

**U. S. Coast Guard
Pay & Personnel Center
Direct Access II/Retired Global Pay
Self-Service**

Change Electronic Funds Transfer (EFT)/Direct Deposit

Introduction This document provides the procedure to change or update your bank account information in Direct Access II/Retired Global Pay Self-Service for delivery of your retired/annuitant pay.

Before you begin If you haven't used Self Service before, please review the initial log-on instructions available at <http://www.uscg.mil/ppc/ras/gp/> or in Issue 01/2010 of the *Retiree Newsletter* (<http://www.uscg.mil/ppc/retnews/2010/January10newsletter.pdf>).

Discussion This application gives you the ability to update Direct Deposit for your Net Pay.

- If you already have Direct Deposit, you will be able to change bank and account information when you change banks.
- If you are currently receiving a paper check, you will be able to convert to Direct Deposit by adding a bank to your profile and electing to have your Net Pay deposited in an account at that bank.

You will not be able to:

- Change from Direct Deposit to receiving a paper check.
- Change direct deposit information for allotments – you will only be able to change direct deposit information for your Net Pay.
- If you currently have a savings allotment, you cannot change your Direct Deposit to the same account.

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Account and Bank Routing/Bank ID Numbers

You can obtain your Account and Bank Routing numbers from one of your checks (as shown below) or from your financial institution.

The diagram shows a check with the following fields and callouts:

- 3: NAME OF DEPOSITOR, STREET ADDRESS, CITY, STATE
- 19: Amount field (part of 101)
- 101: Amount field (part of 19)
- 19: DOLLARS
- 4: NAME OF YOUR BANK
- 5: Payable Through Another Bank
- For: 0210010826 123 456 789 0101
- ROUTING NUMBER (1)
- ACCOUNT NUMBER (2)
- CHECK NUMBER

1. ROUTING TRANSIT/BANK ID Number. Entered as "021001082"
2. ACCOUNT NUMBER. Entered as "123456789". No spaces are allowed. If dashes are indicated, they may be entered.
3. ACCOUNT TITLE. Must include employee name.
4. FINANCIAL INSTITUTION NAME.
5. If your check or sharedraft includes "payable through" under the bank name, contact the financial institution to help obtain the correct Bank ID number for Direct Deposit processing.

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Change Electronic Funds Transfer (EFT)/Direct Deposit, Continued

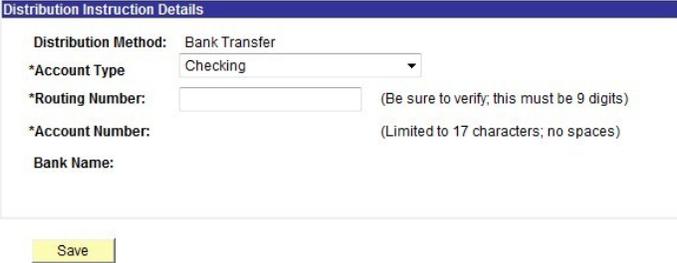
Procedure Log into DA II Self-Service at <https://portal.direct-access.us/> and follow these steps to change your net pay delivery account:

Step	Action												
1	<p>Select the “Change My EFT/Direct Deposit” link from the home page menu.</p> <p>Welcome to Direct Access II Self Service for Retirees, Annuitants, and Former Spouses.</p> <p>You can use Self-Service to: review your Pay Statements and IRS Form 1099R; update your mailing address and phone number(s); and opt out of receiving a Retiree Newsletter by mail. Over the next year, you will be able to perform other Self-Service functions, including: changing your taxes; updating your direct deposit; and starting/stopping allotments. As additional Self-Service functionality is rolled out, we will notify you through the Retirees' Newsletter.</p> <p>If you encounter problems, contact PPC (RAS) at 1-800-772-8724.</p> <p>View My Payslip This link will take you to a list of all available payslips to view and/or download.</p> <p>View My 1099R This link will take you to a list of all available 1099R tax documents to view and/or download.</p> <p>View/Change My Mailing Address This link will allow you to view and make changes to your mailing address.</p> <p>View/Change My Phone Number(s) This link will allow you to view, add, or update their phone number(s).</p> <p>Change My EFT/Direct Deposit This link will take you to view and/or change your EFT/Direct Deposit.</p> <p>Change My Delivery Options This link will allow you to change delivery options for communications.</p> <p>Change My Password This link will allow you to change your password and set your Forgot Password security question/answer.</p>												
2	<p>The currently recorded option will display:</p> <p>My EFT/Direct Deposit</p> <p>John Guardian</p> <p>Click the “Edit” button to change your existing net pay distribution election. You will need your bank routing number and bank account number to complete this transaction.</p> <p>If you wish to change your net pay distribution and the change involves a foreign wire payment or changing from a bank transfer to another form of payment, please contact a RAS technician.</p> <p>If you have any questions, please contact RAS (PPC) at 1-800-772-8724.</p> <table border="1" data-bbox="565 1535 1360 1629"> <thead> <tr> <th colspan="4">Pay Distribution Instructions</th> </tr> <tr> <th>Status</th> <th>Payment Method</th> <th>Bank Name</th> <th>Account Number</th> </tr> </thead> <tbody> <tr> <td>Current</td> <td>Bank Transfer</td> <td>J.P. Morgan Chase Bank, N.A. (123456789)</td> <td>1234567</td> </tr> </tbody> </table> <p>Note: If current payment method is by check the bank name and account number fields will show as “N/A”.</p>	Pay Distribution Instructions				Status	Payment Method	Bank Name	Account Number	Current	Bank Transfer	J.P. Morgan Chase Bank, N.A. (123456789)	1234567
Pay Distribution Instructions													
Status	Payment Method	Bank Name	Account Number										
Current	Bank Transfer	J.P. Morgan Chase Bank, N.A. (123456789)	1234567										

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Change Electronic Funds Transfer (EFT)/Direct Deposit, Continued

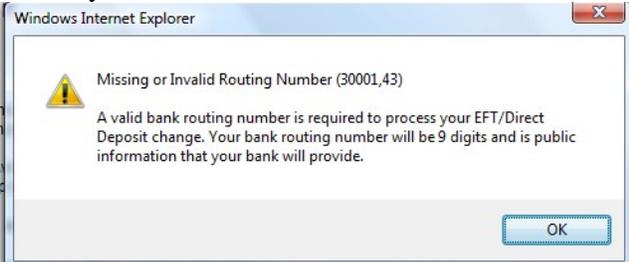
Procedure (continued)

Step	Action
3	<p>If you want to change the bank and/or account information, click the Edit button -- Edit.</p> <p>Note: If current payment method is wire transfer the Edit button will not be accessible (appears grayed out as shown below). You must contact PPC (ras) to make any changes to your payment method.</p>  <p>If you do not desire to make any changes at this time, click the "Home" link at the top of the window to return to the main menu.</p>
4	<p>The EFT/Direct Deposit data entry will display. The third paragraph (circled below) will display the effective pay date for any changes you save:</p> <p>My EFT/Direct Deposit</p> <p>John Guardian</p> <p>Please specify a routing number and account number. Reference a check or statement from your bank account to obtain your account number and routing number or contact your bank to obtain this information.</p> <p>Please note: If you have existing savings allotments, you will not be able to specify bank accounts for your net pay election that are currently set up to receive savings allotments.</p> <p>Once saved, your net pay election will be effective for the payment you receive on August 01, 2010.</p> <p>If you have any questions, please contact RAS (PPC) at 1-800-772-8724.</p> 
5	<p>Select the account type (Checking or Savings) from the drop-down menu next to the Account Type field.</p> <p>*Account Type <input type="text" value="Checking"/></p> <p>*Routing Number: <input type="text" value="Checking"/></p> <p><input type="text" value="Savings"/></p>

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Change Electronic Funds Transfer (EFT)/Direct Deposit, Continued

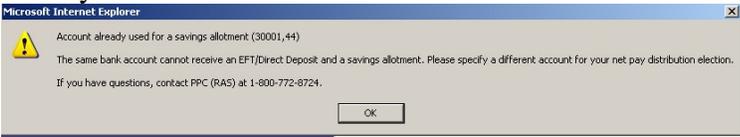
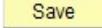
Procedure (continued)

Step	Action
6	<p>Enter the Routing Number and press the Tab key.</p> <ul style="list-style-type: none"> • See “Account and Bank Routing/Bank ID Numbers” on page 2. • The Routing Number must be 9 digits. • If the number you entered does not match a valid number in the database, you will receive this error message after pressing the Tab key:  <ul style="list-style-type: none"> • Ensure that you 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>If the routing number you entered is valid, the name of the Bank will display in the Bank Name field.</p> <p>*Routing Number: <input type="text" value="322271627"/> (Be sure to verify; this must be 9 digits)</p> <p>*Account Number: <input type="text"/> (Limited to 17 characters; no spaces)</p> <p>Bank Name: <input type="text" value="J.P. Morgan Chase Bank, N.A."/> (circled in green)</p>

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Change Electronic Funds Transfer (EFT)/Direct Deposit, Continued

Procedure (continued)

Step	Action
7	<p>Enter the Account Number and press the Tab key.</p> <ul style="list-style-type: none"> • See “Account and Bank Routing/Bank ID Numbers” on page 2. • The account number cannot exceed 17 characters (letters, numbers and hyphens are permitted. Do not use spaces). • If you specify the same account that is currently used for a savings allotment you will receive this error after pressing the tab key:  <p>If you want to cancel your savings allotment, and have all your net pay go to a single account, contact your PPC (ras) technician.</p>
8	Click the Save button to save your change -- 
9	If your changes are successfully saved, the system will provide you with the pay date that your direct deposit change will be effective.