PMTMCC/IN **DATE: _____**

MEMORANDUM FOR DEFENSE MILITARY PAY OFFICE - FORT MCCOY

SUBJECT: PCS In-processing Documentation

1. Unit of Assignment: _____ **Input Source Code: _____**

2. Attached are PCS related documents for:

NAME: _____ SSAN: _____ - ____ - _____
(Last) (First) (MI)

3. Required documents, (check appropriate box as document is attached):

- ☐ PCS orders w/all applicable amendments. **"Mandatory".**
- ☐ DD Form 1351-2 (attach applicable receipts; any miscellaneous travel documents, etc.). **"Mandatory".**
- ☐ DA Form 31 (**must indicate sign-out date from last unit & sign-in date at new unit**). **"Mandatory".**
- ☐ DA Form 5960 (if dependency status has changed, supporting documents must be attached). **"Mandatory".**
- ☐ Quarters assignment document - if member is assigned government quarters.
- ☐ Quarters termination document - if member was assigned government quarters at last assignment.

4. Optional documents/forms - (check appropriate box if document is attached):

- ☐ Authorizing Document(s) - appropriate orders or DA Form 4187 if authorized SDAP or incentive pay.
- ☐ DA Form 3685 and SF 1199A - to change pay option and or financial institution.
- ☐ DD Form 2558 - Authorization to Start, Stop, or Change an Allotment.
- ☐ TD IRS Form W-4 - to change withholding status and or number of exemptions claimed for tax withholding.
- ☐ DD From 2058 - to change state of legal residence.
- ☐ DD Form 2560 - Advance Pay Certification/Authorization.
- ☐ TLE claim - (attach copy of all lodging receipts for dates claimed).

5. Miscellaneous documents - (if documents other than those identified above are attached, check appropriate box, and list the document):

- ☐ _____
- ☐ _____

29Dec04 **Deleted:** 8Oct03