

Fort Knox Finance Newsletter

DMPO Director's Note

Summer has come and gone, ushering the children back into school and bringing cooler weather to us. Take this time to sit down and go over your finances, your beneficiaries and ensure that you have an emergency plan in place for any unexpected expenses that might come around the corner. Being prepared is always the better choice, even though there are options to help in times of need such as AER, as well as other avenues. Enjoy this month and we look forward to serving you!

Hours of Operation:

Mon-Fri – 0800-1600
Open during Lunch Hours

Daily Briefings

Separations = Tues, Thurs – 1300

Retirements = Mon-Fri – 1130

In-Processing = Mon-Fri – 0800

*Check daily schedule posted in Bldg 1384 @ Finance Office

*All briefings are held in the Briefing Room, in the basement of the One-Stop

Office Hours for Submitting UTL's:

Customer Service Supervisor, (502) 624-8604

Mon-Fri – 0800-1200

All documents must be submitted on a Unit Transmittal Letter (UTL).

There is a 50 document limit per UTL (unless turning in Block Leaves then TL may contain 100 DA 31's). No TL's accepted on end of month military paydays so we can assist any "No Pay" due Soldiers.

Friendly Reminder to S1 Clerks:

When a new Commander arrives or Delegation of Authority is authorized, please submit a new access roster and DD 577 card (Signature Approval Card) to finance as soon as possible to prevent interruption of service to the Soldiers of your unit.



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Leave Carryover Extension

There has been an authorized extension of leave carryover per Military Pay eMessage 13-011. Servicemembers may carry forward 75 days of Accrued Annual Leave through 30 September 2015. Any leave balances exceeding 60 days and that are not coded as Special Leave Accrual (SLA) on 1 October 2015 will be lost. It's the Servicemembers' responsibility to monitor and manage their leave balances on the Leave and Earnings Statement (LES) monthly to prevent loss of leave that exceeds the maximum 60 days leave carryover on 1 October 2015. At this time, DoD has no intention to request further extension of the 75 days leave carryover.

Hackers love to break passwords and gain access to your information. Avoid dictionary words, personal information, letters or numbers in sequence, or repeated characters. Give some thought to your new stronger myPay password and leave the criminals out in the cold.

Reporting a Retiree's Death

Though this is a difficult time, it's crucial to report the death of a military retiree promptly. This will help avoid delay and potential financial hardship to surviving beneficiaries, family members or executors, who will be required to return any unearned military retirement payments. Eligibility for military retired pay ends with the death of the retiree. If you need assistance filling out the claim forms required, please call 1-800-321-1080.

Retirement Account Yearly Audits

Play it safe...Perform an annual audit of your retirement account =ere's a list of things to check at least once a year. Don't let anything slip through the cracks!

- ❖ Update your address
- ❖ Update your email address
- ❖ Check your state and federal income tax withholding
- ❖ Review your allotments
- ❖ Have there been changes in your family?
- ❖ Check your beneficiary designations

MyPay Family Access

Did you know that all service members who use myPay have the ability to assign a restricted access personal identification number to a spouse or family member allowing them access to their myPay account? It's an easy change to make that can make access easier on your family.



GSA SmartPay Travel Card Tax Exemption

Visit the GSA SmartPay website to determine if the state you are traveling to exempts taxes for transactions with the GSA SmartPay Travel Card Individually Billed Accounts (GOVCC). Don't forget the website in case you need it during the travel.

If the state exempts IBA taxes, determine if a tax exemption form is needed; if it is, fill it out and bring it on your travel.

When traveling to a tax exempt state, contact the hotel before you travel to verify that taxes will not be charged to your GSA SmartPay Travel Card.

If the hotel does not recognize tax exemption status, please refer hotel representatives to the GSA SmartPay website or the state's taxation authority to verify tax exemption.

Maintain copies of all receipts in order to verify taxes assessed; receipts should be maintained for 6 years and 3 months (or to length of agency's policy).

In accordance with the Travel and Transportation Reform Act of 1998 (PL 105-264), please use the GSA SmartPay Travel Card when you are on official federal government travel as all states will not exempt taxes on personal cards and your agency will not have the ability to earn important refunds.

<https://smartpay.gsa.gov/about-gsa-smartpay/tax-information/state-response-letter>



Money
- Sense -

SGLI / VGLI Beneficiary Updates are important

When's the last time you reviewed your SGLI/VGLI beneficiary designations? Now is the perfect time to ensure your beneficiaries are current and their address information is up to date. Be sure to review your beneficiary designations at least once a year and make changes as necessary. It's the best way to ensure your benefit is paid to whom you want. Download the forms you need at <http://goo.gl/8lh1B>. The Office of Servicemembers' Group Life Insurance phone number is 1-800-419-1743.

Defense Military Pay Office

Bldg 1384, 25 W Chaffee Ave, Ste 107
(502) 624-6406
(502) 624-5060 - fax

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support to the Fort Knox
Community*



Customer Service News

BAH waivers for family members residing elsewhere other than your present duty station has been a frequently asked question recently. To clear any questions up about these waivers I have attached the ALARACT 324/2012 explaining who/when/where/why these waivers are authorized. In summary, these waivers are to stabilize the Soldier's dependents for a relatively short period of time when circumstances require dependents to reside separately. Also, to be eligible, the dependents must have resided with you at your previous duty location unless you were serving an unaccompanied tour. There are also other circumstances that must be present to even apply for a BAH waiver; low/no cost PCS, professional military education or training (PME), PCS to a unit that's deploying within 12 months, dependent in educational program, spouse employment due to contractual obligation or license reciprocity agreements, EFMP or medical considerations. These waivers will have to be submitted electronically to usarmy.pentagon.hqda-dcs-1.mbx.dapeprc@mail.mil. These submissions must include a signed memo from the Soldier, PCS orders for both old and new duty stations, supporting documentation, current LES, contact phone number, email address and mailing address to send correspondence. Please read the ALARACT for full information.