

REPUBLIC OF PALAU

ROP FORM 1981
Rev. 4/86

**APPLICATION AND AUTHORIZATION TO MAKE OR DISCONTINUE
ALLOTMENT FROM PAY OF CIVILIAN EMPLOYEES OUTSIDE THE USA**

NAME OF ALLOTTER <i>(Last, First, Middle Initial)</i>	TITLE
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WHERE EMPLOYED	DEPARTMENT OR ACTIVITY
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AMOUNT OF BI-WEEKLY ALLOTMENT <i>(Amt in words)</i>	AMOUNT IN FIGURES	BEGIN ALLOTMENT <i>(Pay Period Starting)</i>	CEASE ALLOTMENT <i>(Pay Period Ending)</i>
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NAME OF ALLOTTEE *(Last, First, Middle Initial)*

ADDRESS OF ALLOTTEE *(Number, Street, City, State)*

CREDIT ACCOUNT OF *(If payable to a bank, business institution or individual, give name of account to be credited)*

REQUEST AND APPROVAL TO START ALLOTMENT	REQUEST AND APPROVAL TO DISCONTINUE ALLOTMENT
I HEREBY <i>request and authorize allotment to be paid at the end of each Pay Period from my pay, as above subject to approval, and to continue for the period stated or until revoked by me in writing.</i>	I HEREBY <i>request and authorize discontinuance of previously authorized and approved allotment from my pay as indicated above.</i>
SIGNATURE, IN FULL, OF ALLOTTER <i>(Sign Original Only)</i>	SIGNATURE, IN FULL, OF ALLOTTER <i>(Sign Original Only)</i>
DATE	DATE
APPROVED <i>(Finance Officer)</i>	APPROVED <i>(Finance Officer)</i>
DATE	DATE

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PAYROLL SCHEDULE FOR ALLOTMENTS:

- Payroll Section processes allotment forms on payday week.
- Allotment forms can be dropped at the payroll box (Koror), or payroll section (Ngerulmud) or emailed to payroll@palaugov.org
- Allotments submitted on **payday week** will be effective on the next payday.
- Allotments received on **non-payday week** will be effective on the following payday.

Note: Non-payday week is for payroll to check and process employee hours (timesheets & overtime)

ONE OF THE FOLLOWING IS A REQUIREMENT FOR NEW ALLOTMENTS TO BOH, BOG, & BANK PACIFIC:

1. Copy of the Bank statement (show name and account number)
2. Copy of Deposit slip (show name and account number)
3. Any other bank documents that can show the account holder's name and account number.

Notes:

- *Allotment requests to a different account holder are **not** allowed.*
- *Bank of Hawaii – two allotments allowed for two accounts (saving/checking)
No allotment to loan.
- *Bank of Guam – one allotment allowed to one account only (saving or checking)
No allotment to loan.
- *Bank Pacific – one allotment allowed to one account only (saving or checking)
No allotment to loan.

To increase/decrease existing allotment.

If the existing allotment amount is **\$25** and requested to increase to \$50, use only one allotment form. Fill out the form in the amount part write \$50 then sign left side to start the allotment. The allotment will replace the existing one so the amount will change from \$25 to \$50.

If the existing allotment amount is **\$100** and requesting to decrease it to \$75, use only one allotment form. Fill out the form in the amount part write \$75 then sign on the left side to start. The new allotment will replace the existing one so the amount will change from \$100 to \$75.

NOTE: The Payroll Section does not add or minus amount to the existing allotment. It only follows the amount the employee writes on the form requesting to start. If an employee wants to cease an existing allotment, then must write the amount from the employee's deductions shown on the employee check stub and sign on the right side to cease allotment.

Please contact Payroll Section should you have any questions.