AUTHORIZATION TO START, STOP OR CHANGE AN ALLOTMENT

PRIVACY ACT STATEMENT

AUTHORITY: 37 U.S.C. Section 701, Members of the Army, Navy, Air Force, and Marine Corps; contract surgeons.

PRINCIPAL PURPOSE: To permit starts, changes, or stops to allotments. To maintain a record of allotments and ensure starts, changes, and stops are in keeping with member's desires.

ROUTINE USES: To the Federal Reserve banks to distribute payments made through the direct deposit system to financial organizations or their processing agents authorized by individuals to receive and deposit payments in their accounts. It may also be disclosed to the Treasury Department, Internal Revenue Service, Social Security Administration, Department of Veterans Affairs, Federal, state and local agencies for civil or criminal law enforcement. Additional routine uses may be found in the applicable system of records notices: T7340, Defense Joint Military Pay System-Active Component; M01040-3, Marine Corps Manpower Management Information System Records; and T7347b, Defense Military Retiree and Annuity Pay System Records. They can be found at http://dpcld.defense.gov/Privacy/SORNsIndex/DOD-Component-Notices/

DISCLOSURE: Voluntary; however, failure to provide the requested information may result in the member not being able to start, change, or stop allotments.

TO BE COMPLETED BY ALLOTTER

1. BRANCH OF SERVICE *(X one)*

☐ AIR FORCE ☐ MARINE CORPS
☐ ARMY ☐ NAVY

2. NAME OF ALLOTTER *(Last, First, Middle Initial) (Print or type)*

3. DoD ID NUMBER

4. PAY GRADE

5. ADDRESS OF ALLOTTER *(Street or Box Number, City, State, ZIP Code)*

6. DAYTIME TELEPHONE NUMBER *(Include Area Code)*

7. EFFECTIVE DATE *(YYYYMM)*

8. MONTHLY AMOUNT OF ALLOTMENT
$

9. NAME OF ALLOTTEE *(First, Middle Initial, Last)*

10. ALLOTMENT ACTION *(X one)*
☐ START ☐ STOP ☐ CHANGE

11. TERM IN MONTHS

12. CREDIT LINE *(If applicable)*

13. ALLOTMENT CLASS AUTHORIZED *(X one)*

☐ **C - CHARITY/CFC**
☐ **D - DISCRETIONARY ALLOTMENTS** *(Includes dependent support, payment to financial institution, insurance, repayment of home loan, rent, etc. (Notes 1 and 2))*
☐ **F - CHARITY - EMERGENCY/ASSISTANCE FUND CONTRIBUTION**
☐ **L - REPAYMENT OF LOAN TO SERVICE ORGANIZATION** *(Red Cross, Relief Society, etc. - Navy and Marine Corps only)*
☐ **N - NSLI OR USGLI INSURANCE PREMIUM**
☐ **T - PAYMENT OF DEBTS TO U.S., DELINQUENT STATE OR LOCAL INCOME/ EMPLOYMENT TAXES**
☐ **OTHER** *(Specify)*

14. ALLOTTEE'S MAILING ADDRESS *(Street or Box Number, City, State, ZIP Code)*

15. IF FOREIGN ADDRESS COMPLETE AS FOLLOWS *(Province, Country)*

16. REMARKS

17. COMPANY CODE/FINANCIAL INSTITUTION/ROUTING TRANSIT NUMBER

18. ACCOUNT NUMBER/POLICY NUMBER

☐ CHECKING
☐ SAVINGS

19. TOTAL CLASS L AMOUNT
$

20. TOTAL CLASS T AMOUNT
$

STATEMENT OF UNDERSTANDING

I understand that this allotment is legal and that by voluntarily completing this form, I am responsible for:
- Ensuring that the information is correct;
- Reviewing my Leave and Earnings Statement to ensure the allotment stops, starts, or changes as directed including amount and payee;
- Collecting overpayments from the receiver (payee) of the allotment, if I do not change or stop the allotment after a loan is repaid;
- Contacting the receiver (payee) of the allotment, at my expense, to obtain monthly statements for my personal records.

I also understand that any problems once the allotment is delivered to the receiver (payee) are beyond the control of the Defense Finance and Accounting Service (DFAS) and that DFAS is only responsible for ensuring proper delivery of any voluntary allotment for the period directed. I further understand that pursuant to conditions listed in the DoD 7000.14-R, Volume 7A, changes can be made by DFAS to an allottee's name, address, or account number.

Under penalty of the Uniform Code of Military Justice, I certify that this allotment is NOT for the purchase, lease, or rental of personal property or payment toward personal property.

21. SIGNATURE OF ALLOTTER

22. DATE *(YYYYMMDD)*

NOTE 1. Must be different address than allotter. Each dependent allotment must have a different credit line. Only one support allotment per dependent is allowed.
NOTE 2. This is a voluntary allotment and can be to any payee you desire.