

C I O H A N D B O O K

3 January 2003

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PERSONAL PROPERTY CLAIMS SETTLEMENT PAYMENT BY ELECTRONIC FUNDS TRANSFER (EFT) INTO YOUR DIRECT DEPOSIT

All personal property claim settlements will be done by the Electronic Funds Transfer (EFT) method. Claim settlement checks are no longer sent to claimants, i.e., civilian employees, separating and retired Marines and other individuals. It is the claimant's responsibility to ensure that his/her EFT information is submitted correctly with the claim packet. If the EFT information is incorrect it will be returned to you for correction that will delay payment.

Instructions to update/verify your EFT Information

Direct Deposit Form (FMS Form 2231)

You must go into your "My Pay" and go to the "Direct Deposit" screen and, if applicable, update your EFT information and save. The information on your "Direct Deposit" form must match exactly the same as to what you have in your "My Pay" database.

You can obtain the Direct Deposit Form at:

<http://fms.treas.gov/eft/2231.pdf>

You must verify/update your Direct Deposit information in "My Pay" and submit your EFT form with your claim packet to receive your claim settlement payment.