



MILITARY

ALLOTMENT PROCESSING

Funding is subject to receipt of confirmation that the military allotment process is complete.

Please follow these instructions using myPay online.

1) Connect online to the customer's myPay account at: <https://mypay.dfas.mil/mypay.aspx> using the PIN mailed by DFAS for myPay use. If the member does not know their PIN, they can call myPay customer service at one of the telephone numbers below.

2) Check the box "I agree to the terms of the User Agreement" and click "OK".

3) Select "Allotments" and then "Start a Savings Allotment" to begin a new allotment

4) Submit the allotment START using the following ACC information:

Routing number: 072000096

Account number: 1851583839

Account type: CHECKING

Monthly Amount: \$ XXX.XX

After submitting, the system will return our bank information (Comerica, Cincinnati, OH).

5) PRINT OUT the initial confirmation page before confirming (see sample below) by using **Ctrl + P**

myPay

Financial Allotment Confirmation

This action will be reflected in your October 15, 20X

If you are receiving mid-month and end-of-month pay and your transaction occurs after mid-month pro monthly allotment deduction amount will be reflected in your end-of-month pay. If you process p processing, the entire monthly allotment deduction amount would be divided approximately in half an your mid-month and end-of-month pay. Please be aware of your current net pay and the impact this bi on your net pay prior to submission, avoid any adverse effect on your pay. The next update will b month.

Financial Institution: Comerica Bank
P.O. Box 75000
Detroit, MI 48275-7618

Account Number: 1851583839

Account Type: * Checking

Monthly Amount: * \$ (monthly amount)

To confirm, press YES. To cancel, Press NO.

6) Include this confirmation print-out with the Contract package.

7) Select "Yes" and Print the final Notification Page (by using **Ctrl + P**) - include with the Contract package

At this point, the myPay system will state when the allotment will start. Remind the Military Customer to send any payment(s) that will be due before this start date directly to ACC. Be sure to **print the Confirmation Page & Notification Page** and include it with your contract package.

The Military Customer may contact myPay customer service by calling toll-free (800)390-2348, or commercial (216)522-5122 (7:00am- 7:30pm EST)

Benefits of Allotment to the Military Customer