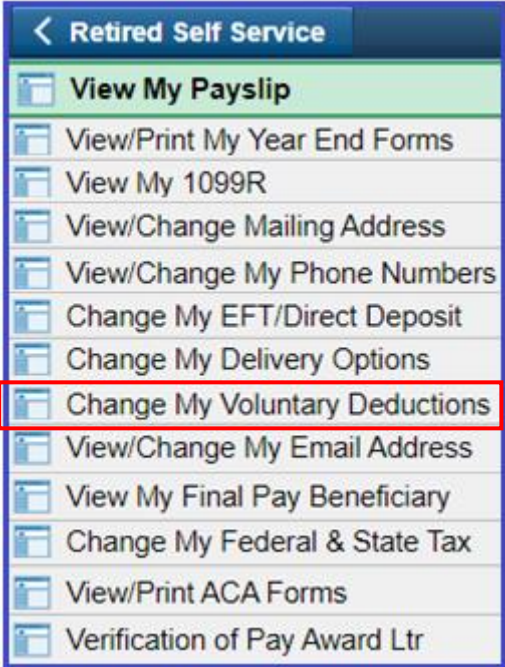| Step	Action
1	Select **Retiree Self Service** from the My Homepage drop-down. **NOTE:** Some Retirees may have more than one user access; in which case, you will need to select the **Member Self Service** tile to view the Self Service menu.

Changing a Voluntary Deduction (Allotment), Continued

Procedures,
continued

Step	Action
1.5	Select the **Change My Voluntary Deductions** option.

Changing a Voluntary Deduction (Allotment), Continued

Procedures,
continued

Step	Action
2	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.

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

Element	Amount	Begin Date	End Date	Recipient	Edit
Mutual Assistance Donation	$7.000000	01/01/2004		Cg Mutual Assistance Campaign	
Savings	$150.000000	05/01/2019		Peter Parker	✏
Veterans Group Life Insurance	$150.000000	10/01/2015		Office Of Service Group Li	

Add Deduction

Changing a Voluntary Deduction (Allotment), Continued

Procedures, continued

Step	Action
3	Details for the voluntary deduction will display. **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** **Wade Wilson** Enter Voluntary Deduction information. • Deduction information can be changed for current or future pay calendars. • Start and stops 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

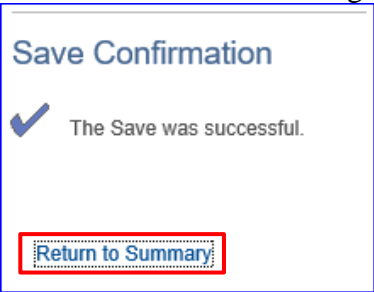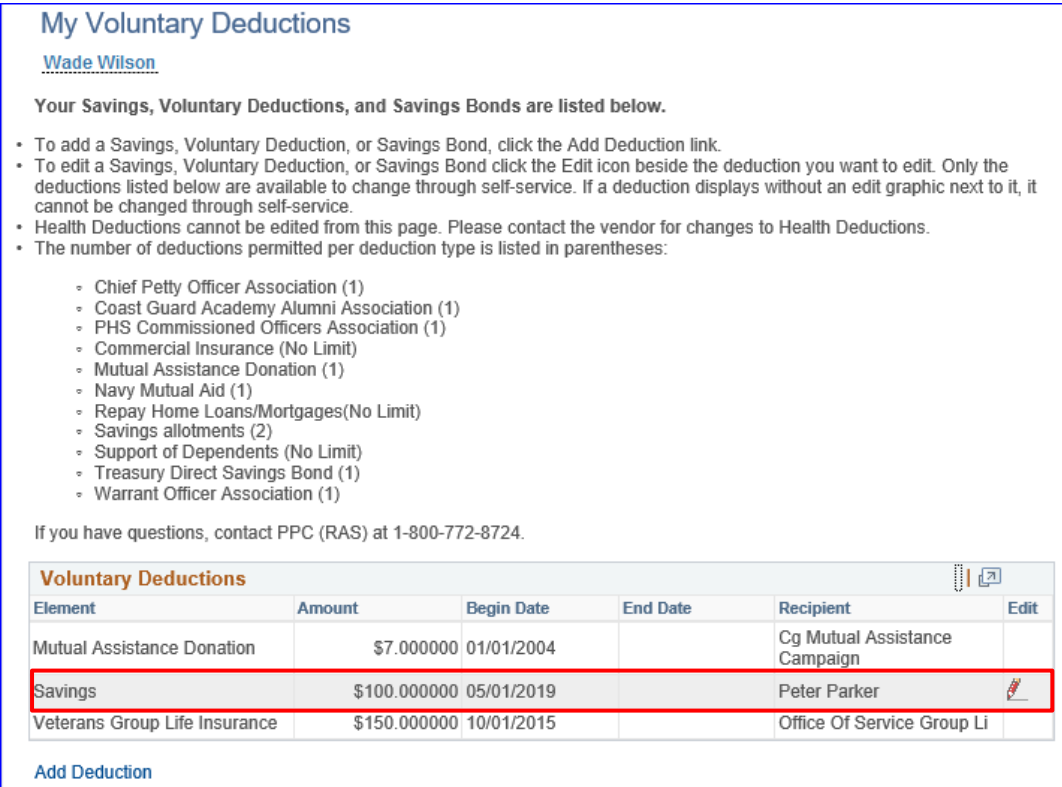| Step	Action
4	Edit the fields as appropriate. In this example, a Savings deduction is being changed (all the highlighted fields may be edited). Once appropriate changes have been entered, click **Save Deduction**. **Note:** If changing the Routing/Account numbers, the change date must be greater than or equal to the first of the current month regardless of which pay calendar it is entered. ![My Voluntary Deductions screen] **My Voluntary Deductions** Wade Wilson Enter Voluntary Deduction information. • Deduction information can be changed for current or future pay calendars. • Start and stops 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: 100.000000 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: 9876543210 Account Type: Savings Payment Method: Bank Transfer Save Deduction Stop Deduction Return to Summary

Changing a Voluntary Deduction (Allotment), Continued

Procedures,
continued

Step	Action
5	A save confirmation message will display. Click **Return to Summary**. **Save Confirmation** ✔ The Save was successful. Return to Summary
6	The My Voluntary Deductions page will display with the updated deduction information. **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><tr><th>Element</th><th>Amount</th><th>Begin Date</th><th>End Date</th><th>Recipient</th><th>Edit</th></tr><tr><td>Mutual Assistance Donation</td><td>$7.000000</td><td>01/01/2004</td><td></td><td>Cg Mutual Assistance Campaign</td><td></td></tr><tr><td>Savings</td><td>$100.000000</td><td>05/01/2019</td><td></td><td>Peter Parker</td><td>✏</td></tr><tr><td>Veterans Group Life Insurance</td><td>$150.000000</td><td>10/01/2015</td><td></td><td>Office Of Service Group Li</td><td></td></tr></table> **Add Deduction**
7	To return to the Self Service menu, click the **House** icon in the upper right corner of the page. United States Coast Guard U.S. Department of Homeland Security

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.
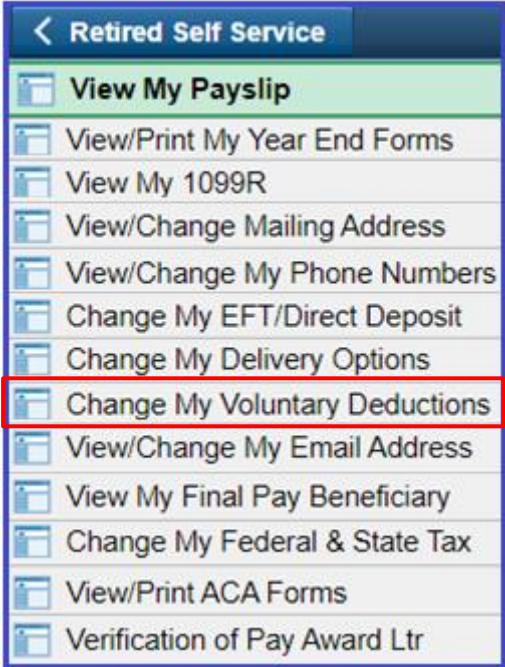
Step	Action
1	Select **Retiree Self Service** from the My Homepage drop-down. **NOTE:** Some Retirees may have more than one user access; in which case, you will need to select the **Member Self Service** tile to view the Self Service menu.

Stopping a Voluntary Deduction (Allotment), Continued

Procedures,
continued

Step	Action
1.5	Select the **Change My Voluntary Deductions** option.
	◄ Retired Self Service
	🗔 **View My Payslip**
	🗔 View/Print My Year End Forms
	🗔 View My 1099R
	🗔 View/Change Mailing Address
	🗔 View/Change My Phone Numbers
	🗔 Change My EFT/Direct Deposit
	🗔 Change My Delivery Options
	🗔 Change My Voluntary Deductions
	🗔 View/Change My Email Address
	🗔 View My Final Pay Beneficiary
	🗔 Change My Federal & State Tax
	🗔 View/Print ACA Forms
	🗔 Verification of Pay Award Ltr

Stopping a Voluntary Deduction (Allotment), Continued

Procedures,
continued

Step	Action
2	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. **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><tr><th>Element</th><th>Amount</th><th>Begin Date</th><th>End Date</th><th>Recipient</th><th>Edit</th></tr><tr><td>Mutual Assistance Donation</td><td>$7.000000</td><td>01/01/2004</td><td></td><td>Cg Mutual Assistance Campaign</td><td></td></tr><tr><td>Savings</td><td>$100.000000</td><td>05/01/2019</td><td></td><td>Peter Parker</td><td>✏️</td></tr><tr><td>Veterans Group Life Insurance</td><td>$150.000000</td><td>10/01/2015</td><td></td><td>Office Of Service Group Li</td><td></td></tr></table> **Add Deduction**

Stopping a Voluntary Deduction (Allotment), Continued

Procedures, continued

Step	Action
3	Details for the voluntary deduction will display. There are two ways to stop a deduction: **1)** To stop the deduction immediately, click **Stop Deduction**. **My Voluntary Deductions** Wade Wilson **Enter Voluntary Deduction information.** • Deduction information can be changed for current or future pay calendars. • Start and stops 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:** 100.000000 **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:** 9876543210 **Account Type:** Savings **Payment Method:** Bank Transfer Save Deduction **Stop Deduction** Return to Summary
4	A save confirmation message will display. Click **Return to Summary**. **Save Confirmation** ✔ The Save was successful. Return to Summary

Stopping a Voluntary Deduction (Allotment), Continued

Procedures,
continued

Step	Action
5	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.

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

Element	Amount	Begin Date	End Date	Recipient
Mutual Assistance Donation	$7.000000	01/01/2004		Cg Mutual Assistance Campaign
Veterans Group Life Insurance	$150.000000	10/01/2015		Office Of Service Group Li

Add Deduction

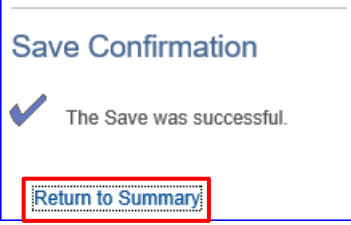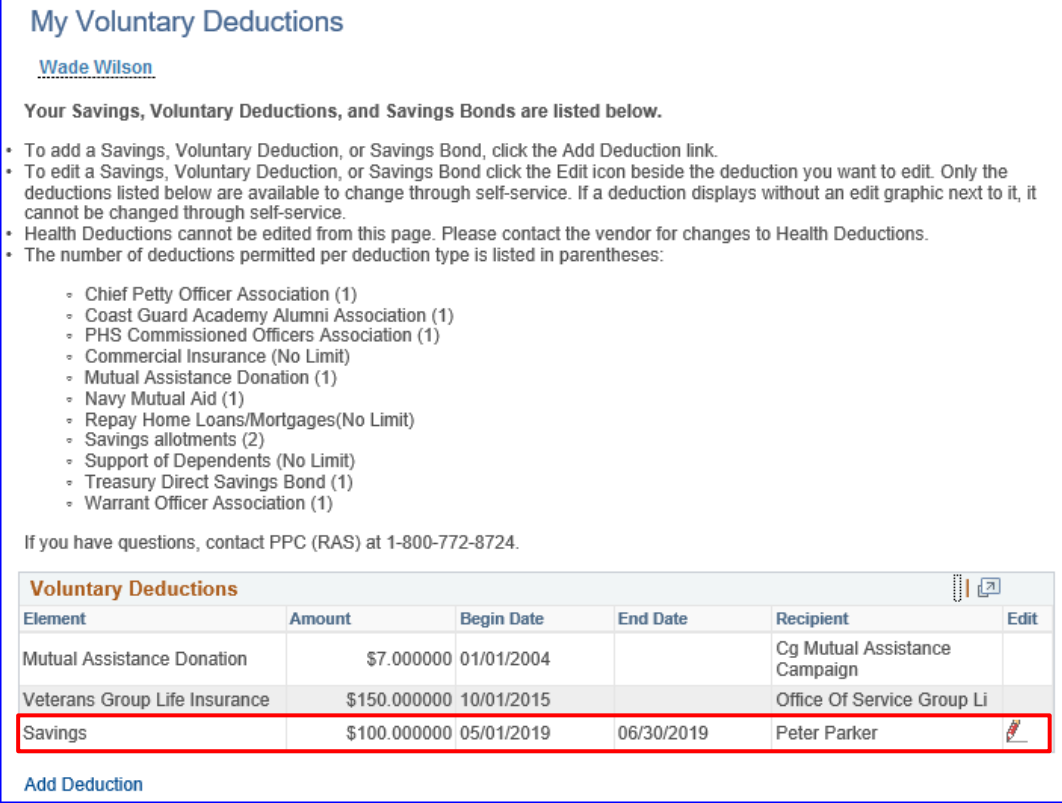# Stopping a Voluntary Deduction (Allotment), Continued

Procedures, continued

Step	Action
6	**2)** If the deduction isn't to be stopped immediately, enter the **End Date** 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 **Save Deduction**. My Voluntary Deductions Wade Wilson Enter Voluntary Deduction information. • Deduction information can be changed for current or future pay calendars. • Start and stops 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: 100.000000 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 #: 314074269 USAA FEDERAL SAVINGS BANK Account Nbr: 9876543210 Account Type: Savings Payment Method: Bank Transfer Save Deduction Stop Deduction Return to Summary

Stopping a Voluntary Deduction (Allotment), Continued

Procedures, continued

Step	Action
5	A save confirmation message will display. Click **Return to Summary**. Save Confirmation ✔ The Save was successful. Return to Summary
6	The My Voluntary Deductions page will display with the updated **End Date**. 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** | Element	Amount	Begin Date	End Date	Recipient	Edit
---	---	---	---	---	---
Mutual Assistance Donation	$7.000000	01/01/2004		Cg Mutual Assistance Campaign	
Veterans Group Life Insurance	$150.000000	10/01/2015		Office Of Service Group Li	
Savings	$100.000000	05/01/2019	06/30/2019	Peter Parker	✎	 Add Deduction
7	To return to the Self Service menu, click the **House** icon in the upper right corner of the page. United States Coast Guard U.S. Department of Homeland Security 🏠 🚩 ⋮ ⊙