DEFENSE FINANCE AND ACCOUNTING SERVICE
ARLINGTON
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ARLINGTON, VA 22240-5291

DEC 1 2004

DFAS-DOP

MEMORANDUM FOR DIRECTOR, ACCOUNTING AND FINANCE POLICY AND ANALYSIS (OUSDC)
OFFICE OF GENERAL COUNSEL, DEFENSE FINANCE AND ACCOUNTING SERVICE-DENVER, ATTN: LINDA ETTER
DIRECTOR, CIVILIAN PAY OPERATIONS, DEFENSE FINANCE AND ACCOUNTING SERVICE (PC/PE)

SUBJECT: Interim Change to the DoDFMR, Volume 8, Chapter 1, Updates Requests for Direct Deposit (DFAS Item 08-A3)

The attached Interim Change 04-CP3 to Chapter 1 of the Department of Defense Financial Management Regulation (DoDFMR), Volume 8, is effective immediately. This is a routine change and the result of directed action that does not affect existing policies. This change adds myPay as a method for employees to update direct deposit information. It also recognizes that the Direct Deposit Authorization, DD Form 2762, has been cancelled effective August 10, 2000. Assignment of the interim change number is your authority to initiate a procedural modification to implement this change immediately.

Lydia Moschkin
Director, Policy

Attachment:
As stated

cc:
DUSD (CPP)
National Security Agency (Attn: Laneita Kisamore)
Dept of Energy (Attn: Jerry Odegard)
Dept of Health & Human Services (Attn: Jim Martin)
Service Liaisons

UPDATE TO REQUESTS FOR DIRECT DEPOSIT

1. Revise paragraph 010303A to read as follows:

A. To enroll in the EFT program, an employee must either sign up directly through the online myPay system or complete one of the following Direct Deposit authorization forms and submit it to his or her local Customer Service Representative.

1. Direct Deposit Sign-Up Form (SF 1199A); and

2. FASTSTART Direct Deposit (FMS Form 2231).

The myPay screens and the forms listed above contain detailed instructions for completing the authorization. The SF 1199A has a section that must be completed by the employee's financial institution. Requesting the change through myPay and the FMS Form 2231 does not require approval by a financial institution.

2. Revise paragraph 010303B to read as follows:

B. The following enrollment sources may be used to support the myPay request or the FMS Form 2231:

1. Cancelled check or share draft (micro encoded data on the bottom.

2. Savings or checking account identification card.

3. Department of Treasury 1099-INT (Statement for Recipients of Interest Income).

4. Bank Statement.

Note: A combination of sources may be necessary to obtain the required information to start or change EFT enrollment.