

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

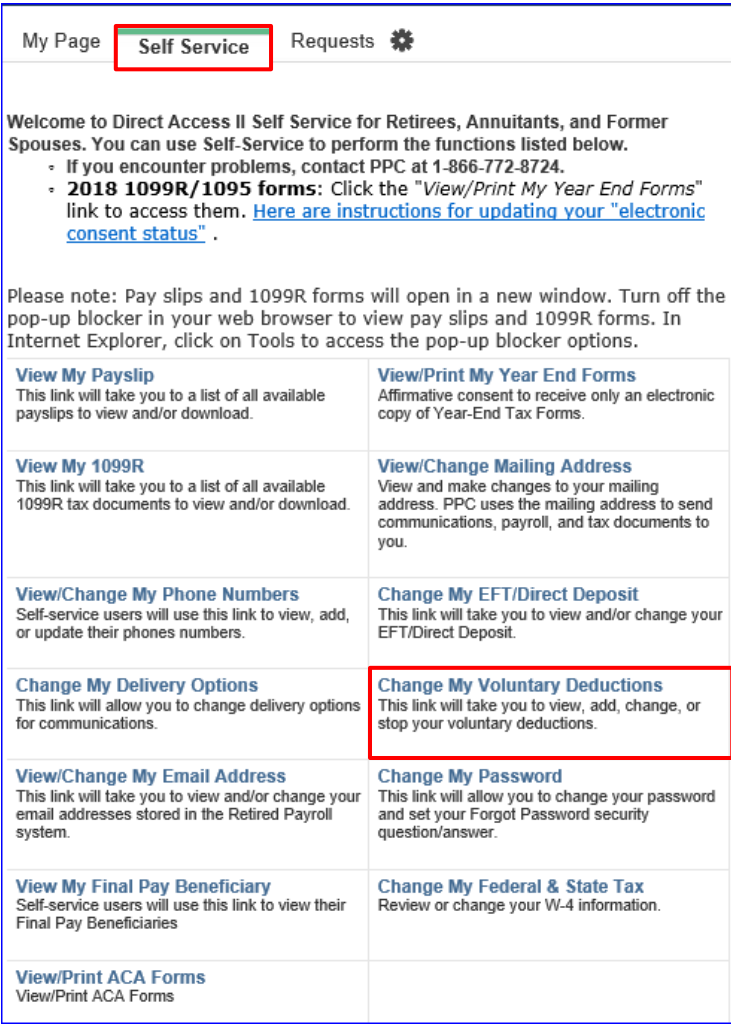
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Viewing My Voluntary Deductions (Allotments)

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														
<p>1</p>	<p>Select Change My Voluntary Deductions.</p> <p>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.</p>  <p>The screenshot shows the 'Direct Access II Self Service' interface. At the top, there are navigation tabs: 'My Page', 'Self Service' (highlighted with a red box), and 'Requests' with a gear icon. Below the tabs, a welcome message reads: 'Welcome to Direct Access II Self Service for Retirees, Annuitants, and Former Spouses. You can use Self-Service to perform the functions listed below.' It includes instructions for contacting PPC at 1-866-772-8724 and a link for '2018 1099R/1095 forms'. A note states: '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.' Below this is a grid of service options:</p> <table border="1" data-bbox="323 1205 1042 1865"> <tr> <td>View My Payslip This link will take you to a list of all available payslips to view and/or download.</td> <td>View/Print My Year End Forms Affirmative consent to receive only an electronic copy of Year-End Tax Forms.</td> </tr> <tr> <td>View My 1099R This link will take you to a list of all available 1099R tax documents to view and/or download.</td> <td>View/Change Mailing Address View and make changes to your mailing address. PPC uses the mailing address to send communications, payroll, and tax documents to you.</td> </tr> <tr> <td>View/Change My Phone Numbers Self-service users will use this link to view, add, or update their phones numbers.</td> <td>Change My EFT/Direct Deposit This link will take you to view and/or change your EFT/Direct Deposit.</td> </tr> <tr> <td>Change My Delivery Options This link will allow you to change delivery options for communications.</td> <td>Change My Voluntary Deductions This link will take you to view, add, change, or stop your voluntary deductions. (highlighted with a red box)</td> </tr> <tr> <td>View/Change My Email Address This link will take you to view and/or change your email addresses stored in the Retired Payroll system.</td> <td>Change My Password This link will allow you to change your password and set your Forgot Password security question/answer.</td> </tr> <tr> <td>View My Final Pay Beneficiary Self-service users will use this link to view their Final Pay Beneficiaries</td> <td>Change My Federal & State Tax Review or change your W-4 information.</td> </tr> <tr> <td>View/Print ACA Forms View/Print ACA Forms</td> <td></td> </tr> </table>	View My Payslip This link will take you to a list of all available payslips to view and/or download.	View/Print My Year End Forms Affirmative consent to receive only an electronic copy of Year-End Tax Forms.	View My 1099R This link will take you to a list of all available 1099R tax documents to view and/or download.	View/Change Mailing Address View and make changes to your mailing address. PPC uses the mailing address to send communications, payroll, and tax documents to you.	View/Change My Phone Numbers Self-service users will use this link to view, add, or update their phones numbers.	Change My EFT/Direct Deposit This link will take you to view and/or change your EFT/Direct Deposit.	Change My Delivery Options This link will allow you to change delivery options for communications.	Change My Voluntary Deductions This link will take you to view, add, change, or stop your voluntary deductions. (highlighted with a red box)	View/Change My Email Address This link will take you to view and/or change your email addresses stored in the Retired Payroll system.	Change My Password This link will allow you to change your password and set your Forgot Password security question/answer.	View My Final Pay Beneficiary Self-service users will use this link to view their Final Pay Beneficiaries	Change My Federal & State Tax Review or change your W-4 information.	View/Print ACA Forms View/Print ACA Forms	
View My Payslip This link will take you to a list of all available payslips to view and/or download.	View/Print My Year End Forms Affirmative consent to receive only an electronic copy of Year-End Tax Forms.														
View My 1099R This link will take you to a list of all available 1099R tax documents to view and/or download.	View/Change Mailing Address View and make changes to your mailing address. PPC uses the mailing address to send communications, payroll, and tax documents to you.														
View/Change My Phone Numbers Self-service users will use this link to view, add, or update their phones numbers.	Change My EFT/Direct Deposit This link will take you to view and/or change your EFT/Direct Deposit.														
Change My Delivery Options This link will allow you to change delivery options for communications.	Change My Voluntary Deductions This link will take you to view, add, change, or stop your voluntary deductions. (highlighted with a red box)														
View/Change My Email Address This link will take you to view and/or change your email addresses stored in the Retired Payroll system.	Change My Password This link will allow you to change your password and set your Forgot Password security question/answer.														
View My Final Pay Beneficiary Self-service users will use this link to view their Final Pay Beneficiaries	Change My Federal & State Tax Review or change your W-4 information.														
View/Print ACA Forms View/Print ACA Forms															

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Viewing My Voluntary Deductions (Allotments), Continued

Procedures,
continued

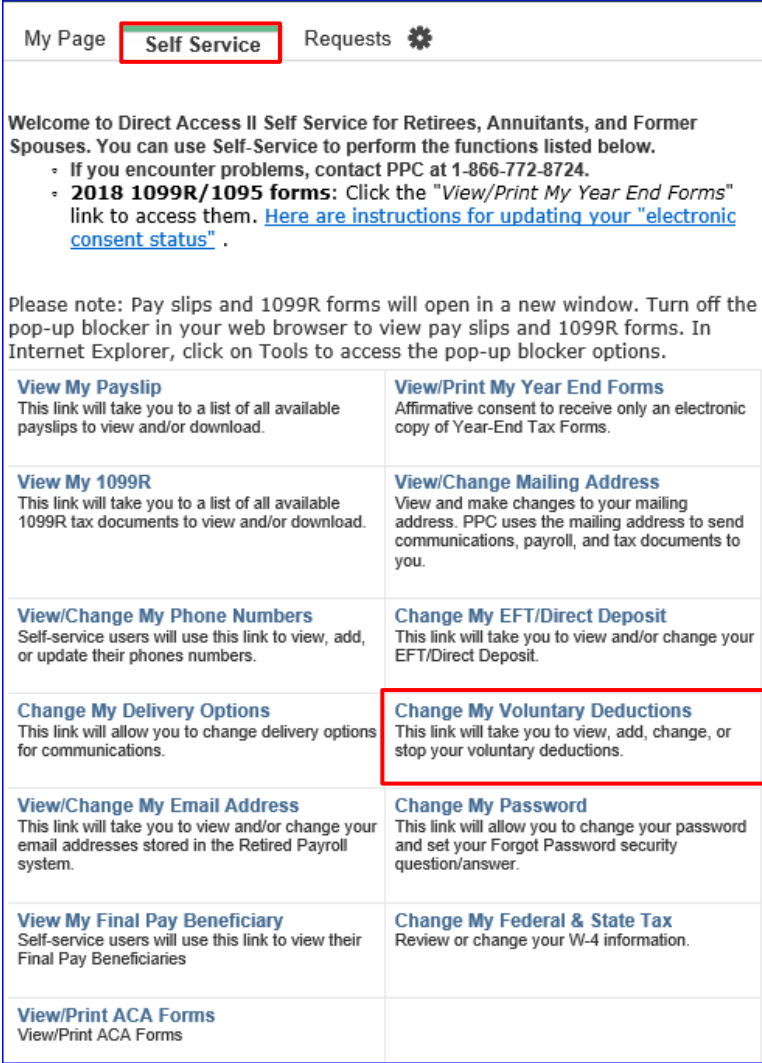
Step	Action																				
<p>2</p>	<p>The My Voluntary Deductions page will display with the current Voluntary Deductions.</p> <div data-bbox="316 562 1394 1314" style="border: 1px solid blue; padding: 10px;"> <p>My Voluntary Deductions</p> <p>Wade Wilson</p> <p>Your Savings, Voluntary Deductions, and Savings Bonds are listed below.</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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) <p>If you have questions, contact PPC (RAS) at 1-800-772-8724.</p> <table border="1" data-bbox="336 1122 1385 1267" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5" style="text-align: left; padding: 2px;">Voluntary Deductions</th> </tr> <tr> <th style="text-align: left; padding: 2px;">Element</th> <th style="text-align: right; 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> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td style="padding: 2px;">Mutual Assistance Donation</td> <td style="text-align: right; padding: 2px;">\$7.000000</td> <td style="padding: 2px;">01/01/2004</td> <td style="padding: 2px;"></td> <td style="padding: 2px;">Cg Mutual Assistance Campaign</td> </tr> <tr style="border: 2px solid red;"> <td style="padding: 2px;">Veterans Group Life Insurance</td> <td style="text-align: right; padding: 2px;">\$150.000000</td> <td style="padding: 2px;">10/01/2015</td> <td style="padding: 2px;"></td> <td style="padding: 2px;">Office Of Service Group Li</td> </tr> </tbody> </table> <p>Add Deduction</p> </div>	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
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<p>3</p>	<p>To return to the Self Service menu, click the House icon in the upper right corner of the page.</p> <div data-bbox="316 1429 1394 1496" style="border: 1px solid black; padding: 5px;">      </div>																				

Starting a Voluntary Deduction (Allotment)

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

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

Procedures See below.

Step	Action
1	<p>Select Change My Voluntary Deductions.</p> <p>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.</p>  <p>The screenshot shows the 'Self Service' tab selected in the navigation bar. The main content area includes a welcome message and a list of services. The 'Change My Voluntary Deductions' link is highlighted with a red box.</p>

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Starting a Voluntary Deduction (Allotment), Continued

Procedures,
continued

Step	Action																				
2	<p>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.</p> <div style="border: 1px solid blue; padding: 10px;"> <p>My Voluntary Deductions</p> <p>Wade Wilson</p> <p>Your Savings, Voluntary Deductions, and Savings Bonds are listed below.</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ◦ 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) <p>If you have questions, contact PPC (RAS) at 1-800-772-8724.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5" style="text-align: left; background-color: #f2f2f2;">Voluntary Deductions </th> </tr> <tr> <th style="text-align: left;">Element</th> <th style="text-align: right;">Amount</th> <th style="text-align: left;">Begin Date</th> <th style="text-align: left;">End Date</th> <th style="text-align: left;">Recipient</th> </tr> </thead> <tbody> <tr> <td>Mutual Assistance Donation</td> <td style="text-align: right;">\$7.000000</td> <td>01/01/2004</td> <td></td> <td>Cg Mutual Assistance Campaign</td> </tr> <tr> <td>Veterans Group Life Insurance</td> <td style="text-align: right;">\$150.000000</td> <td>10/01/2015</td> <td></td> <td>Office Of Service Group Li</td> </tr> </tbody> </table> <p style="text-align: left; margin-top: 10px;">Add Deduction</p> </div>	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
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Starting a Voluntary Deduction (Allotment), Continued

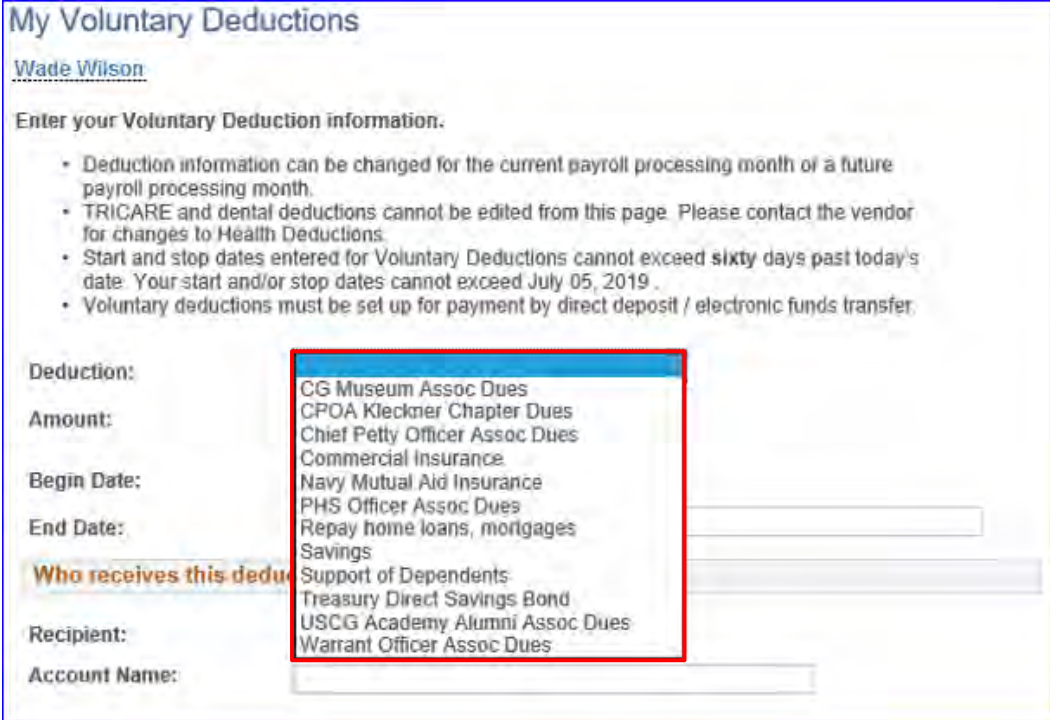
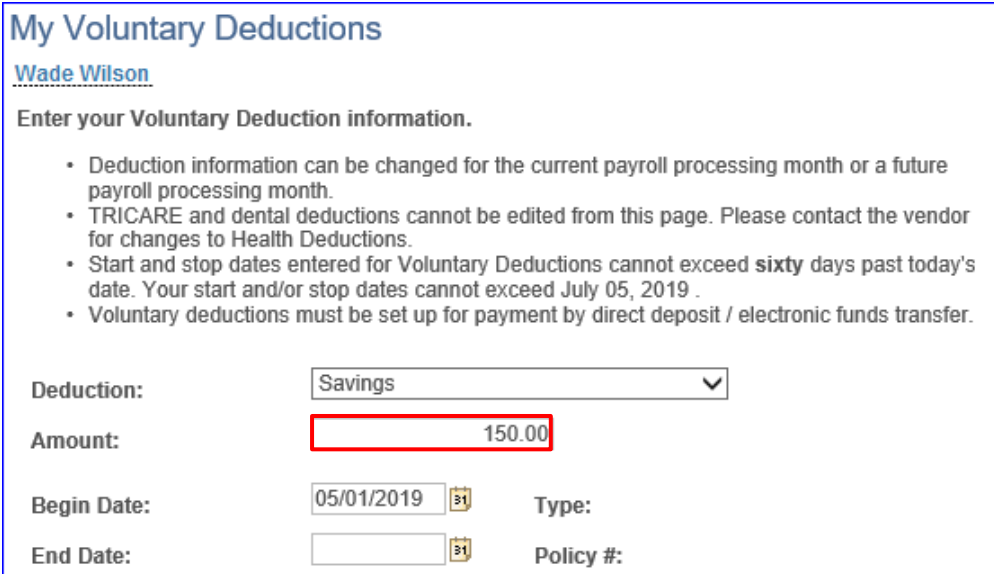
Procedures,
continued

Step	Action
3	<p>A new voluntary deduction page will display.</p> <p>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.</p> <div style="border: 1px solid blue; padding: 10px;"> <p>My Voluntary Deductions</p> <p>Wade Wilson</p> <p>Enter your Voluntary Deduction information.</p> <ul style="list-style-type: none"> • 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. <p>Deduction: <input type="text" value="▼"/></p> <p>Amount: <input type="text"/></p> <p>Begin Date: 05/01/2019 <input type="text" value="31"/> Type: <input type="text"/></p> <p>End Date: <input type="text" value="31"/> Policy #: <input type="text"/></p> <p>Who receives this deduction</p> <p>Recipient:</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" value="▼"/> Payment Method: Bank Transfer</p> <p> <input type="button" value="Save Deduction"/> <input type="button" value="Stop Deduction"/> <input type="button" value="Return to Summary"/> </p> </div>

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Starting a Voluntary Deduction (Allotment), Continued

Procedures,
continued

Step	Action
<p>4</p>	<p>Select the appropriate Deduction from the drop-down menu.</p>  <p>My Voluntary Deductions Wade Wilson</p> <p>Enter your Voluntary Deduction information.</p> <ul style="list-style-type: none"> • Deduction information can be changed for the current payroll processing month of 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. <p>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</p> <p>Amount: <input type="text"/></p> <p>Begin Date: <input type="text"/></p> <p>End Date: <input type="text"/></p> <p>Who receives this deduction: <input type="text"/></p> <p>Recipient: <input type="text"/></p> <p>Account Name: <input type="text"/></p>
<p>5</p>	<p>Enter the Amount to be deducted each month.</p>  <p>My Voluntary Deductions Wade Wilson</p> <p>Enter your Voluntary Deduction information.</p> <ul style="list-style-type: none"> • 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. <p>Deduction: <input type="text" value="Savings"/></p> <p>Amount: 150.00</p> <p>Begin Date: <input type="text" value="05/01/2019"/> <input type="text" value="31"/> Type: <input type="text"/></p> <p>End Date: <input type="text"/> <input type="text" value="31"/> Policy #: <input type="text"/></p>

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Starting a Voluntary Deduction (Allotment), Continued

Procedures,
continued

Step	Action
6	<p data-bbox="327 495 1353 562">Enter a Begin Date (see Note below). Enter an End Date (must be the last day of the month or may be left blank).</p> <div data-bbox="327 566 1382 1167" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="331 573 730 611">My Voluntary Deductions</p> <p data-bbox="331 624 485 651">Wade Wilson</p> <p data-bbox="338 672 826 698">Enter your Voluntary Deduction information.</p> <ul data-bbox="392 721 1362 904" style="list-style-type: none"> • 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. <p data-bbox="354 954 1098 981">Deduction: <input type="text" value="Savings"/></p> <p data-bbox="354 1005 912 1032">Amount: <input type="text" value="150.00"/></p> <p data-bbox="354 1072 826 1099">Begin Date: <input type="text" value="05/01/2019"/></p> <p data-bbox="354 1128 826 1155">End Date: <input type="text"/></p> <p data-bbox="890 1077 954 1104">Type:</p> <p data-bbox="890 1133 986 1160">Policy #:</p> </div> <p data-bbox="327 1196 1327 1303">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.</p> <div data-bbox="327 1305 1382 1854" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="331 1312 1098 1339">Deduction: <input type="text" value="Savings"/></p> <p data-bbox="331 1364 903 1391">Amount: <input type="text" value="150.000000"/></p> <p data-bbox="331 1431 826 1458">Begin Date: <input type="text" value="04/01/2019"/></p> <p data-bbox="331 1487 826 1514">End Date: <input type="text"/></p> <p data-bbox="890 1435 954 1462">Type:</p> <p data-bbox="890 1491 986 1518">Policy #:</p> <div data-bbox="354 1529 1369 1848" style="border: 1px solid gray; padding: 5px;"> <p data-bbox="379 1536 501 1570">Message</p> <p data-bbox="379 1644 807 1671">Begin Date cannot be prior to 2019-05-01</p> <p data-bbox="379 1711 1318 1738">The PeopleCode program executed an Error statement, which has produced this message.</p> <p data-bbox="379 1778 523 1827" style="text-align: center;">OK</p> </div> </div>

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Starting a Voluntary Deduction (Allotment), Continued

Procedures,
continued

Step	Action
7	<p data-bbox="328 499 663 530">Enter the Account Name.</p> <div data-bbox="328 530 1380 945" style="border: 1px solid blue; padding: 5px;"><p data-bbox="344 539 667 566">Who receives this deduction</p><p data-bbox="344 600 443 627">Recipient:</p><p data-bbox="344 642 497 669">Account Name: <input data-bbox="619 642 1158 674" type="text" value="Peter Parker"/></p><p data-bbox="344 719 504 745">Bank Routing #: <input data-bbox="619 719 775 750" type="text"/></p><p data-bbox="344 770 475 797">Account Nbr: <input data-bbox="619 770 1072 801" type="text"/></p><p data-bbox="344 824 491 851">Account Type: <input data-bbox="619 824 855 855" type="text" value="v"/></p><p data-bbox="938 824 1114 851">Payment Method: Bank Transfer</p><p data-bbox="344 902 545 929">Save Deduction <input data-bbox="568 902 791 934" style="background-color: #cccccc;" type="button" value="Stop Deduction"/> <input data-bbox="845 902 1295 934" type="button" value="Return to Summary"/></p></div>

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Starting a Voluntary Deduction (Allotment), Continued

Procedures,
continued

Step	Action
8	<p data-bbox="327 495 1284 562">Enter the 9-digit Bank Routing number and press the Tab key. This will populate the Bank Name.</p> <div data-bbox="327 562 1382 981" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="341 573 667 600">Who receives this deduction</p> <p data-bbox="341 636 443 663">Recipient:</p> <p data-bbox="341 678 1161 705">Account Name: <input type="text" value="Peter Parker"/></p> <p data-bbox="341 757 1267 784">Bank Routing #: <input style="border: 2px solid red;" type="text" value="314074269"/> <input style="border: 2px solid red;" type="text" value="USAA FEDERAL SAVINGS BANK"/></p> <p data-bbox="341 801 1072 828">Account Nbr: <input type="text"/></p> <p data-bbox="341 857 1358 884">Account Type: <input type="text" value=""/> Payment Method: Bank Transfer</p> <p data-bbox="341 936 1299 963"> <input type="button" value="Save Deduction"/> <input type="button" value="Stop Deduction"/> <input type="button" value="Return to Summary"/> </p> </div> <p data-bbox="327 1021 1374 1234">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.</p> <div data-bbox="327 1234 1326 1899" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="341 1245 667 1272">Who receives this deduction</p> <p data-bbox="341 1308 443 1335">Recipient:</p> <p data-bbox="341 1350 1161 1377">Account Name: <input type="text" value="Peter Parker"/></p> <p data-bbox="341 1429 778 1456">Bank Routing #: <input style="border: 2px solid red;" type="text" value="3140742698"/></p> <p data-bbox="341 1473 1072 1500">Account Nbr: <input type="text"/></p> <p data-bbox="341 1529 1326 1556">Account Type: <input type="text" value=""/> Payment Method: Bank Trans</p> <div data-bbox="341 1597 1299 1888" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p data-bbox="395 1615 507 1641">Message</p> <p data-bbox="395 1709 746 1736">Bank Routing Number does not exist.</p> <p data-bbox="395 1776 1249 1803">The PeopleCode program executed an Error statement, which has produced this message.</p> <p data-bbox="395 1839 531 1865" style="border: 2px solid red; display: inline-block; padding: 2px 10px;">OK</p> </div> </div>

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Starting a Voluntary Deduction (Allotment), Continued


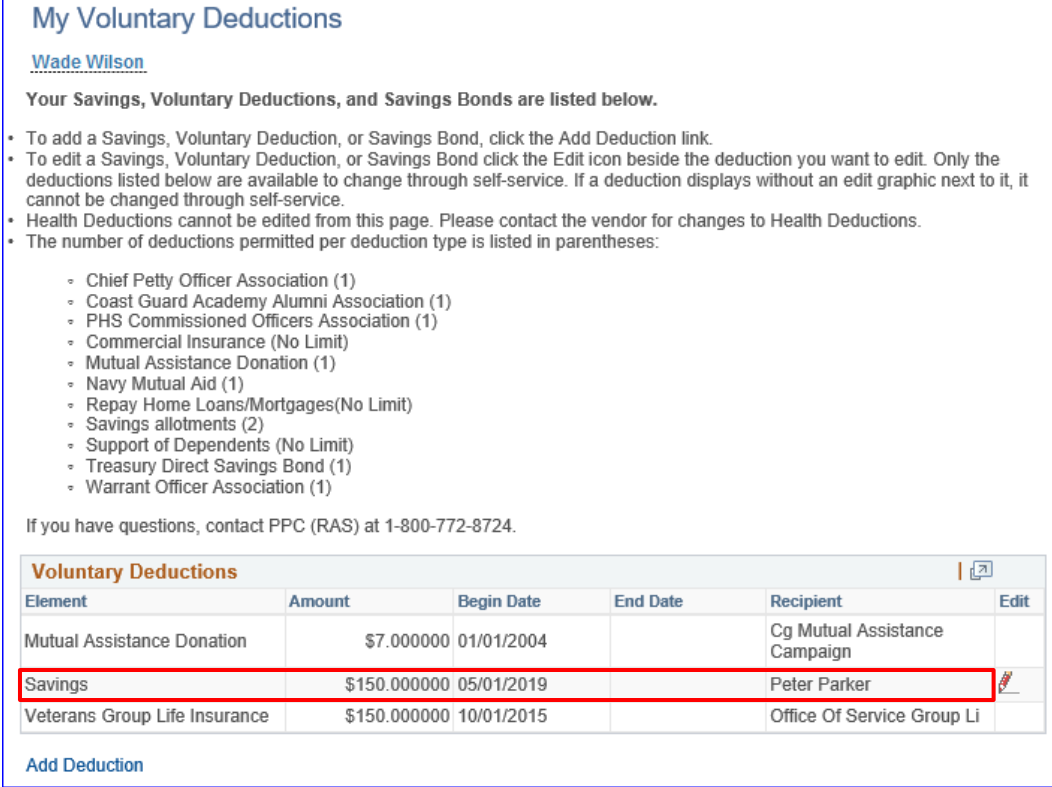

Procedures,
continued

Step	Action
<p>9</p>	<p>Enter the Account Number and select the Account Type (Checking or Savings) from the drop-down menu.</p> <div data-bbox="327 551 1310 943" style="border: 1px solid blue; padding: 5px;"> <p>Who receives this deduction</p> <p>Recipient:</p> <p>Account Name: <input type="text" value="Peter Parker"/></p> <p>Bank Routing #: <input type="text" value="314074269"/> USAA FEDERAL SAVINGS BANK</p> <p>Account Nbr: <input style="border: 2px solid red;" type="text" value="1234567890"/></p> <p>Account Type: <input style="border: 2px solid red;" type="text" value="Savings"/> <input type="button" value="v"/> Payment Method: Bank Transfer</p> <p><input type="button" value="Save Deduction"/> <input type="button" value="Stop Deduction"/> <input type="button" value="Return to Summary"/></p> </div>
<p>10</p>	<p>Ensure all the information entered is correct. Click Save Deduction.</p> <div data-bbox="327 1003 1302 1906" style="border: 1px solid blue; padding: 5px;"> <p>My Voluntary Deductions</p> <p>Wade Wilson</p> <p>Enter your Voluntary Deduction information.</p> <ul style="list-style-type: none"> • 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. <p>Deduction: <input type="text" value="Savings"/> <input type="button" value="v"/></p> <p>Amount: <input type="text" value="150.000000"/></p> <p>Begin Date: <input type="text" value="05/01/2019"/> <input type="button" value="31"/> Type:</p> <p>End Date: <input type="text"/> <input type="button" value="31"/> Policy #:</p> <div data-bbox="352 1532 1291 1899" style="border: 1px solid gray; padding: 5px;"> <p>Who receives this deduction</p> <p>Recipient:</p> <p>Account Name: <input type="text" value="Peter Parker"/></p> <p>Bank Routing #: <input type="text" value="314074269"/> USAA FEDERAL SAVINGS BANK</p> <p>Account Nbr: <input type="text" value="1234567890"/></p> <p>Account Type: <input type="text" value="Savings"/> <input type="button" value="v"/> Payment Method: Bank Transfer</p> <p><input style="border: 2px solid red;" type="button" value="Save Deduction"/> <input type="button" value="Stop Deduction"/> <input type="button" value="Return to Summary"/></p> </div> </div>

Continued on next page

Starting a Voluntary Deduction (Allotment), Continued

Procedures,
continued

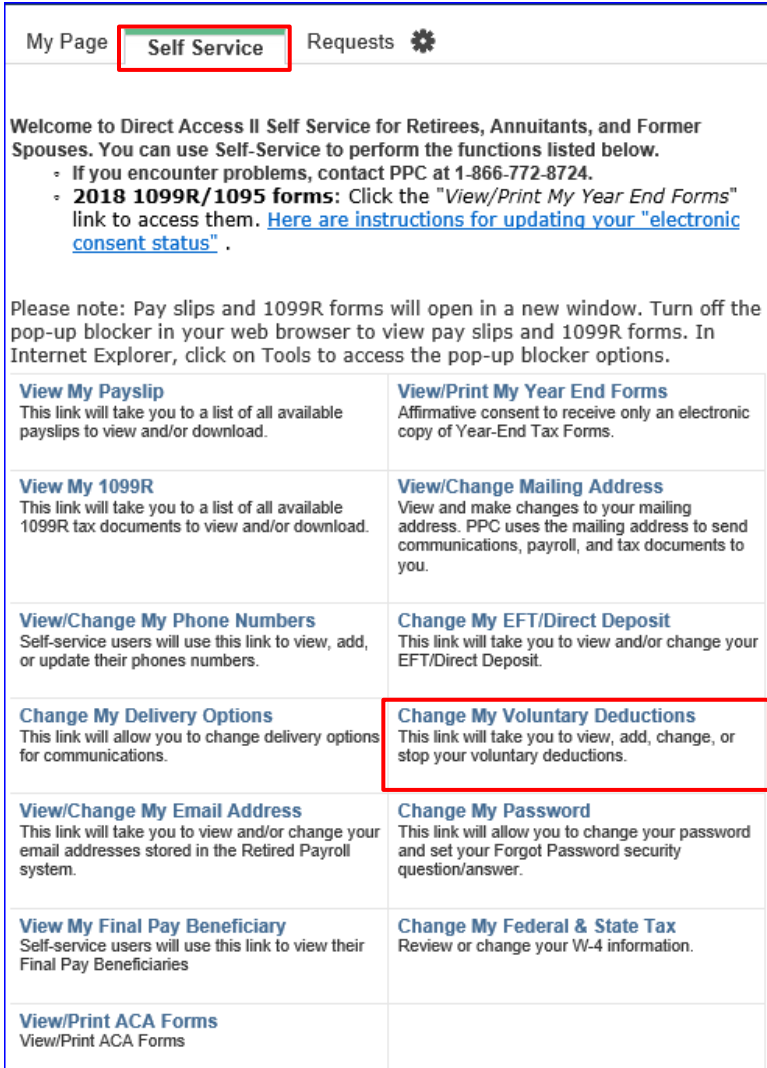
Step	Action																														
11	<p>A save confirmation message will display. Click Return to Summary.</p> 																														
12	<p>You will be returned to the My Voluntary Deductions page. Your new voluntary deduction will be listed.</p>  <p>My Voluntary Deductions Wade Wilson</p> <p>Your Savings, Voluntary Deductions, and Savings Bonds are listed below.</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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) <p>If you have questions, contact PPC (RAS) at 1-800-772-8724.</p> <table border="1"> <thead> <tr> <th colspan="6">Voluntary Deductions</th> </tr> <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>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 style="border: 2px solid red;"> <td>Savings</td> <td>\$150.000000</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> </tbody> </table> <p>Add Deduction</p>	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	
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Veterans Group Life Insurance	\$150.000000	10/01/2015		Office Of Service Group Li																											
13	<p>To return to the Self Service menu, click the House icon in the upper right corner of the page.</p> 																														

Changing a Voluntary Deduction (Allotment)

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

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

Procedures See below.

Step	Action
1	<p>Select Change My Voluntary Deductions.</p> <p>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.</p>  <p>The screenshot shows the 'Direct Access II Self Service' interface. At the top, there are three tabs: 'My Page', 'Self Service' (highlighted with a red box), and 'Requests' with a gear icon. Below the tabs, a welcome message reads: 'Welcome to Direct Access II Self Service for Retirees, Annuitants, and Former Spouses. You can use Self-Service to perform the functions listed below.' It includes instructions for contacting PPC and accessing 2018 1099R/1095 forms. A note mentions that pay slips and 1099R forms will open in a new window. A grid of service links is displayed, with 'Change My Voluntary Deductions' highlighted by a red box. Other links include '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 Password', 'View My Final Pay Beneficiary', and 'Change My Federal & State Tax'. A 'View/Print ACA Forms' link is at the bottom.</p>

Continued on next page

Changing a Voluntary Deduction (Allotment), Continued




Procedures,
continued

Step	Action																														
2	<p>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.</p> <div style="border: 1px solid blue; padding: 10px;"> <p>My Voluntary Deductions</p> <p>Wade Wilson</p> <p>Your Savings, Voluntary Deductions, and Savings Bonds are listed below.</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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) <p>If you have questions, contact PPC (RAS) at 1-800-772-8724.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6" style="text-align: left; padding: 5px;">Voluntary Deductions</th> </tr> <tr> <th style="width: 30%;">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: 25%;">Recipient</th> <th style="width: 5%;">Edit</th> </tr> </thead> <tbody> <tr> <td>Mutual Assistance Donation</td> <td style="text-align: right;">\$7.000000</td> <td>01/01/2004</td> <td></td> <td>Cg Mutual Assistance Campaign</td> <td style="text-align: center;">✎</td> </tr> <tr> <td>Savings</td> <td style="text-align: right;">\$150.000000</td> <td>05/01/2019</td> <td></td> <td>Peter Parker</td> <td style="text-align: center;">✎</td> </tr> <tr> <td>Veterans Group Life Insurance</td> <td style="text-align: right;">\$150.000000</td> <td>10/01/2015</td> <td></td> <td>Office Of Service Group Li</td> <td style="text-align: center;">✎</td> </tr> </tbody> </table> <p>Add Deduction</p> </div>	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	✎
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Veterans Group Life Insurance	\$150.000000	10/01/2015		Office Of Service Group Li	✎																										

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Changing a Voluntary Deduction (Allotment), Continued




Procedures,
continued

Step	Action
3	<p>Details for the voluntary deduction will display.</p> <p>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.</p> <div style="border: 1px solid blue; padding: 10px;"> <p>My Voluntary Deductions</p> <p>Wade Wilson</p> <p>Enter Voluntary Deduction information.</p> <ul style="list-style-type: none"> • 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. <p>Deduction: Savings</p> <p>Amount: <input type="text" value="150.000000"/></p> <p>Change this deduction on: <input type="text" value="05/01/2019"/>  Type:</p> <p>End Date: <input type="text"/>  Policy #:</p> <p>Who receives this deduction</p> <p>Recipient: 182042 Wade Wilson</p> <p>Account Name: <input type="text" value="Peter Parker"/></p> <p>Bank Routing #: <input type="text" value="314074269"/> USAA FEDERAL SAVINGS BANK</p> <p>Account Nbr: <input type="text" value="1234567890"/></p> <p>Account Type: <input type="text" value="Savings"/>  Payment Method: Bank Transfer</p> <p> <input type="button" value="Save Deduction"/> <input type="button" value="Stop Deduction"/> <input type="button" value="Return to Summary"/> </p> </div>

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Changing a Voluntary Deduction (Allotment), Continued

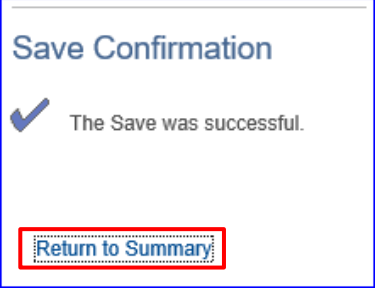
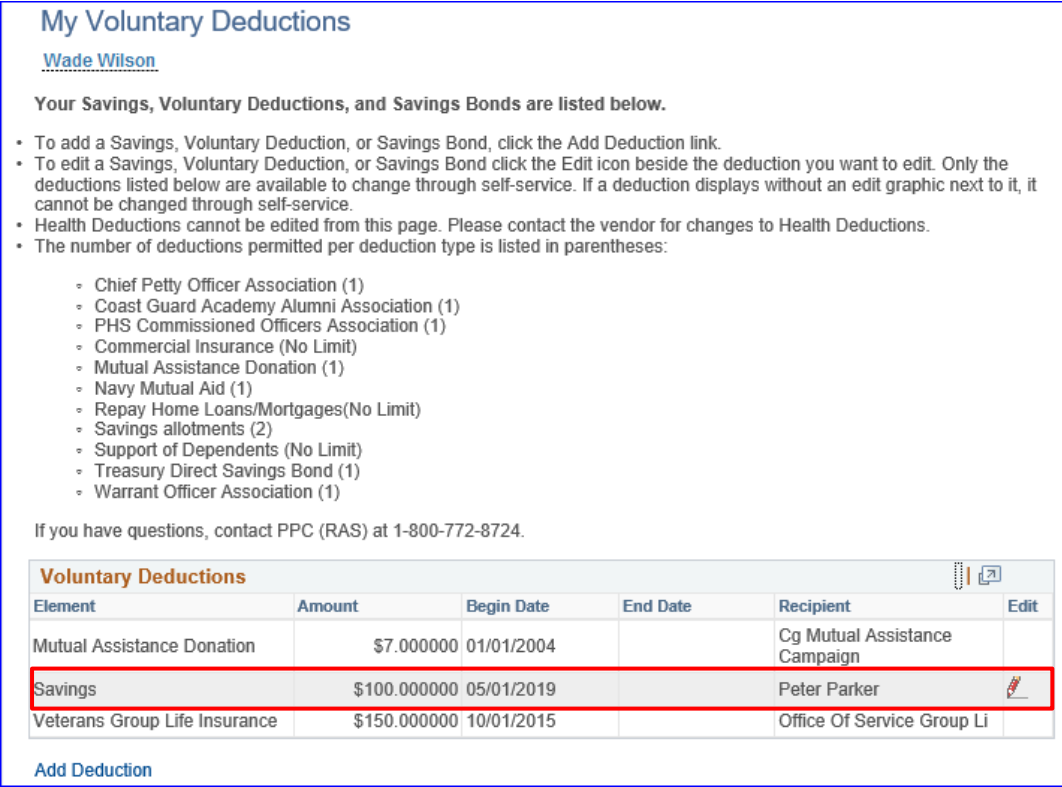

Procedures,
continued

Step	Action
4	<p>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.</p> <p>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.</p> <div data-bbox="320 745 1385 1727" style="border: 1px solid blue; padding: 10px;"> <p>My Voluntary Deductions Wade Wilson</p> <p>Enter Voluntary Deduction information.</p> <ul style="list-style-type: none"> 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. <p>Deduction: Savings</p> <p>Amount: <input type="text" value="100.000000"/></p> <p>Change this deduction on: <input type="text" value="05/01/2019"/>  Type:</p> <p>End Date: <input type="text"/>  Policy #:</p> <p>Who receives this deduction</p> <p>Recipient: 182042 Wade Wilson</p> <p>Account Name: <input type="text" value="Peter Parker"/></p> <p>Bank Routing #: <input type="text" value="314074269"/> USAA FEDERAL SAVINGS BANK</p> <p>Account Nbr: <input type="text" value="9876543210"/></p> <p>Account Type: <input type="text" value="Savings"/>  Payment Method: Bank Transfer</p> <p><input type="button" value="Save Deduction"/> <input type="button" value="Stop Deduction"/> <input type="button" value="Return to Summary"/></p> </div>

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Changing a Voluntary Deduction (Allotment), Continued

Procedures,
continued

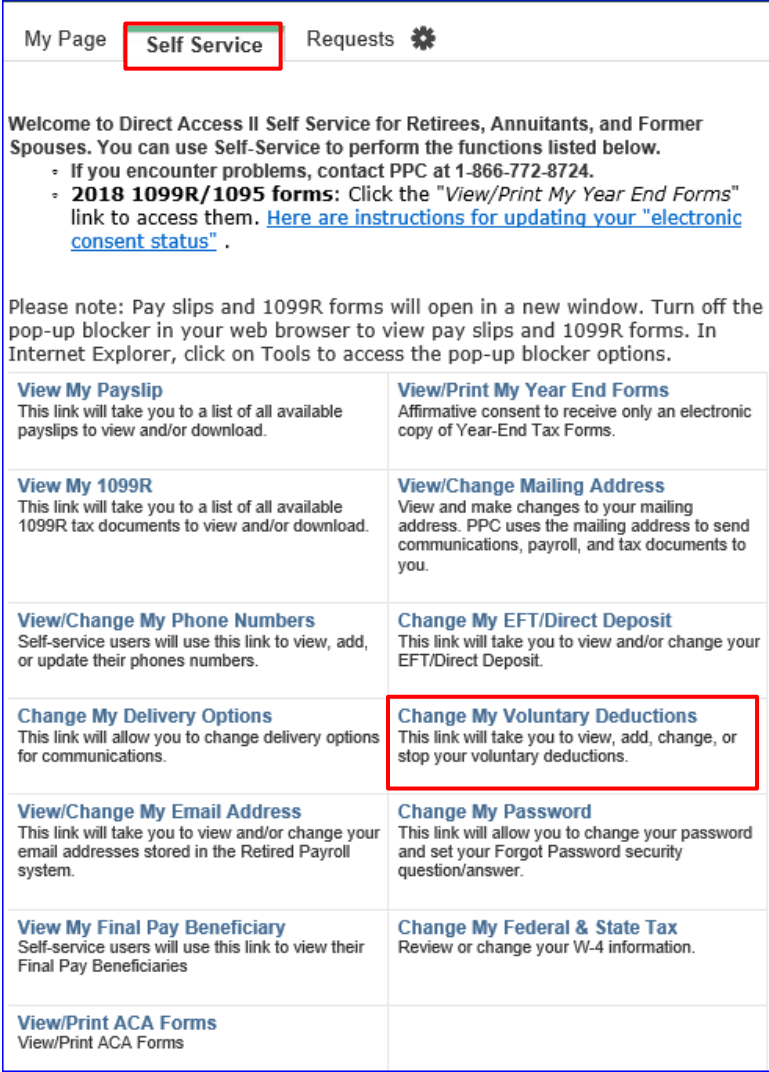
Step	Action																														
5	<p>A save confirmation message will display. Click Return to Summary.</p> 																														
6	<p>The My Voluntary Deductions page will display with the updated deduction information.</p>  <p>My Voluntary Deductions <u>Wade Wilson</u></p> <p>Your Savings, Voluntary Deductions, and Savings Bonds are listed below.</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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) <p>If you have questions, contact PPC (RAS) at 1-800-772-8724.</p> <table border="1"> <thead> <tr> <th colspan="6">Voluntary Deductions</th> </tr> <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>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> </tbody> </table> <p>Add Deduction</p>	Voluntary Deductions						Element	Amount	Begin Date	End Date	Recipient	Edit	Mutual Assistance Donation	\$7.000000	01/01/2004		Cg Mutual Assistance Campaign		Savings	\$100.000000	05/01/2019		Peter Parker		Veterans Group Life Insurance	\$150.000000	10/01/2015		Office Of Service Group Li	
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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	<p>Select Change My Voluntary Deductions.</p> <p>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.</p>  <p>The screenshot shows the 'Self Service' tab selected in the navigation bar. The main content area includes a welcome message and a list of services:</p> <ul style="list-style-type: none"> 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. View/Print My Year End Forms: Affirmative consent to receive only an electronic copy of Year-End Tax Forms. View/Change Mailing Address: View and make changes to your mailing address. PPC uses the mailing address to send communications, payroll, and tax documents to you. Change My EFT/Direct Deposit: This link will take you to view and/or change your EFT/Direct Deposit. Change My Voluntary Deductions: This link will take you to view, add, change, or stop your voluntary deductions. Change My Password: This link will allow you to change your password and set your Forgot Password security question/answer. Change My Federal & State Tax: Review or change your W-4 information.

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Stopping a Voluntary Deduction (Allotment), Continued





Procedures,
continued

Step	Action																														
2	<p>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.</p> <div style="border: 1px solid blue; padding: 10px;"> <p>My Voluntary Deductions</p> <p>Wade Wilson</p> <p>Your Savings, Voluntary Deductions, and Savings Bonds are listed below.</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ◦ 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) <p>If you have questions, contact PPC (RAS) at 1-800-772-8724.</p> <table border="1" data-bbox="347 1155 1377 1335"> <thead> <tr> <th colspan="6" style="text-align: left;">Voluntary Deductions</th> </tr> <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>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 style="text-align: center;"></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> </tbody> </table> <p>Add Deduction</p> </div>	Voluntary Deductions						Element	Amount	Begin Date	End Date	Recipient	Edit	Mutual Assistance Donation	\$7.000000	01/01/2004		Cg Mutual Assistance Campaign		Savings	\$100.000000	05/01/2019		Peter Parker		Veterans Group Life Insurance	\$150.000000	10/01/2015		Office Of Service Group Li	
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Stopping a Voluntary Deduction (Allotment), Continued

Procedures,
continued

Step	Action
3	<p>Details for the voluntary deduction will display.</p> <p>There are two ways to stop a deduction: 1) To stop the deduction immediately, click Stop Deduction.</p> <div data-bbox="320 636 1385 1615" style="border: 1px solid blue; padding: 5px;"> <p>My Voluntary Deductions Wade Wilson</p> <p>Enter Voluntary Deduction information.</p> <ul style="list-style-type: none"> • 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. <p>Deduction: Savings</p> <p>Amount: <input type="text" value="100.000000"/></p> <p>Change this deduction on: <input type="text" value="05/01/2019"/>  Type:</p> <p>End Date: <input type="text"/>  Policy #:</p> <p>Who receives this deduction</p> <p>Recipient: 182042 Wade Wilson</p> <p>Account Name: <input type="text" value="Peter Parker"/></p> <p>Bank Routing #: <input type="text" value="314074269"/> USAA FEDERAL SAVINGS BANK</p> <p>Account Nbr: <input type="text" value="9876543210"/></p> <p>Account Type: <input type="text" value="Savings"/>  Payment Method: Bank Transfer</p> <p> <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> </div>
4	<p>A save confirmation message will display. Click Return to Summary.</p> <div data-bbox="320 1682 671 1906" style="border: 1px solid blue; padding: 5px;"> <p>Save Confirmation</p> <p> The Save was successful.</p> <p><input style="border: 2px solid red;" type="button" value="Return to Summary"/></p> </div>

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Stopping a Voluntary Deduction (Allotment), Continued




Procedures,
continued

Step	Action																				
5	<p>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.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>My Voluntary Deductions</p> <p>Wade Wilson</p> <p>Your Savings, Voluntary Deductions, and Savings Bonds are listed below.</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ◦ 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) <p>If you have questions, contact PPC (RAS) at 1-800-772-8724.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5" style="text-align: left; padding: 2px;">Voluntary Deductions</th> </tr> <tr> <th style="width: 30%; padding: 2px;">Element</th> <th style="width: 15%; padding: 2px;">Amount</th> <th style="width: 15%; padding: 2px;">Begin Date</th> <th style="width: 15%; padding: 2px;">End Date</th> <th style="width: 25%; padding: 2px;">Recipient</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Mutual Assistance Donation</td> <td style="text-align: right; padding: 2px;">\$7.000000</td> <td style="padding: 2px;">01/01/2004</td> <td style="padding: 2px;"></td> <td style="padding: 2px;">Cg Mutual Assistance Campaign</td> </tr> <tr> <td style="padding: 2px;">Veterans Group Life Insurance</td> <td style="text-align: right; padding: 2px;">\$150.000000</td> <td style="padding: 2px;">10/01/2015</td> <td style="padding: 2px;"></td> <td style="padding: 2px;">Office Of Service Group Li</td> </tr> </tbody> </table> <p style="margin-top: 5px;">Add Deduction</p> </div>	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
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Stopping a Voluntary Deduction (Allotment), Continued

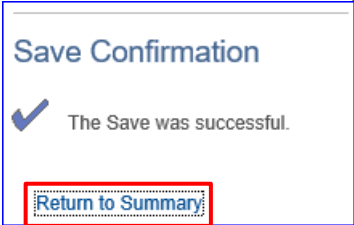
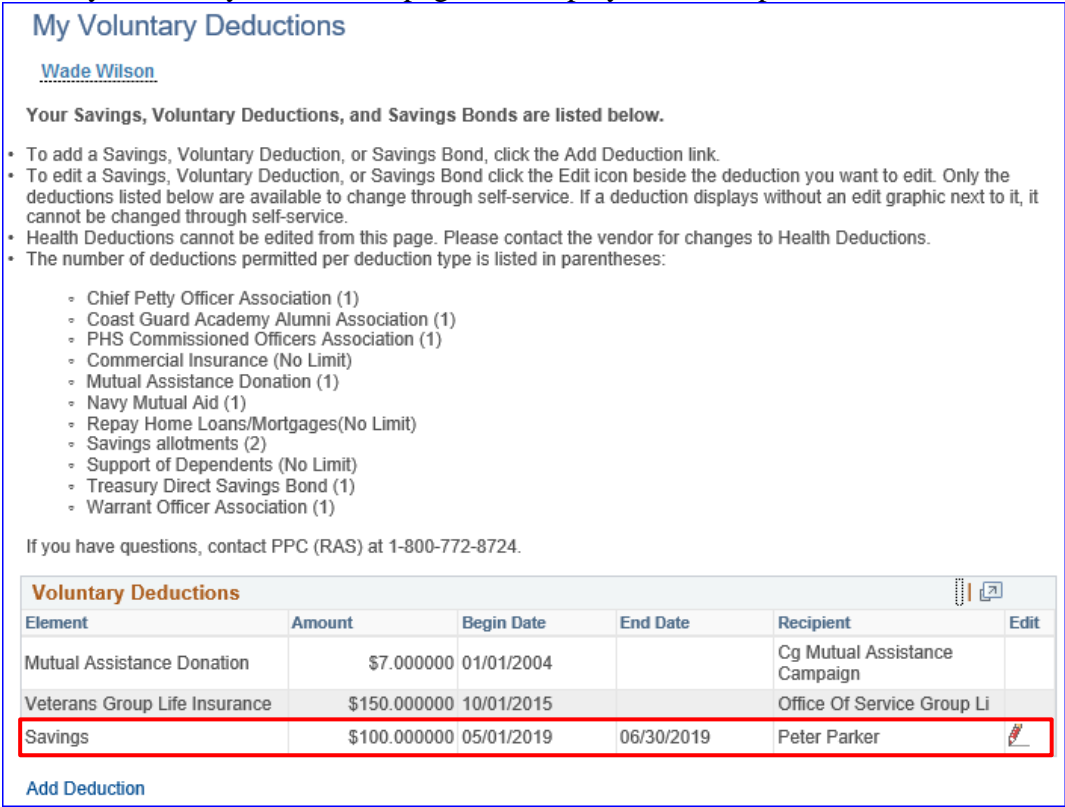



Procedures,
continued

Step	Action
6	<p>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.</p> <div data-bbox="320 636 1385 1615" style="border: 1px solid blue; padding: 10px;"> <p>My Voluntary Deductions</p> <p>Wade Wilson</p> <p>Enter Voluntary Deduction information.</p> <ul style="list-style-type: none"> 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. <p>Deduction: Savings</p> <p>Amount: <input type="text" value="100.000000"/></p> <p>Change this deduction on: <input type="text" value="05/01/2019"/>  Type:</p> <p>End Date: <input style="border: 2px solid red;" type="text" value="06/30/2019"/>  Policy #:</p> <p>Who receives this deduction</p> <p>Recipient: 182042 Wade Wilson</p> <p>Account Name: <input type="text" value="Peter Parker"/></p> <p>Bank Routing #: <input type="text" value="314074269"/> USAA FEDERAL SAVINGS BANK</p> <p>Account Nbr: <input type="text" value="9876543210"/></p> <p>Account Type: <input type="text" value="Savings"/>  Payment Method: Bank Transfer</p> <p><input style="border: 2px solid red;" type="button" value="Save Deduction"/> <input type="button" value="Stop Deduction"/> <input type="button" value="Return to Summary"/></p> </div>

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Stopping a Voluntary Deduction (Allotment), Continued

Procedures,
continued

Step	Action																														
5	<p>A save confirmation message will display. Click Return to Summary.</p> 																														
6	<p>The My Voluntary Deductions page will display with the updated End Date.</p>  <p>My Voluntary Deductions</p> <p><u>Wade Wilson</u></p> <p>Your Savings, Voluntary Deductions, and Savings Bonds are listed below.</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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) <p>If you have questions, contact PPC (RAS) at 1-800-772-8724.</p> <table border="1"> <thead> <tr> <th colspan="6">Voluntary Deductions</th> </tr> <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>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>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> <tr style="border: 2px solid red;"> <td>Savings</td> <td>\$100.000000</td> <td>05/01/2019</td> <td>06/30/2019</td> <td>Peter Parker</td> <td></td> </tr> </tbody> </table> <p>Add Deduction</p>	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	
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7	<p>To return to the Self Service menu, click the House icon in the upper right corner of the page.</p> 