



Mail or Fax Completed Form to:

SAMBA
11301 Old Georgetown Road
Rockville, MD 20852-2800

Phone: (301) 984-1440 • (800) 638-6589
Fax: (301) 816-0191

PRIVACY ACT STATEMENT

The information collected on this form is authorized by 5 U.S.C. 5527, which authorizes disbursing officers to permit employees to make allotments of their pay under regulations issued by the Office of Personnel Management. The information will be used primarily to identify you in your agency's payroll system (by employee number) and to process the payment of the allotment. Other possible disclosures of the information would be to a court or a federal, state or local taxing authority.

Executive Order 9397 permits use of the Social Security Number (SSN) as the means of identifying individuals in personnel record systems. Furnishing your SSN or any other information on this form is voluntary. However, failure to provide your employee identification number (or SSN when it is used by your agency as the employee identification number) or any of the other requested data may result in your agency not being able to process your request.

PART 1 – To be Completed by Employee

1. Employee's Name (As Stated on Pay Check)	2. Employee Identification Number
3. Employee's Home Address (Number, Street, City, State & Zip Code)	
4. Employee Agency (Include Bureau, Division, Branch, or Other Designation)	5. Payroll Office Location (City, State)
6. Action Requested <input type="checkbox"/> New Allotment \$ _____ <input type="checkbox"/> Increase Allotment to Total of \$ _____ <input type="checkbox"/> Decrease Allotment to Total of \$ _____ <input type="checkbox"/> Cancel Allotment for all Plans <input type="checkbox"/> Cancel Allotment only for Plans Listed Below:	7. Employee's Telephone Number
8. Employee's Account Number in the Financial Organization 0970192980	
9. Recipient of Allotment (Name & Mailing Address) M & T Bank POST OFFICE BOX 64629 BALTIMORE, MD 21264-4629 TRN 052000113	
10 Authorization and Certification by Employee You are hereby authorized, under 5 CFR 550.311 to take the action requested above with respect to deductions from salary or wages due me in the amount specified in Item 6, which are for remittance to the individual/organization, as designated in Item 9, which is SAMBA's banking institution. This authorization shall also apply to any and all changes in my SAMBA allotment when certified by SAMBA as necessary and in accordance with the SAMBA plans in which I am enrolled. I understand that this allotment will continue until SAMBA receives and processes my written notice of cancellation. I agree that the agency shall be held harmless for any erroneous allotment deduction made pursuant to this authorization. Any disputes regarding this allotment shall be a matter between me and the individual/organization designated in Item 9 to receive the remittance.	
_____ Signature	_____ Date Signed

PART 2 – To be completed by Organization/Individual Receiving the Allotment

(Complete this part for a new allotment. It may be completed for changes to, or cancellations of, an existing allotment determined by agency policy.)

11 Acknowledgment and Certification by Recipient of Allotment We, the above-designated financial organization, hereby agree to act as agent of the above-named Government employee.	
_____ Authorized Signature	Senior Vice President _____ Title

As requested above, the amount allotted will be deducted from your salaries or wages and will be remitted by the disbursing office, as soon as practicable, to the designated financial organization.