

VOLUME 5, CHAPTER 4: “CHECK CASHING SERVICE (ACCOMMODATION EXCHANGE)”

SUMMARY OF MAJOR CHANGES

All changes are denoted by **blue font**.

Substantive revisions are denoted by an * symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by **bold, italic, blue and underlined font**.

The previous version dated December 2009 is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
Multiple	Revised the entire chapter to include administrative updates and hyperlinks.	Update
Table of Contents	Added paragraph numbers for ease of reference.	Update
040201	Restructured paragraph for better organization and logical flow.	Update

Table of Contents

VOLUME 5, CHAPTER 4: “CHECK CASHING SERVICE (ACCOMMODATION EXCHANGE)”		1
0401	EXCHANGE OF CASH FOR NEGOTIABLE INSTRUMENTS	3
040101.	Policy.....	3
040102.	Negotiable Instruments	3
040103.	Eligibility.....	3
040104.	Internal Controls.....	5
0402	CASHING PERSONAL CHECKS.....	5
*040201.	General	5
040202.	Exceptions	6
040203.	Limitations	6
040204.	Check Cashing.....	7
0403	ACCOUNTABILITY FOR DISHONORED CHECKS	10
040301.	Checks Accepted from Collection Activities	10
040302.	Checks Accepted to Satisfy an Obligation (Debt) Due the United States	10
040303.	Checks Received as Accommodation Exchange Transactions	10
0404	REMOVAL OF DEFICIENCIES	10
040401.	Request for Removal.....	10
040402.	Lost Dishonored Check.....	11
040403.	Forgeries and Other Unusual Cases	11
Figure 4-1 DD Form 2761 (Personal Check Cashing Agreement)		12
Figure 4-2 Samples of Check Endorsements Consenting to Pay Account Collections for Dishonored Check Charges		14
Figure 4-3 Sample of a Request for Removal of Deficiency due to Dishonored Checks		15
Table 4-1 DoD Component Payroll Office Addresses		16

CHAPTER 4

CHECK CASHING SERVICE (ACCOMMODATION EXCHANGE)

0401 EXCHANGE OF CASH FOR NEGOTIABLE INSTRUMENTS

040101. Policy

A. General. [Title 31, United States Code \(U.S.C.\), Section 3342](#), allows disbursing officers (DOs) to provide check cashing and accommodation exchange services to military and civilian personnel of the United States (U.S.) Government, veterans hospitalized or domiciled in Department of Veterans Affairs facilities or other U.S. Government institutions, contractors engaged in U.S. Government projects (including contractor personnel), and personnel of authorized nongovernmental agencies operating with agencies of the U.S. when satisfactory banking facilities are not available and [when persons to be provided this service](#) are U.S. citizens.

B. United States. If on-base commercial banks, other financial institutions, or exchanges are [neither available nor adequate](#) to provide check cashing service, the commander may request the Director, Defense Finance & Accounting Service (DFAS), or designee, to authorize the DO to cash the negotiable instruments listed in paragraph 040102 of this chapter. [Submit](#) such requests, with justification, through the [Disbursing Policy Division, Strategy, Policy & Requirements Directorate, DFAS-Indianapolis \(DFAS-ZPFA/IN\)](#), 8899 E. 56th Street, Column 329F, Indianapolis, IN 46249-0050. If approved, the provisions of section 0402 of this chapter apply. Only the individuals listed in paragraph 040103 of this chapter are eligible to receive check cashing service.

C. Overseas Areas and Ships Afloat. If military banking facilities, other financial institutions, or exchanges are neither available nor adequate to provide check cashing services, the commander may authorize the DO to cash the negotiable instruments listed in paragraph 040102 of this chapter for only the individuals listed in paragraph 040103 of this chapter. [The command must have a written](#) check-cashing policy approved by the theater commander or designee [identifying](#) the services to be offered and identifying the personnel eligible to receive them. The policy [must provide that](#) the DO may deny check cashing privileges to anyone based on the non-availability of cash or personnel resources. Resources [must](#) be available to provide these services without impacting levels of other financial services (e.g., primary disbursing and related functions).

040102. Negotiable Instruments

[A DO may](#) cash U.S. Treasury Checks, Money Orders, Travelers Checks, third-party checks (the drawer, drawee, and payee are different parties), state and local government checks, credit card checks, business checks, and personal checks payable in U.S. currency for eligible payees. These negotiable instruments may be processed through the [OTC.net system](#); see [Chapter 24 of this volume](#).

040103. Eligibility

All personnel permanently assigned to units in the area served by the DO are eligible for check-cashing services. Units desiring personal check cashing privileges from DOs of another activity or Component designate a point of contact (POC) to work with the DO, who may require that the POC to furnish a list of personnel on temporary duty/temporary additional duty (TDY/TAD) when approved by the DO's commander. TDY/TAD personnel **must provide** the DO a copy of their TDY/TAD orders in addition to any other items of identification the DO may require. An authorized agent, usually a dependent authorized pursuant to a properly executed power of attorney, may receive check cashing privileges for personal checks drawn on the account of the member, personal checks drawn on joint accounts to which the member is a party, and any other check which is drawn in favor of the member. The agent **must** present valid identification in the course of all transactions. Restrictions which apply to benefiting members apply to **their** agents under the terms of the executed **Department of Defense (DD) Form 2761** (Personal Check Cashing Agreement), which serves as a power of attorney (see Figure 4-1). Eligible individuals are:

- A. Members of the U.S. Armed Forces;
- B. Civilian employees of the U.S. Government who are U.S. citizens;
- C. U.S. military retirees, so long as the theater commander or designee determines that providing this service is not prohibited by the Status of Forces Agreement (SOFA) with the country involved;
- D. Hospitalized veterans of the U.S. Armed Forces;
- E. Contractors and their employees engaged in U.S. Government projects if the contractor is a U.S. firm and the employees are U.S. citizens. The company's on-site representative must furnish the DO with a **list** of employees authorized to cash personal checks, and enter into a written agreement with the DO regarding dishonored checks written by company employees. The agreement **must** stipulate that the DO will suspend check cashing-privileges for **that company's employees** if the DO receives a dishonored check written by a company employee and the DO is unable to collect for the dishonored check. The DO will notify the company representative when a dishonored check is received from one of its employees and suspend check cashing services for all **of the company's employees**. The suspension remains in effect until the DO collects on the dishonored check. If the DO is unable to collect after 30 days from the date of notification to the company, the check cashing agreement will be terminated **permanently**;
- F. U.S. citizens who are employees of authorized nongovernment agencies operating with U.S. Government agencies, (e.g., the American Red Cross);
- G. Dependents of the personnel named in paragraphs 040103A through 040103F of this chapter:
 1. **Holding proper identification and powers of attorney and who possess valid DoD identification cards; or**

2. Ordered to safe haven posts due to emergency evacuation. See Chapter 12 of this volume for accommodation restrictions.

H. Third-country nationals (civilian employees) under contract to the U.S. Government as contractors or subcontractors and employed by U.S. firms engaged in U.S. Government projects in foreign countries with U.S. Treasury checks or U.S. dollar checks issued by the contractors; and

I. U.S. citizen employees of federal credit unions operating on U.S. military installations in foreign countries that do not permit contractor operated Department of Defense (DoD) military banking facilities to operate on installations.

040104. Internal Controls

Commanders and other individuals in the chain of command ensure the existence and implementation of internal controls adequate to preclude the fraudulent issuance and cashing of negotiable instruments. At a minimum, the following procedures should be followed:

A. All instruments are endorsed, "Pay to the Order of the Disbursing Officer, (name of ship, station, activity, unit, disbursing station symbol number (DSSN), or the DFAS site)."

B. The payee(s) sign or endorse each instrument in the presence of the DO, a deputy DO (DDO), the DO's authorized agent, or a cashier.

C. The identity of the DDO, DO's agent, or cashier who cashes the instrument must be clearly identifiable on that instrument. In the event of an altered or forged instrument, the DDO, agent, or cashier that cashed the instrument may be held pecuniarily liable. If the instrument becomes nonnegotiable and the identity of the DDO, agent, or cashier cashing the instrument is not apparent on the instrument, the DO may be held pecuniarily liable.

D. The DDO, DO's agent, or cashier who cashes a negotiable instrument must properly verify the identity of the person(s) presenting the instrument.

E. Record the payee(s) or endorser(s) identification (e.g., legible name, social security number (SSN), duty station/organization, duty phone, and identification card number) on the negotiable instrument so recovery can be made if the instrument is dishonored. Due to increased concerns of identity theft, a DO may institute an alternate to annotating the SSN on a check. The use and retention of the DD 2761, with a photocopy of the negotiated check, provides such an alternate. For out-of-service debt collection, see Chapter 28 of this volume.

0402 CASHING PERSONAL CHECKS

*040201. General

DOs authorized to cash personal checks under paragraph 040101C of this chapter do not

always receive notification of dishonored checks before the individuals move from the deployed location. In order to expedite collection of dishonored checks, [this chapter provides](#) standard overseas and afloat check cashing procedures applicable to DoD appropriated fund civilian and military personnel. Overseas and afloat disbursing offices, appropriated fund civilian payroll offices and, when individually approved by DFAS, DOs within the United States that provide accommodation exchange check cashing services are subject to adequate internal controls implemented by the Commander and the chain of command to preclude fraudulent cashing of negotiable instruments. A commander (i.e., a theater commander, base or installation commander, commanding officer or officer-in-charge, director of a supporting DFAS site, or equivalent civilian head in the chain of command of the DO) may authorize the DO to cash personal checks for certain authorized individuals; [see section 0401 of this chapter](#).

040202. Exceptions

A DO of a Naval vessel may cash personal checks for crew members when the vessel is in a U.S. port and adequate check cashing facilities are neither available nor adequate for nonresidents of the area. A nontactical disbursing activity in the U.S. may provide check cashing service when a unit, squadron, or detachment without a DO or disbursing capability is performing temporary duty away from its permanent station or homeport in an area where adequate check cashing facilities are likewise not available. This authority also applies when units, squadrons, or detachments are engaged in training or exercises which preclude use of available check cashing facilities. For situations not described in paragraph 040201 of this chapter, a commander may request the Director, DFAS or designee to authorize check cashing services. [Submit the request with justification following paragraph 040101B](#) of this chapter.

040203. Limitations

The Commander establishes maximum [check cashing](#) amounts for personal checks that may be cashed by authorized personnel and/or their agents. In overseas areas where personnel of two or more Military Services are operating, the senior commander [ensures](#) a uniform policy [exists that provides](#) check cashing privileges within sound financial management practices. [The command's published written](#) policy and applicable limits [are](#) based on the dictates of the local economy and cost-of-living. Deviations from established command maximum limits are published in writing by the supporting DO for each exception. The DO [also provides](#) a copy of [an](#) authorization to exceed the established limit when requesting removal of deficiencies involving uncollectible insufficient fund checks and [associated](#) charges that may be assessed by financial institutions for personal checks they have cashed; see section 0404 of this [chapter](#). Personal checks [to](#) be cashed must be drawn in multiples of \$5 unless local conditions make that increment impractical. U.S. Treasury checks or checks issued by insurance companies, banks or credit unions, or other institutions of similar financial standing may be cashed without regard to dollar amount. All checks [must](#) be drawn on U.S. financial institutions, overseas branches of U.S. banks or credit unions, or overseas military banking facilities operated under U.S. Government contract; [and](#) payable in U.S. currency through U.S. banks or credit unions, to include banks located in U.S. territories (e.g., Commonwealth of Puerto Rico, U.S. Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands). [The DO establishes](#) the days and hours during which [check-cashing](#) service [is available](#) and makes appropriate notification of any changes. [This section governs](#) suspension of check cashing privileges for writers of dishonored checks.

040204. Check Cashing

A. All authorized military and appropriated fund civilian personnel who request check cashing privileges **must** consent in writing to immediate collection against their pay for the total of any dishonored check. Dishonored checks are not delinquent debts. There is no authority to assess a service charge (penalty), **but** recover any insufficient fund charges assessed on the DO by financial institutions. Depending on the circumstances, the DO has two options:

1. Option 1. Using DD Form 2761:

a. If the individual's payroll office is not known or if the DO, DDO or his or her deputies, agents, or cashiers are cashing a check for a civilian employee or an authorized agent of a civilian employee or military member, the DO uses DD Form 2761.

b. The term "authorized agent," as used on the DD Form 2761, pertains to an individual, usually a dependent, authorized by a power of attorney to cash personal checks on behalf of a member or civilian employee as prescribed in this chapter.

c. With the proper use of this form, a separate power of attorney on behalf of the individual requesting check cashing service is not required. The member or employee **appoints** an agent by providing a name(s) in the block titled "Authorized Agent" of the DD Form 2761. The member or employee **must sign the form, and the person cashing the check must verify the agent's signature against** a valid form of identification **when** the check is presented.

2. Option 2. An authorized statement, stamped on the front of the personal check, may be used **only** for military members and civilian appropriated fund employees, but not for the members' authorized agents or other classes of individuals authorized check cashing privileges:

a. If the individual's payroll office is known, **the** DO can order a rubber stamp in small type to be placed on the front of the check along the top margin or above the bank's name and address as shown in Figure 4-2. **The stamp must state:**

"I consent to immediate collection from my pay the amount of this check **plus bank charges, if this** check is dishonored _____."

b. The DO (**or authorized agent**) **stamps** this statement on the front of the check in the presence of the individual and **ensures the latter places his or her** initials at the end of the statement to validate immediate collection from the individual's pay account if the check is later dishonored.

c. If the stamp is used, **record** adequate payee identification (**verified against a valid identification card**) on the negotiable instrument **to facilitate** recovery **if** the instrument is dishonored; see paragraph 040104E of this chapter.

B. The following are the responsibilities of DOs and their authorized agents when pay account collection for dishonored personal checks becomes necessary:

1. When a military member is in the same Component and the DO maintains the member's account:

a. Immediate deduction from the pay account is authorized for the face value of the dishonored check(s) plus any charges assessed against the DO by a financial institution for their [processing](#).

b. [DOs may](#) not use partial payments as a means of resolving a dishonored check. Partial payments are limited to emergency situations.

2. When a military member is from a different Military Service, or from the same Component but paragraph [040204B1](#) of this chapter does not apply (e.g., retirees, members on PCS orders, on TDY, or in any other transitory status):

a. When the DD Form 2761 is used, the DO [makes](#) copies of the form (front and back), [certifies](#) on its reverse that the individual consented to voluntary collection, and sends it to the appropriate component payroll office ([see Table 4-1](#)) to [affect](#) the pay account deduction and make restitution to the negotiating DO. The payroll office [annotates](#) the reverse of the DD Form 2761 specifying the action taken for each dishonored check listed.

b. When the stamp is used on the face of a check, the DO prepares a [DD Form 139](#) (Pay Adjustment Authorization) by Component as follows:

(1) Attach a listing showing each military member's name, DoD Component, SSN, unit or duty station, and check amount(s), along with copies of the check(s) (front and back). [If](#) the depository adds a fee to the amount of the dishonored check, [include](#) a copy of the Standard Form (SF) 5515 (Debit Voucher) to substantiate its inclusion in the total amount of the deduction. Send all required documents to the appropriate payroll office at the mailing address in Table 4-1 [to accomplish](#) pay account deduction.

(2) Certify that the military members consented to voluntary collection by typing the following certification statement on the DD Form 139 in the block titled "Explanation and/or Reason for Adjustment."

"I certify that these collections are the result of dishonored personal checks cashed by the cited individuals for the amounts stated. Each individual has consented, in writing, that in consideration for cashing the individual's personal check(s), the amount of any check returned unpaid, plus any charges assessed against the DO by a financial institution, for any reason may be collected from the individual's pay."

3. [Process](#) dishonored personal checks for authorized appropriated fund civilian employees as follows:

a. Immediate pay account deductions are authorized for the face value of dishonored checks plus any charges assessed against the DO by financial institutions.

b. The DO makes copies of the DD Form 2761 (front and back), certifies on the reverse side of each form that the individual consented to voluntary collection, and attaches front and back copies (if applicable) of the checks. Where the depository adds a fee to the amount of the dishonored check, attach a copy of the SF 5515 to substantiate its inclusion in the amount of the pay account deduction. Send all documents to the appropriate payroll office listed in Table 4-1.

4. When a check is returned for a contract employee, the DO must immediately seek reimbursement from the company employee, as indicated in the employee's company agreement.

C. When collection action becomes necessary and the payroll office receives a DD Form 139 or DD Form 2761 from the DO, the payroll office is responsible for:

1. Processing the account deduction using normal payroll procedures;

2. Including, when possible, a statement similar to, "Consensual collection action for a dishonored check" in the remarks column of the leave and earnings statement (LES); and

3. After collection of the debt, the payroll office annotates the DD Form 139 or DD Form 2761 with the action taken for the dishonored check(s) and returns the document together with a certified casual payment voucher charged to the service member's pay account for the amount of the dishonored check to support the DO's issuance of an exchange-for-cash check payable to the disbursing office holding the dishonored check, to support the SF 1219 (Statement of Accountability).

D. When a military member or DoD civilian employee is separated or has resigned and cannot be located to make restitution, the DO follows section 0404 of this chapter.

E. Writing checks in advance of the availability of funds (floating a check) is illegal and is neither condoned nor tolerated. Therefore, deny check-cashing privileges to individuals who abuse this privilege by writing checks against insufficient funds.

F. Retain check cashing documents as follows:

1. For all personal checks honored, the DO cashing them, keeps the original signed DD Form 2761 until 6 months after the individual transfers to a new duty station/installation or separates.

2. For all dishonored checks, keep the original DD Form 2761 with the dishonored check file until resolved. If the consent statement is stamped on the front of the

check and the check is dishonored, the DO, deputies, agents, or cashiers make copies of the front and back (if applicable) of the check and **keep it** along with a copy of the agreement if the individual is a contractor until the matter is resolved.

0403 ACCOUNTABILITY FOR DISHONORED CHECKS

040301. Checks Accepted from Collection Activities

DOs who accept checks from collection activities for the sale or transfer of something of value (e.g., property disposal sales, clothing sales, commissary sales, ships stores, housing offices, or similar activities) which later are returned unpaid by the depositary on an SF 5515, record the SF 5515 on the [DD Form 2657](#) (Daily Statement of Accountability) as a reduction of deposits (line 4.2.A), prepare a reverse collection voucher as a reduction of reimbursements (line 4.1.E), and send one copy of the collection voucher and one copy of the dishonored check to the collection activity concerned. Collection activities are responsible to pursue collection action in accordance with their regulations and Chapter 28 of this volume. Since these checks were collected into an appropriation and subsequently reversed, there is no deficiency in the DO's accountability.

040302. Checks Accepted to Satisfy an Obligation (Debt) Due the United States

DOs who accept checks to satisfy a debt to the United States (e.g., overpayment of travel allowances) which later are returned unpaid by a depositary must follow paragraph 040301 of this chapter. The activity responsible for originating the charge (e.g., military pay, travel pay, or similar entitlement area) reestablishes the debt based on the dishonored check and the reverse collection voucher and pursues collection action in accordance with their regulations and Chapter 28 of this volume. A DO who is the collecting officer for these types of dishonored checks initiates collection action following Chapter 28 of this volume. Since these checks were collected into an appropriation and subsequently reversed, there is no deficiency in the DO's accountability.

040303. Checks Received as Accommodation Exchange Transactions

For checks accepted in check cashing transactions (accommodation exchanges) authorized by [31 U.S.C. 3342](#), which later are returned unpaid by the depositary on an SF 5515, record the SF 5515 on the DD Form 2657 as a decrease to deposits (line 4.2.A) and as an increase to dishonored checks receivable (line 7.4). Unlike the checks discussed in paragraphs 040301 and 040302 of this chapter, consider these checks as erroneous payments because public funds have been disbursed. The DO pursues collection of these checks following this chapter and Chapter 28 of this volume. Should the checks become uncollectible, the DO reports the loss and requests removal of the deficiency through the Relief of Liability Section, [Disbursing Policy Division, Strategy, Policy & Requirements](#) Directorate, DFAS Indianapolis (DFAS-ZPFA/IN), 8899 E. 56th Street, Column 329F, Indianapolis, IN 46249-0050; see section 0404 of this chapter.

0404 REMOVAL OF DEFICIENCIES

040401. Request for Removal

Start appropriate collection action immediately on receipt of notification that a check has been dishonored and pursue it through recovery. If the debtor is no longer employed, in the military service, or is an inactive reservist, all attempts to collect have been exhausted and any further attempts at collection become impractical, the DO submits a written request for removal of the deficiency to the DFAS-ZPFA/IN; see Figure 4-3. The DO sends the request through their command channels and includes the original or a copy of the front and back of the uncollectible check; a copy of the related SF 5515; copies of the documents presented in section 0402 of this chapter, to include the latest available information regarding the debtor's location; a copy of the command's check cashing policy; a copy of the one-time authority to exceed the command's normal check amount, if applicable; and a copy of the request for the DFAS payroll site to pursue collection action against the delinquent debtor. Removal of deficiencies normally is authorized under 31 U.S.C. 3342 if the DO has followed the check cashing policy and collection requirements in this chapter and Chapter 28 of this volume. If the DFAS-ZPFA/IN approves removal of the deficiency, it sends the requesting DO a memorandum authorizing a charge to ***6763.XXXX, Gains and Deficiencies on Exchange Transactions. The DO sends a copy of the memorandum to the activity to which financial reports are submitted. DFAS-ZPFA/IN advises the Debt and Claims Management Office to continue attempts to recover the debt and, if successful, credit the appropriation charged when the deficiency is removed as a result of successful debt recovery processes. If DFAS-ZPFA/IN does not authorize removal of the deficiency, the deficiency cannot be charged to ***6763.XXXX. The DO can either repay the loss or request relief of liability under Chapter 6 of this volume.

040402. Lost Dishonored Check

If a dishonored check held in the disbursing office is lost, handle it as a physical loss of funds.

040403. Forgeries and Other Unusual Cases

Generally, forgeries should be detected if the check cashing procedures in this chapter are followed properly. However, if a forged check is processed and paid, a loss of funds investigation must be completed (see Chapter 6 of this volume). If the investigation is unable to identify the forger, or if recovery from this person cannot be accomplished, then the DO, DDO, agent, or cashier who cashed the forged instrument will be liable for the loss, but eligible for relief of liability pursuant to Chapter 6 of this volume. As such, the DO, DDO, agent, or cashier may submit a request for relief of liability to DFAS-ZPFA/IN for the improper payment. The request should include a copy of the investigation results, all related documents, and a description of the procedures used to preclude forgery.

Figure 4-1 DD Form 2761 (Personal Check Cashing Agreement)

PERSONAL CHECK CASHING AGREEMENT		<i>Form Approved OMB No. 0730-0005 Expires Feb 28, 2007</i>
<p>The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Executive Services and Communications Directorate (0730-0005). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS OF THE AGENCY WHICH PROVIDED THIS FORM.</p>		
PRIVACY ACT STATEMENT		
AUTHORITY:	31 U.S.C. 3342, E.O. 9397, and DoD Financial Management Regulation (DoDFMR) 7000.14-R, Volume 5, Chapter 4.	
PRINCIPAL PURPOSES:	This form is designed exclusively to help overseas and afloat DoD disbursing activities, expedite the collection process of dishonored checks overseas and afloat.	
ROUTINE USES:	The information on this form may be disclosed as generally permitted under 5 U.S.C. Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense to Federal, state, or local government agencies, which have identified a need to know, for the purpose(s) identified in the DoD Blanket Routine Uses as published in the Federal Register	
DISCLOSURE:	Voluntary; however, failure to provide the requested information will result in refusal to cash personal checks.	
PLEASE PRINT OR TYPE ALL INFORMATION		
1. NAME (Last, First, Middle)		2. SOCIAL SECURITY NUMBER
3. ORGANIZATION/LOCATION		4. RANK/GRADE
		5. DUTY TELEPHONE NUMBER <i>(Include Area Code)</i>
6. BRANCH OF SERVICE	7. SUPERVISOR'S NAME (Last, First, Middle Initial)	8. SUPERVISOR'S TELEPHONE NUMBER <i>(Include Area Code)</i>
9. HOME ADDRESS (Street, Apartment Number, City, State, ZIP Code)		
10. HOME TELEPHONE NUMBER <i>(Include Area Code)</i>	11. DRIVER'S LICENSE NUMBER	12. DRIVER'S LICENSE STATE
POWER OF ATTORNEY		
<p>I desire to execute a power of attorney and I appoint and by these presents do make, constitute and appoint the below listed individual(s) my true and lawful attorney(s)-in-fact to draw, make, endorse, and cash personal checks drawn upon any account which I may have as sole or joint owner. Any act performed hereunder for me or from my account shall be binding on me, my heirs, legal and personal representatives and assigns. Transactions under this authority shall be in my name and all endorsements and instruments executed by my attorney shall contain my name, followed by that of my attorney and the designation "Attorney-in-Fact".</p>		
13. AUTHORIZED AGENT		14. AUTHORIZED AGENT
15. AUTHORIZED AGENT		16. AUTHORIZED AGENT
<p>"In consideration of the extension of the privilege to have personal checks cashed by a Department of Defense finance/disbursing officer, I hereby freely and voluntarily consent to the immediate collection from my current pay, without prior notice or prior opportunity to be heard, the face value of any check cashed by myself or my authorized agents, plus any charges assessed against the government by a financial institution, in the event such instrument is dishonored and returned for insufficient funds or closed accounts."</p>		
17. REQUESTOR'S SIGNATURE		18. DATE

Figure 4-1 DD Form 2761 (Personal Check Cashing Agreement) (Continued)

PAY ADJUSTMENT AUTHORIZATION		NOTE: If individual has been transferred, forward this authorization to the officer currently maintaining the individual's pay record.	
1. MEMBER/EMPLOYEE NAME (Last, First, Middle)	2. SSN	3. RANK/GRADE	4. BRANCH OF SERVICE
5. PAY GRADE NUMBER	6. AMOUNT	7. APPROPRIATION DATA	
8. FROM		9. NAME OF ACCOUNTABLE DISBURSING OFFICER (D.O.)	
		10. D.O. SYMBOL	11. G.A.O. EXCEPTION CODE
12. TO		13. YOU ARE HEREBY AUTHORIZED TO DEDUCT THE AMOUNT OF \$ _____ FROM THE ACCOUNT OF THE ABOVE NAMED INDIVIDUAL.	
14. EXPLANATION AND/OR REASON FOR ADJUSTMENT			
I CERTIFY that this collection is the result of dishonored personal checks cashed by the cited individual for the amounts stated. The individual has consented in writing, that in consideration for cashing the individual's check(s) the amount of any check returned unpaid for any reason, plus any charges assessed against the government by a financial institution, may be collected from the individual's pay.			
15. FROM			
16. DISBURSING OFFICER			
a. NAME (Last, First, Middle Initial)	b. RANK/GRADE	c. SIGNATURE	
I CERTIFY that the adjustment indicated above has been entered on the above-named individual's Pay Record. (If adjustment has not been entered, give explanation in the space provided above.)			
17. TO		18. PAYROLL OFFICER	
		a. NAME (Last, First, Middle Initial) (Type or Print)	b. RANK/GRADE
		19. PAYROLL DSSN	20. DATE
		21. SIGNATURE	

DD FORM 2761 (BACK), FEB 2004

Figure 4-2 Samples of Check Endorsements Consenting to Pay Account Collections for Dishonored Check Charges

JAMES A. HANCOCK 123-45-6789 MARY S. HANCOCK 234-56-7890 4567 ASSUMED DRIVE (703) 345-6789 ALEXANDRIA, VA 22310		4620
		$\frac{68-7497}{2560}$
		_____ 20 _____
PAY TO THE ORDER OF	\$	
		DOLLARS
XYZ FEDERAL CREDIT UNION <small>VIENNA, VIRGINIA</small>		
I CONSENT TO IMMEDIATE COLLECTION FROM MY PAY THE AMOUNT OF THIS CHECK PLUS BANK CHARGES, IF THIS CHECK IS DISHONORED		
FOR	SAMPLE - NON--NEGOTIABLE	
:256074974: 4620:::333333333333 :001		

JAMES A. HANCOCK 123-45-6789 MARY S. HANCOCK 234-56-7890 4567 ASSUMED DRIVE (703) 345-6789 ALEXANDRIA, VA 22310		4620 <small>I CONSENT TO IMMEDIATE COLLECTION FROM MY PAY THE AMOUNT OF THIS CHECK PLUS BANK CHARGES, IF THIS CHECK IS DISHONORED</small>	
		$\frac{68-7497}{2560}$	
		_____ 20 _____	
PAY TO THE ORDER OF	\$		
		DOLLARS	
XYZ FEDERAL CREDIT UNION <small>VIENNA, VIRGINIA</small>			
I CONSENT TO IMMEDIATE COLLECTION FROM MY PAY THE AMOUNT OF THIS CHECK PLUS BANK CHARGES, IF THIS CHECK IS DISHONORED			
FOR	SAMPLE - NON--NEGOTIABLE		
:256074974: 4620:::333333333333 :001			

Figure 4-3 Sample of a Request for Removal of Deficiency due to Dishonored Checks

(Letterhead Block)

Date

MEMORANDUM FOR RELIEF OF LIABILITY SECTION, **DISBURSING POLICY & TREASURY INITIATIVES DIVISION**, DFAS INDIANAPOLIS (DFAS-ZPFA/IN), 8899 E. 56TH STREET, INDIANAPOLIS, IN 46249-0500

SUBJECT: Request for Removal of Deficiency

I request removal of deficiency under the provisions of Department of Defense Financial Management Regulation, Volume 5, paragraph 040401, for the following dishonored checks accepted as accommodation exchange transactions. This deficiency is carried on the accountability of disbursing station symbol number XXXX under the account holder Captain XXXXXXXX.

<u>NAME</u>	<u>SSN</u>	<u>CHECK #</u>	<u>DATE</u>	<u>AMOUNT</u>
Irwin XXXXXXX	xxx-xx-xxxx	185	July 15, 2005	\$150.00
James XXXXX	xxx-xx-xxxx	422	July 28, 2005	<u>\$150.00</u>
		TOTAL		\$300.00

This office has exhausted all means of collection. These individuals are no longer employed in an active duty, reserve, or civilian capacity for the U.S. Government. Members have been notified of their debt and have not responded to the collection letter. Attached are the dishonored check(s), copy of applicable debit voucher(s), copy of the applicable check cashing policy, and the documentation supporting attempted collection.

If you have any questions, please contact Mr. John Doe, at DSN ###-#####, **phone** (###) ###-####, or by email: John.Doe@dfas.mil.

Signature Block
Disbursing Officer

Attachments:
As stated

Table 4-1 DoD Component Payroll Office Addresses

Branch of Service	Active Duty	Active Reserve/ National Guard	Inactive Reserve	Retired	Civilian	DoD Component Payroll Office Address
U.S. Army	X					Defense Finance and Accounting Service ATTN: DMPO/IN P. O. Box 269009 Indianapolis, IN 46226-9009
		USAR				Defense Finance and Accounting Service ATTN: USAR Liaison Office 8899 East 56TH Street Indianapolis, IN 46249
		ARNG				ARNG Financial Services Center ATTN: NGB-ARC-F 8899 East 56TH Street Indianapolis, IN 46249
U.S. Marine Corps	X	X				Defense Finance and Accounting Service USMC Central Processing Code JFLAF (Pay Adjustment Authorizations) 1240 East 9th Street Cleveland, OH 44199-2055
U.S. Navy	X					Defense Finance and Accounting Service Navy Active Duty Pay Processing Division Code JFLA 1240 East 9th Street Cleveland, OH 44199-2055
		X				Defense Finance and Accounting Service ATTN: Reserve Pay Processing 1240 East 9th Street Cleveland, OH 44199-2055
U.S. Air Force	X					DFAS-Indianapolis Air Force Military Pay ATTN: JFLTBC 8899 East 56th St Indianapolis, IN 46249-1200
		X				Defense Finance and Accounting Service Military Pay Operations ATTN: JFLTAD, NG/RES Supervisor 8899 East 56th Street Indianapolis, IN 46249-1200
U.S. Army, Marine Corps, Navy, Air Force			X			Relief of Liability Section , Disbursing Policy Division Defense Finance and Accounting Service ATTN: ZPFA/IN 8899 East 56th Street Indianapolis, IN 46249-0500
				X		Defense Finance and Accounting Service U.S. Military Retirement Pay P.O. Box 7130 London, KY 40742-7130 or FAX 1-800-469-6559
DoD Civilian					X	Defense Finance and Accounting Service Civilian Payroll Document Imaging System 8899 East 56th Street Indianapolis, IN 46249-1900 or FAX 1-866-401-5849 or DSN 699-9771
U.S. Coast Guard			X			Commanding Officer U.S. Coast Guard Pay and Personnel Center 444 SE Quincy Street Topeka, KS 66683-3591