



CIVILIAN PAYROLL OFFICE  
MARINE CORPS AIR GROUND COMBAT CENTER  
TWENTYNINE PALMS, CA 92278-5010

\*\*\*\*PLEASE PRINT \*\*\*\*

1. PLEASE INCREASE MY ALLOTMENT WITH \_\_\_\_\_  
FROM \$ \_\_\_\_\_ TO \$ \_\_\_\_\_ PER PAY PERIOD TO  
BE EFFECTIVE \_\_\_\_\_.

2. PLEASE DECREASE MY ALLOTMENT WITH \_\_\_\_\_  
FROM \$ \_\_\_\_\_ TO \$ \_\_\_\_\_ PER PAY PERIOD TO  
BE EFFECTIVE \_\_\_\_\_.

3. PLEASE CANCEL MY ALLOTMENT WITH \_\_\_\_\_  
IN THE AMOUNT OF \$ \_\_\_\_\_ AS OF \_\_\_\_\_.

4. PLEASE CANCEL MY DIRECT DEPOSIT EFFECTIVE \_\_\_\_\_.

5. PLEASE CANCEL MY CHARITY CONTRIBUTIONS EFFECTIVE \_\_\_\_\_.

6. PLEASE CHANGE MY MAILING ADDRESS TO:  
STREET: \_\_\_\_\_  
CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

\* SSN: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

WORK EXT: \_\_\_\_\_