ROP FORM 1981
Rev. 4/86

REPUBLIC OF PALAU

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

NAME OF ALLOTER (*Last, First, Middle Initial*)		TITLE	
WHERE EMPLOYED		DEPARTMENT OR ACTIVITY	
AMOUNT OF BI-WEEKLY ALLOTMENT (*Amt in words*)	AMOUNT IN FIGURES	BEGIN ALLOTMENT (*Pay Period Starting*)	CEASE ALLOTMENT (*Pay Period Ending*)
NAME OF ALLOTTEE (*Last, First, Middle Initial)*			
ADDRESS OF ALLOTTE (*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 *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 HEREBY*request and authorize discontinuance of previously authorized and approved allotment from my pay as indicated above.*
SIGNATURE, IN FULL, OF ALLOTTER (*Sign Original Only*)	SIGNATURE, IN FULL, OF ALLOTTER (*Sign Original Only)*
DATE	DATE
APPROVED *(Finance Officer)*	APPROVED *(Finance Officer)*
DATE	DATE

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PLEASE SEE FOLLOWING PAGES FOR IMPORTANT NOTES

PAYROLL SCHEDULE FOR ALLOTMENT AND DIRECT DEPOSIT FORMS (ACH)

- ❖ Payroll process allotment and direct deposit forms on payday week.
- ❖ Allotment and direct deposit forms received through mail from payroll box (OSS), submitted to payroll section (Ngerulmud) or emailed to payroll@palaugov.org before or on Friday (Payday Week), will be processed for the next payday.
- ❖ Allotment and direct deposit forms submitted on Monday (non-payday week) and within non-payday week, will be processed on the following payday.

Note: Non-payday week is for processing payroll hours (timesheets & overtime)

PAYROLL ALLOTMENT VENDOR LIST

Note: These vendor names are what to put on the 'Name of Allottee' on the allotment form. Allotments through payroll are only allowed to these vendors (allottee)

- Bank of Hawaii (BOH)
- Bank of Hawaii loan (BOHL1, BOHL2, BOHL3, BOHL4)
- Bank of Guam (BOG)
- Bank Pacific (BPAC)
- Western Caroline Trading Center (WCTC)
- Surangel & Sons Co. (SSCO)
- Palau National Communications Corporation (PNCC)
- PNCC – ICTV (ICTV)
- PPUC -Water (WATER)
- PPUC – Power (UTL)
- Palau International Coral Reef Center (PICRC)
- Civil Service Pension Plan (CSPP)
- Moylan's Insurance Underwriters, Inc. (AIU)
- National Development Bank (NDB)
- USDA, Rural Development (RECDS)
- Palau Housing Authority (PHA)
- Family Surgical Clinic (FSC)
- Spaco Finance (SPACO)
- Medical Bill (MEDB)
- Medical Referral (MEDR)
- Public Health Credit Union (PHCU)
- DTK Personal loan (DTK)
- SE Credit (SE)
- Palau Conservation Society (PCS)
- Palau Investment Bank (PIB)
- Koror State Gov't (KOROR)
- Ngaremlengui State Gov't Lease (NSL)
- Airai State Gov't (AIRAI)
- Aimeliik State Gov't Lease (ASL)
- Mindszenty High School (MHS)

- Maris Stella School (MSS)
- Belau Modekngei School (BMS)
- Emmaus High School (EHS)
- Palau SDA Elementary (SDA)
- Clerk of Courts (COURT)
- Social Security Office (SSS)
- Palau Community College – Others (PCC-OT)
- Palau Community Endowment Fund (PCC)
- Palau Red Cross Society (RED CROSS)
- ROP (delinquent tax and other ROP deductions)
- ROP CEL (cellphone deduction excess from minutes/data)
- ROP TA (travel deductions done by travel section and submitted to payroll section for deduction)
- Belau Force International (BFI)
- Creditor's Trust for PSB (PSB)
- Mocats Credit Union (MCU)
- Kitir Credit Union (KCU)
- Individual Assurance Co. C/O Melekau Insurance (MIAC)
- Asia Pacific Commercial Bank, Inc. (APCB)
- National Western Life Insurance Company (NWLC)
- Palau Nurse Association (PNA)
- ST. Joseph Church (STJC)
- Ngkeklau Catholic Church (NCC)
- Belau Medical Clinic (BMC)
- Business Solutions Unltd (BSU)
- Sandy's Finance (SANDY)
- Belau Community Credit Union (BCCU)
- Palau Evangelical Church Gospel Day (PECGD)
- OK Ngarangeseu Credit Union (OKCU)
- Association of Bethania Alumnae (BAA)
- Lending Services (LEND)
- Netcare Life & Health Insurance (NCLHI)
- Blesam Ngiraibai Foundation, Inc. (BNFI)
- O.N.E Leep (LEEP)
- The Class of 1993 – Palau (CO'93)
- Palau Evangelical Church Schools System (PECSS)
- SNS – FINANCING (SNS-F)

REQUIREMENTS FOR NEW ALLOTMENTS TO BOH, BOG AND BANK PACIFIC

Note: We now allow allotments to employee's spouse or child bank account.

- Copy of bank document to be attached with allotment form. Since the process is ACH same as direct deposit (net pay) process, allotments are also posted directly into accounts on payday Thursday. With that payroll requires a copy of bank document to support employee or employee's spouse or child account and to use to verify the information to make sure it is correct before processing.
  - Copy of bank statement (top part only where it shows name and full account number)
  - Copy of deposit ticket
  - Any other bank document that can show name and full account number
- Aside from employee's spouse or child account, allotment requests to a different account holder are not allowed. Should only go to employee account and from there it is between employee and the bank.
- Bank of Hawaii – two allotments to two accounts (savings/checking)
  - Allotment to BOH loans (use BOH allotment form) go to BOH to do allotment form and BOH will email the form to payroll. We do not receive and accept to process the BOH loan allotment form directly from employee. Per BOH instruction we are to receive and process those that are emailed to payroll from BOH. This applies to new allotment to BOH loan, changes to existing allotment to BOH loan and cease allotment to BOH loan.
- Bank of Guam - one allotment to one account (savings or checking)
  - Allotments to loan accounts are not processed through payroll.
- Bank Pacific – one allotment to one account (savings or checking)
  - Allotments to loan accounts are not processed through payroll.

REQUIREMENTS FOR DIRECT DEPOSIT FORM (ACH FOR NET PAY)

- Same requirement as for allotment to banks. There is a note below the form that states, " A copy of a cancelled check or deposit ticket must be attached to this form". Any bank document that shows name and account number is acceptable. Please also read the note at the top of the form and be sure to select which type of account is your account "Checking Account / Savings Account".
- Requesting direct deposit to accounts outside of Palau is acceptable as long the bank is a member of FDIC. Recommend copy of cancelled check that can show routing number or a bank statement will do as long shows employee name, account number, routing number and type of account.
- If employee has an existing allotment that goes in the same account as employee's direct deposit account, then employee should cease the existing allotment since both are posted into the account at the same time.
- Request to change direct deposit bank, just fill new direct deposit form and attached bank document.
- Request to stop direct deposit to receive check only, fill allotment form. In the amount box just write the word "Net pay" or ACH. DO NOT write the actual amount of net pay. Write name of bank on the Name of Allottee part and account number on the Credit account of part then sign right side to cease.

PAYROLL ALLOTMENT VENDORS WITH THEIR OWN ALLOTMENT FORM

Note: Do not use ROP allotment form for these vendors. Must use the vendor's allotment form to start, change or cease allotment

- Moylan's Insurance (AIU & NCLHI)
- Bank of Hawaii loans (BOHL1, BOHL2, BOHL3, BOHL4) BOH sends the allotment forms to payroll for processing
- USDA, Rural Development (RECDS)
- Public Health Credit Union (PHCU)
- Belau Community Credit Union (BCCU)
- PCC – Endowment Fund

PAYROLL ALLOTMENT REQUIRING AN ACCOUNT NUMBER OR LOAN NUMBER

- Surangel & Sons' Co – customer number/account number
- PNCC – account number
  - Please do not put phone numbers must be a PNCC account number
- NDBP – loan number
  - If allotting to more than one loan number, use one allotment form, put the total amount, and note breakdown on the credit account of part of the form
- PPUC (UTL) – account number
- PPUC (Water) – account number
  - Allotments to PPUC must specify if for water or power. Need to fill separate forms for power and water. Required now to attach copy of bill statement. If requesting to allot to two accounts for water or power, put the total amount, and note breakdown on the credit account of part of the form
- Medical Bill (MEDB) & Medical Referral (MEDR) – go through MHHS finance to do allotment form and have their approval to start and cease allotment. They provide the account number.
- Koror State – account number

TO INCREASE OR DECREASE AN EXISTING ALLOTMENT

Note: We do not add or minus amount to existing allotment but only follow the amount on form when requesting to start. If requesting to cease existing allotment, then must put the actual amount from deductions shown on check stub and sign right side to cease allotment.

- If existing allotment amount is $25 and requesting to increase to $50, use only one allotment form. Fill form in the amount part put $50 then sign left side to start allotment. The allotment will replace the existing one so the amount will change from $25 to $50.
- If existing allotment amount is $100 and requesting to decrease to $75, use only one allotment form. Fill form in the amount part put $75 then sign left side to start. The new allotment will replace the existing one so the amount will change from $100 to $75.
- If request to change amount for an existing allotment to PNCC with two accounts, let say employee will only allot to one account and wants to cease the other account, use one allotment form. Fill and put amount on the amount part and the account number in the credit account of then sign left side to start. It will replace the existing allotment. Same process applies to NDBP allotment to two or more loan numbers.

Please contact Payroll Section should you have any questions.

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