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JAN 27 2017

MEMORANDUM

From:  W. P. MILLER, YNC
CG ACADEMY

To: INCOMING CLASS OF 2021

Subj: CADET PAY FORM INSTRUCTIONS

1. Congratulations on your acceptance to the United States Coast Guard Academy. Attached you will find documents Academy Servicing Personnel Office requires to hire you in to our pay systems prior to reporting. *Use caution when completing all forms and worksheets, and print legibly. Of note, **all signatures require the use of blue ink**, and all names and dates must follow specific and differing format provided on each document.*

2. Required forms and worksheets:

- Pay Delivery Worksheet (CG-2015)
- State of Legal Residence Certificate (DD-2058)
- Employee's Withholding Allowance Certificate (IRS W-4)
- Ethnicity and Race Self-Reporting Worksheet (CG-5200)
- Three Allotment Worksheets (CG-2040)
- Administrative Remarks (CG-3307)
- Service Member Group Life Insurance Election and Certificate (SGLV-8286)
- Designation of Beneficiaries & Record of Emergency Data (CG-2020D)
- Qualification to Possess Firearms or Ammunition (DD Form 2760)

3. The Pay Delivery Worksheet will require a voided blank check (or a print out from your bank) which includes your name, bank name, routing and account numbers, and corresponding identification of being either a checking or savings account. Please staple the voided check (or bank print out) directly to the worksheet, and complete the form by printing legibly using guidance provided within. Use blue ink when signing / dating "Member's Signature."

4. The State of Legal Residence Certificate requires you to select your State of Legal Residence. Complete all blocks and sign / date using blue ink.

5. The Employee's Withholding Allowance Certificate is used to select your tax withholdings. Complete blocks one through seven and sign / date using blue ink.

6. The Ethnicity and Race Self-Reporting Worksheet is self explanatory and will also need to be signed / dated using blue ink.

7. The three Allotment Worksheets are for monthly dues you are required to pay while attending the Coast Guard Academy. The majority of each of these forms has been prefilled for your

convenience. The Coast Guard Exchange System Allotment form is gender specific. You are asked to finish completing these forms by adding your social security number, your name, signature, and date. **Do not alter the pre-filled bank information on these forms.** Once complete, sign / date using blue ink.

8. The Administrative Remarks form provides information about your initial clothing allowance and monthly dues. Complete block three and sign / date above the signature line using blue ink.

9. The Service Member's Group Life Insurance Election and Certificate is used to elect your life insurance coverage. This form, along with detailed guidance / premium rate table, can be found online at <http://www.benefits.va.gov/insurance/sgli.asp>. Use caution when completing this form as a single error will void the form in its entirety. The Current Amount of SGLI block must be filled in with \$400,000, the automatic coverage upon entry into the service. If you would like to keep the maximum of \$400,000 check the first block under section two, "Name or update my SGLI beneficiary". If you would like to reduce the amount check the third block under section two, "Reduce my SGLI coverage" and list the amount. If you would like to decline SGLI coverage check the fourth block under section two "Decline or cancel SGLI coverage" and write "I do not want insurance at this time". A physical street address is required for each beneficiary listed; post office box addresses are not acceptable. Remember to print legibly within the space provided in each field. Lastly, it is imperative to review and complete item '5' in its entirety using blue ink and following the date format provided.

10. The Designation of Beneficiaries & Record of Emergency Data form records beneficiaries for certain benefits in the event of your death. It also provides a guide for the disposition of your pay and allowances if captured or detained by hostile adversaries. Step by step instructions are included with this form. Use caution when completing this form as a single error or incomplete field will void the form in its entirety. A physical street address is required for each beneficiary listed; post office box addresses are not acceptable. Remember to print legibly within the space provided in each field. Once complete, sign your name using blue ink in block 16 and date using the following format YYYYMMDD; block 17 must remain blank.

11. The Qualification to Possess Firearms form is used to obtain information to determine if you have been convicted of a crime of domestic violence which would disqualify you from shipping, transporting, possessing or receiving either Government-issued or private firearms or ammunition. Notice that both your initials and the date are required next to your selection in block 1. Complete all applicable blocks and sign / date using blue ink.

12. All original and completed documents are to arrive at the Coast Guard Academy no later than June 1, 2016. Please use the following address to ensure timely delivery and entry in to our pay systems.

U.S. Coast Guard Academy (ct-3)
29 Mohegan Avenue
New London, CT. 06320
Attn: YN1 Alicia Bialas

13. If you have questions with regard to any of these provided forms and worksheets, you may contact our staff at Cadet Administration Monday through Friday during the hours of 0730-1530 at (860) 701-6157. We look forward to your arrival.

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