

**PLEASE NOTE:**

*Veterans who complete their appointments after 4:30 or are discharged on weekends will be paid travel pay only thru the EFT process. There will not be access to cash, even for emergencies, after normal business hours.*

**Electronic Funds Transfer EFT**



To meet the Department of Treasury mandate, to better serve our Veterans, and to prevent long waits at the Agent Cashier's office, the VAMC will be implementing changes to pay most Beneficiary Travel claims via Electronic Funds Transfer (EFT - or "wire transfer"). You will be asked to complete a SF 3881 form and turn it in to the Agent Cashier's office in a sealed envelope, addressed to Accounting (04D2).

Any questions that you may have concerning filling out this form may be directed to the Oklahoma City VA Medical Center Accounting Department:

**Mail:**

Dept of Veterans Affairs Medical Center  
ATTN: Accounting (04D2)  
921 NE 13th Street  
Oklahoma City, OK 73104

**Telephone:**

405-456-2764



**Caring for AMERICA'S HEROES**  
[www.oklahoma.va.gov](http://www.oklahoma.va.gov)

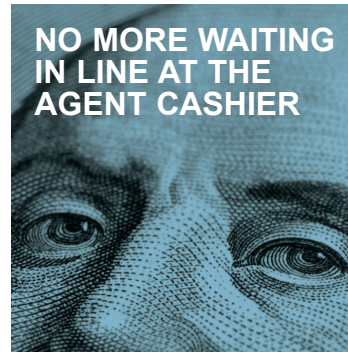
Oklahoma City VA Medical Center  
921 NE 13th Street  
Oklahoma City, OK 73104

Local: 405-456-1000  
Toll Free: 1-866-835-5273

Accounting Office:  
405-456-2764

# CHANGES coming November 1st, 2012 to Beneficiary Travel Pay Recipients

**NO MORE WAITING  
IN LINE AT THE  
AGENT CASHIER**



**DIRECT DEPOSIT  
OF YOUR TRAVEL  
PAY FUNDS**



**BEST USE OF  
LIMITED VA  
RESOURCES**



**LESSENS  
ENVIRONMENTAL  
IMPACT**



**Electronic Funds Transfer EFT**



**VA  
HEALTH  
CARE**

Defining  
**EXCELLENCE**  
in the 21st Century

# Caring for AMERICA'S HEROES

## Why the CHANGE?

Making the change from US Treasury checks to wire transfers will save greatly on paper resources and postage costs for the federal government. Costs for returned or cancelled checks will also be eliminated.

As well as being the most ecologically friendly method, wire transfers will also cut down on long lines waiting at the Agent Cashier's office and leave the halls easier to negotiate in that area.



## Frequently Asked Questions

### How secure is veteran banking information if turned in at the VAMC?

Confidentiality is a growing concern for everyone. All hard copies of banking information will be kept secured and will be destroyed after information is verified as loaded correctly.

If forms are turned in on station, please do so in a sealed envelope (addressed to Accounting (04D2)) at the Agent Cashier's office on the Ground Floor (Room GF-232D-1). Access to this area is strictly limited.

If preferred, the completed form may be mailed directly to the mailing address on the inside panel of this brochure.

### Who do I talk to if I have not received funds for my travel claim?

You should speak with someone in the Beneficiary Travel office and ask them to follow up and verify the status of your claim.

### Why does the Department of Veteran Affairs want my banking information?

Obtaining banking information allows the VA to pay Beneficiary Travel via wire transfer directly to your bank account, instead of mailing out a check from the US Treasury.

### Why pay by Wire Transfer?

Wire transfers prevent the possible loss or misrouting of US Treasury checks. There is a ten day time frame from the time the payment is scheduled to the time the funds are available in a bank account, without the delay of mail delivery.

### When does this start?

The targeted time frame for this process to begin is November 2012.

### What if a veteran moves or changes banks?

If a veteran moves or changes banks, a new form will need to be completed and turned in to prevent payment delays.

### May a veteran send the completed form directly to the Finance Center?

Completed forms should be turned in using a sealed envelope (addressed to Accounting (04D2)) at the Agent Cashier's office on the Ground Floor (Room GF-232D-1). In an effort to prevent payment rejects and/or delays, Accounting will follow up to ensure information is entered correctly.

### Who do I contact if I need help with this form or need to have corrections made to my information?

If you need assistance completing this form or need to make corrections, please contact Accounting at (405) 456-2764.

### Should my bank complete the SF 3881 form?

You may complete the SF 3881 form using information from your check book. Your bank's routing symbol is in the bottom left corner of your check, and your account number is in the bottom center portion of your check. As an individual, it is not required that you fill out block 13 (ACH Coordinator). If you need assistance, please contact Accounting at (405) 456-2764.