

EMPLID	Name (Last, First, MI.)	Permanent Unit
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PURPOSE: Use this form to start, stop, or change an allotment and to report a change of address to an allotment. This worksheet serves as the supporting documentation for the SPO input process.

Purpose of request: Start Stop Change Change of Address

Blanket Code(If known): Start Amount: \$ Month of First Deduction:	Stop Amount: \$ Month of Last Deduction:	(Applies to Stops & Changes) Enter allotment # from LES:
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ALLOTMENT TYPE Enter type of allotment from table on reverse of this form:

ELECTRONIC FUNDS TRANSFER (EFT) INFORMATION

Type of Account	<input type="checkbox"/> Savings	<input type="checkbox"/> Checking
Allottee name _____ (person/company who will receive allotment)		
Routing Transit and Check		
Digit Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/>
(This 9-digit number can be obtained from the financial institution or found on the bottom of a check or deposit slip.)		
Account Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
(Do not enter loan number. Check with payee and make sure you're using the correct account number for EFT payments.)		
Account Title _____		
(Account Holder's Name)		
Financial Institution _____		

VERIFICATION/AUTHORIZATION INFORMATION

Members Signature:	Date:
SPO Use Only	
Date action completed: _____	Initials of SPO YN: _____

Privacy Act Statement: In accordance with 5 USC section 552a(e)(3), the following information is provided to you when supplying personal information to the U.S. Coast Guard: Authority - 10 USC Section 2771. Principal Purpose(s) - Used to indicate the type of allotment member requested. Routine Use(s) - Updating Bond information. Disclosure - Disclosure is voluntary.



DEFINITION: A financial institution is defined as a bank, credit union, savings and loan association, building and loan association, or brokerage/investment company.

RESTRICTIONS

- ◆ Allotments may not be started or changed while a member is liquidating advance pay and allowances.
- ◆ Except for bonds and loans, only one allotment of any type to the same payee is authorized. Multiple loan allotments to same payee must have unique account numbers.
- ◆ Maximum number of allotments is 14 (of 6 discretionary and 8 nondiscretionary).

TABLE OF RULES

Allotment Code	EFT	Type of Allotment	Allotment Limitation	Required Period?	Carry into Retirement?	Notes
B (Nondiscretionary)	No	Saving Bonds-Series EE	None	No	Yes	\$5,000 limit per year *
C (Nondiscretionary)	No	CFC	One	Yes	No	Will stop every December.
D (Discretionary)	Yes	Support of Dependents	None	No	Yes	May not be started on self.
E (Nondiscretionary)	No	VEAP Education	One	Yes	No	Refer to Section 7-D, CG PAYMAN
F (Nondiscretionary)	No	MGIB Education	One	Yes	No	Refer to Section 7-E, CG PAYMAN
G (Nondiscretionary)	No	Savings Bond Series-I	None	No	Yes	\$5,000 limit per year *
H (Discretionary)	Yes	Home Loan Repayment, Set-A-Side Housing Program, mortgage or rent	None	No	Yes No	
I (Discretionary)	Yes	Commercial Insurance	None	No	Yes	For payment of life insurance premiums for member and/or family
K (Nondiscretionary)	No	Additional MGIB	One	Yes	No	Increments of \$20. Total contribution not to exceed \$600 Must provide a stop date
L (Nondiscretionary)	Yes Yes Yes Yes	Mutual Assist/Morale Credit Union/Bank Loan Armed Forces Relief Soc. American Red Cross	None None None None	Yes No Yes Yes	Yes No No No	Mutual Assistance Loan repayment allotments are only entered by CGMA Headquarters.
M (Discretionary)	Yes	Navy Mutual Aid Insurance	One	No	Yes	Member and family only
N (Discretionary)	No	USGLI/NSLI Insurance	One	No	Yes	Contact yeoman for the VA reason code.
O (Discretionary)	Yes	Other	None	No	No	Payment to any individual, vendor, or financial institution for any legal purpose not covered by other codes
S (Discretionary)	Yes	Savings/Checking Accounts	None	No	Yes	Not payable to finance companies. Electronic Funds Transfers only
T (Nondiscretionary)	No	Indebtedness	None	Yes	Yes	Example: Defaulted VA loans
X (Discretionary)	No	CG Association/CGMA Contribution	None	No	Yes	Blanket payee's only

(*) Note: The pay system does not automatically stop bond allotments based on annual purchase limits. The member must submit a Stop Bond Allotment request to stop the payroll deduction.