



ALLOTMENT START PROCESSING

If you have the ability to pay by allotment or direct deposit (active career status military, GS civilians), we require that you process an allotment per the instructions below. **Loan completion is subject to receipt of confirmation of the processed allotment start.** You are still required to complete the Agreement for Pre-Authorized Debits form. This will facilitate payments not made by allotment (late payments, prepayments, advance payoff, refunds).

If you cannot process an allotment, we shall process automatic payments by draft on a monthly basis (per the attached Agreement for Pre-Authorized Debit form).

Please follow these instructions carefully. We strongly recommend using online MyPay.

1) **Connect online** to your MyPay account at: <https://mypay.dfas.mil> , go to **myPay-control your pay** section.

2) **Submit the allotment START** using the following information:

Routing number : 104113343

Account number : 7119282

Account type : CHECKING

Monthly Amount : \$

After submitting, the system will return our bank information (**First State Bank, Scottsbluff, NE**).

3) **PRINT OUT the initial confirmation page before confirming (see sample below).**

If you are not able to print out the confirmation when processing, you will need to wait 24 hours in order to view your online MyPay status information, and you will have the possibility to print out confirmation of the processed allotment start information.

myPay

Financial Allotment Confirmation

This action will be reflected in your October 15, 2005 pay.

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

Financial Institution:	FIRST STATE BANK 2002 BROADWAY SCOTTSBLUFF, NE 69361- 0000
Account Number:	* 7119282
Account Type:	* Checking
Monthly Amount:	* \$ (monthly amount)

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

myPay

4) **Attach the confirmation print-out to the loan package.**

If you are delaying your allotment start to meet a differed scheduled delivery, you may forward the allotment start confirmation separately by mail, fax or email (info@tcfinance.com) at least 2 weeks prior to delivery. TC Corp will not process the Finance Release (required by the seller before delivering your bike) without this confirmation.