



4.2.2.1.3 Bond Deductions

```

* NO BOND DATA EXISTS FOR EMPLOYEE

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
SSN PAYBLK BOND# FUNC LAST NAME FIRST NAME I
_____ R _____
----- STATUS: - BOND TO BE PURCHASED: - BOND DATE: 0000 BOND
SERIES:
DENOMINATION: ____0 REQ DED: ____0.00 BALANCE: 0.00
PURCHASE PRICE: 0.00 CUR DED: 0.00 REFUND: ____0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
(1) (2) (3) (4) (5)
____
(6) (7) (8) (9) (10)
____
-----
TOTAL #BONDS: 0 TOT REQ DED: 0.00 **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 0 TOT CUR DED: 0.00
TOTAL BALANCE: 0.00 TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN C= CHANGE D= DELETE N= NAME SEARCH R= RETRIEVE S= SUSPEND
PF1= HELP PF2= OWNERS PF3= PREV SCREEN PF4= QNORM
PF5= MAIN MENU PF9= QREG PF12= END

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Bond Deductions (BOND)

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COMMAND: _____ NPPS
NAO1233B BOND OWNERS - BOWN
-----
EMPLOYEE SSN: _____ NAME: _____
BOND OWNER SSN: 000 00 0000 FUNC: _ BOND: _____
OWNER NAME: _____
ADDRESS: _____
CITY: _____ STATE: ____ ZIP: _____ - ____
CO-OWNER/BEN CODE: ____
NAME: _____ I.D.: 000 00 0000
-----
OWNER SSN CODE CO BEN I.D. OWNER SSN CODE CO BEN I.D.
-----
FUNCTION: A= ADD C= CHANGE D= DELETE R= RETRIEVE S= SUSPEND
PF1= HELP PF3= PREV SCREEN PF7= BACKWARD PF8= FORWARD PF12= END

```

Bond Owners (BOWN)

## DESCRIPTION AND EXECUTION

The Bond Deductions (BOND) template is used to set up and maintain a bond purchase program for an employee. An employee may purchase Series EE or Series I Bonds. Each employee may purchase up to ten bonds. The accompanying Bond Owners (BOWN) template allows for the input and display of complete information regarding the bond owner and co-owner for each bond purchased. You may enter a maximum of ten bonds. Series EE Bonds ~~Each bond~~ may be fixed or rotating. Series I Bonds may only be fixed. A fixed bond has only one owner. A rotating bond may have from two to ten owners, but the total number of bond owners the system can handle is limited to ten. A rotating bond is issued to each owner successively beginning with the first owner. The Refund field is used only when a bond deduction is terminating.

### Steps to Reach Bond Deductions

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **3** - Bond Deductions.

**Note:** Bond Owners (BOWN) can only be reached by first accessing a record at the Bond Deductions template and then pressing PF2.

Bond processing allows you to add a bond ~~(fixed or rotating)~~, change the information for an existing bond, change the information for an existing owner/co-owner combination, delete a bond, and delete an inactive owner/co-owner combination. Each of these functions is illustrated in the following examples.

```

* NO BOND OWNERS ESTABLISHED YET

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
      SSN   PAYBLK  BOND#  FUNC  LAST NAME  FIRST NAME  I
      100 00 0056 01    1_    C    JONES_____  ERICK__    L
----- STATUS:      - BOND TO BE PURCHASED:      -BOND DATE: 0000 BOND
SERIES:
DENOMINATION: 100 - REQ DED: 10.00 BALANCE: 0.00
PURCHASE PRICE: 0.00 CUR DED: 0.00 REFUND: 0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
      (1)      (2)      (3)      (4)      (5)
      100000056 _____ _____ _____ _____
      POD _____ _____ _____ _____ _____
      (6)      (7)      (8)      (9)      (10)
      _____ _____ _____ _____ _____
-----
TOTAL #BONDS: 0 TOT REQ DED: 0.00 **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 0 TOT CUR DED: 0.00
TOTAL BALANCE: 0.00 TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN C= CHANGE D= DELETE N= NAME SEARCH R= RETRIEVE S= SUSPEND
PF1= HELP PF2= OWNERS PF3= PREV SCREEN PF4= QNORM
PF5= MAIN MENU PF9= QREG PF12= END

```

### Adding a Fixed Bond (Page 1)

#### Steps to Add a Fixed Bond

In the first example, a fixed bond was added for Erick Jones. Since Mr. Jones did not have any bonds established, this bond is bond number 1. Mr. Jones is the owner and his son, James, is the beneficiary. NPPS generated an ID for James which is part of the owner/beneficiary combination for this bond. The bond denomination is \$100 and the required deduction is \$10.00 per pay period.

1. Navigate to the bond template. Enter the SSN of the employee who wants to add a fixed bond and the bond number; you must choose a number which is not already assigned. Refer to the All Bond # Assigned area in order to view which bond numbers are already assigned. Press **ENTER**. NPPS will display the message, NO BOND OWNERS ESTABLISHED YET.
2. Change the FUNC to "C" for change. If you are adding the bond via the new employee add chain, you may leave the function as "A" for add chain. Enter EE for Series EE Bonds. Enter I followed by a space for Series I Bonds. Enter the Denomination, Required Deduction, and owner SSN. If the employee has identified a co-owner or beneficiary, you must enter a code immediately below the owner SSN. The code for co-owner is "OR" and the code for beneficiary is "POD." Then you may enter the SSN of the co-owner beneficiary in the blank to the right of the co-owner beneficiary code. If you do not know the SSN of the co-owner beneficiary, you may generate your own installation-unique ID number (which should have at least three leading zeros so as not to be confused with a valid SSN) or you can leave this item blank. If you do not enter a co-owner beneficiary SSN or

```

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
      SSN   PAYBLK  BOND#  FUNC   LAST NAME          FIRST NAME  I
100 00 0056   01    1_    R    JONES_____    ERICK__    L
----- STATUS:      - BOND TO BE PURCHASED:  - BOND DATE: 0000 BOND
SERIES:
DENOMINATION:  100      REQ DED: 10.00      BALANCE:  0.00
PURCHASE PRICE: 50.00    CUR DED:  0.00      REFUND:  0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
(1)          (2)          (3)          (4)          (5)
100000056   _____   _____   _____   _____
POD 000000001  _____   _____   _____   _____
(6)          (7)          (8)          (9)          (10)
_____   _____   _____   _____   _____
-----
TOTAL #BONDS:  1      TOT REQ DED: 10.00      **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS:  1      TOT CUR DED:  0.00      1
TOTAL BALANCE:  0.00    TOTAL REFUND:  0.00
-----
FUNC= A= ADD CHN  C= CHANGE  D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1=  HELP      PF2= OWNERS  PF3= PREV SCREEN  PF4= QNORM
PF5= MAIN MENU  PF9= QREG   PF12= END
    
```

### Adding a Fixed Bond (Page 4)

- The Bond template displays the newly added bond. NPPS automatically calculates the Purchase Price for Series EE bonds. The purchase price for Series I bonds is the same as the denomination amount. Any co-owner beneficiary ID automatically generated by NPPS is displayed on the Bond template. In addition, the Total Number of Series EE and Series I Bonds, Total Required Deductions, Total Number of Owner/Co-owner Beneficiary combinations, and All Bond Number Assigned fields are updated.

Steps to Add a Rotating Bond

Series I bonds cannot have rotating owners. In the following example, a rotating bond was added for Erick Jones. Since Mr. Jones had a bond assigned the number 1, this bond is bond number 2. Mr. Jones is the owner and his three grandchildren are the co-owners. As a result, this bond has three owner/co-owner combinations. The bond denomination is \$50 and the required deduction is \$25.00 per pay period. Each pay period, one bond will be purchased for the owner/co-owner combination in the position marked as "1." During initialization, the owner/co-owner combination which received the bond for the prior pay period, will rotate to the end of the line and each additional owner/co-owner combination will move forward one position. The rotation does not occur until the owner/co-owner combination in position 1 receives a bond and the bond is not attached to a given owner/co-owner combination until it is purchased. Therefore, the outstanding balance of a cancelled bond always belongs to the employee.

```
* NO BOND OWNERS ESTABLISHED YET

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
      SSN  PAYBLK  BOND#  FUNC  LAST NAME  FIRST NAME  I
100 00 0056  01    2_    C    JONES_____  ERICK__    L
-----STATUS:          -BOND TO BE PURCHASED:-          BOND DATE: 0000  BOND
SERIES:
DENOMINATION:  50          REQ DED:  __25.00          BALANCE:  0.00
PURCHASE PRICE:  0.00          CUR DED:  0.00          REFUND:  __0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
(1)              (2)              (3)              (4)              (5)
1000000056          1000000056          1000000056          _____          _____
OR_ 100000100  OR_ 100000200  OR_ 100000300  _____          _____
(6)              (7)              (8)              (9)              (10)
_____          _____          _____          _____          _____
-----
TOTAL #BONDS:  1          TOT REQ DED:  10.00  **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS:  1          TOT CUR DED:  0.00    1
TOTAL BALANCE:  0.00  TOTAL REFUND:  0.00
-----
FUNC: A= ADD CHN  C= CHANGE  D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1= HELP        PF2= OWNERS    PF3= PREV SCREEN  PF4= QNORM
PF5= MAIN MENU   PF9= QREG      PF12= END
```

Adding a Rotating Bond (Page 1)

- 1. Navigate to the bond template. Enter the SSN of the employee and the bond number. Press ENTER. NPPS will display the message, NO BOND OWNERS ESTABLISHED YET.
2. Change the FUNC to "C." If you are adding the bond via the new employee add chain, you may leave the function as "A" for add chain. Enter the Denomination, Required Deduction, and owner SSN for each owner/co-owner beneficiary combination. If the employee has identified a co-owner or beneficiary for one or more of the owner(s), you must enter a code immediately below the corresponding owner SSN. The code for co-owner is

```

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
      SSN   PAYBLK  BOND#  FUNC   LAST NAME      FIRST NAME  I
100 00 0056   01    2_    C      JONES_____  ERICK__   L
----- STATUS:          -BOND TO BE PURCHASED:    -BOND DATE: 0000 BOND
SERIES:
DENOMINATION: 50      REQ DED: __25.00    BALANCE: 0.00
PURCHASE PRICE: 25.00  CUR DED: 0.00     REFUND: __0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
(1) (2) (3) (4) (5)
100000056 100000056 100000056 _____
OR_ 100000100 OR_ 100000200 OR_ 100000300 _____
(6) (7) (8) (9) (10)
-----
TOTAL #BONDS: 0      TOT REQ DED: 35.00  **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 4      TOT CUR DED: 0.00   1 2
TOTAL BALANCE: 0.00  TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN C= CHANGE D= DELETE N= NAME SEARCH R= RETRIEVE S= SUSPEND
PF1= HELP PF2= OWNERS PF3= PREV SCREEN PF4= QNORM
PF5= MAIN MENU PF9= QREG PF12= END
    
```

### Adding a Rotating Bond (Page 4)

- The Bond template displays the newly added bond. NPPS automatically calculates the Purchase Price. Any co-owner beneficiary IDs automatically generated by NPPS are displayed on the Bond template. In addition, the Total Number of Series EE and Series I Bonds, Total Required Deductions, Total Number of Owner/Co-owner Beneficiary combinations, and All Bond Numbers Assigned fields are updated.

### BOND UPDATES WHICH NPPS PERFORMS DURING T&A PROCESSING

When Mr. Jones' T&A is processed, NPPS updates the Bond template to indicate that he now has a Total Current Bond Deduction of \$35.00 with an Total Balance of \$10.00. The \$25.00 difference is applied to the purchase of one number 2 bond for the first owner/co-owner combination.

```

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
      SSN   PAYBLK  BOND#  FUNC  LAST NAME  FIRST NAME  I
    100 00 0056   01    2_    R    JONES_____ ERICK__    L
-----STATUS:      -BOND TO BE PURCHASED: YES  -BOND DATE: 1289  BOND
SERIES:
DENOMINATION: 50      REQ DED: 25.00      BALANCE: 0.00
PURCHASE PRICE: 25.00  CUR DED: 25.00      REFUND: 0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
(1) (2) (3) (4) (5)
100000056 100000056 100000056 _____
OR_ 100000100 OR_ 100000200 OR_ 100000300 _____
(6) (7) (8) (9) (10)
-----
TOTAL #BONDS: 0      TOT REQ DED: 35.00      **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 4      TOT CUR DED: 35.00      1 2
TOTAL BALANCE: 10.00  TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN C= CHANGE D= DELETE N= NAME SEARCH R= RETRIEVE S= SUSPEND
PF1= HELP PF2= OWNERS PF3= PREV SCREEN PF4= QNORM
PF5= MAIN MENU PF9= QREG PF12= END

```

### Bond Updates and Purchases

1. After you enter the T&A for each employee, NPPS reviews all the bonds in order to calculate the Total Current Bond Deduction for the pay period. This total should be identical to the Total Required Bond Deduction. The only exception occurs when NPPS finds that the employee's total pay amount is less than the Total Required Bond Deduction. In this case, NPPS sets the Total Current Bond Deduction to zero and does not make any bond deduction for the current pay period. In addition, NPPS updates the Total Balance for all outstanding bond deductions waiting to be applied to the future purchase of a bond.
2. When the T&A for each employee is entered, NPPS looks at the purchase price of each **Series EE** bond and decides whether the bond balance is 50 percent or more of the purchase price. If the balance is 50 percent or more of the purchase price, NPPS assigned the current month and year to the **Series EE** bond in the Bond Date field.
3. For Series I Bonds, when the T&A for each employee is entered, NPPS looks at the purchase price of each Series I bond and decides whether the bond balance is 100 percent or more of the purchase price. If the balance is 100 percent or more of the purchase price, NPPS assigns the current month and year to the Series I bond in the Bond Date field.

- 43.** When the T&A for each employee is entered, NPPS looks at the purchase price of each bond and decides whether a bond is to be purchase based on the required deduction and/or the bond balance amount. If a bond should be purchased, NPPS enters "Yes" in the Bond To Be Purchased field.

### BOND ROTATION

During initialization, if the bond is Series EE the second owner/co-owner combination for Mr. Jones' number 2 bond moves into the first position. Likewise, the third combination moves into position number two. The combination that received the bond purchase in the previous pay period moves into the third and final position. The rotation will continue in this manner until Mr. Jones chooses to change or delete this bond.

```

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
      SSN   PAYBLK  BOND#  FUNC   LAST NAME          FIRST NAME  I
      100 00 0056   01    2_    R      JONES_____    ERICK__    L
-----STATUS:      -BOND TO BE PURCHASED:      -BOND DATE: 0000 BOND
SERIES:
DENOMINATION: 50      REQ DED: __25.00      BALANCE: 0.00
PURCHASE PRICE: 25.00      CUR DED: 0.00      REFUND: __0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
      (1)          (2)          (3)          (4)          (5)
      100000056      100000056      100000056      _____
OR_ 100000200      OR_ 100000300      OR_ 100000100      _____
      (6)          (7)          (8)          (9)          (10)
      _____
-----
TOTAL #BONDS: 2      TOT REQ DED: 35.00      **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 4      TOT CUR DED: 0.00      1 2
TOTAL BALANCE: 10.00      TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN  C= CHANGE  D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1= HELP        PF2= OWNERS   PF3= PREV SCREEN  PF4= QNORM
PF5= MAIN MENU   PF9= QREG     PF12= END
    
```

### Bond Rotation

During initialization, if the bond is Series EE NPPS looks at each rotating bond and determines whether or not a bond was purchased during the prior pay period. If the owner/co-owner combination in the first position did receive a bond, this combination rotates to the end of the line and each additional owner/co-owner combination will move forward one position. The rotation does not occur until the owner/co-owner combination in position number 1 receives a bond and the bond is not attached to a given owner/co-owner combination until it is purchased. Therefore, the outstanding balance of a canceled bond always belongs to the employee.

### STEPS TO CHANGE A BOND

In the following example, Mr. Jones decides to increase the Required Deduction for bond number 1. The original deduction was \$10.00 and he wants the deduction to increase to \$20.00 per pay period. As a result of this change, Mr. Jones' Total Required Bond Deduction (per pay period) becomes \$45.00.

```

COMMAND: _____ NPPS
NAO1233          BOND DEDUCTIONS - BOND
      SSN      PAYBLK  BOND#  FUNC  LAST NAME      FIRST NAME  I
    100 00 0056   01    1_    C      JONES_____  ERICK__    L
----- STATUS:  _ _  -  -  -BOND TO BE PURCHASED:  -BOND DATE: 0000 BOND
SERIES:
DENOMINATION: 100      REQ DED: __20.00      BALANCE: 10.00
PURCHASE PRICE: 50.00  CUR DED: 0.00      REFUND: __0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
(1)                (2)                (3)                (4)                (5)
100000056          _____          _____          _____          _____
POD 000000001     _____          _____          _____          _____
(6)                (7)                (8)                (9)                (10)
_____          _____          _____          _____          _____
-----
TOTAL #BONDS: 2      TOT REQ DED: 35.00      **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 4      TOT CUR DED: 0.00      1 2
TOTAL BALANCE: 10.00  TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN  C= CHANGE  D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1= HELP        PF2= OWNERS    PF3= PREV SCREEN  PF4= QNORM
PF5= MAIN MENU   PF9= QREG      PF12= END

```

### Changing a Bond (Page 1)

1. Navigate to the bond template. Enter the SSN of the employee and the number of the bond to be changed. Press **ENTER**. NPPS will display the current information for the bond.
2. Change the FUNC to **C**. Enter the desired changes. Press **ENTER**.

```

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
      SSN   PAYBLK  BOND#  FUNC   LAST NAME      FIRST NAME  I
100 00 0056   01    1_    R      JONES_____ ERICK__    L
-----STATUS:  --    BOND TO BE PURCHASED:  -BOND DATE: 0000 BOND
SERIES:
DENOMINATION: 100      REQ DED: __20.00    BALANCE: 10.00
PURCHASE PRICE: 50.00  CUR DED: 0.00     REFUND: __0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
(1)          (2)          (3)          (4)          (5)
100000056   _____
POD 000000001 _____
(6)          (7)          (8)          (9)          (10)
_____
-----
TOTAL #BONDS: 2      TOT REQ DED: 45.00  **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 4      TOT CUR DED: 0.00   1 2
TOTAL BALANCE: 10.00  TOTAL REFUND: 0.00
-----
FUNC= A= ADD CHN  C= CHANGE  D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1=  HELP       PF2= OWNERS   PF3= PREV SCREEN  PF4= QNORM
PF5=  MAIN MENU  PF9= QREG    PF12= END

```

**Changing a Bond (Page 3)**

- 4. The Bond template displays the changed bond. If appropriate, NPPS automatically recalculates the Purchase Price. In addition, the Total Number of Bonds, Total Required Deductions, Total Number of Owner/Co-owner Beneficiary combinations, and All Bond Numbers Assigned fields are updated.

## STEPS TO CHANGE A BOND OWNER

In the example below, Mr. Jones decides to add his son's middle name to the information on the Bond Owner template for bond number 1.

```

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
      SSN   PAYBLK  BOND#  FUNC   LAST NAME      FIRST NAME  I
      100 00 0056   01    1_    R      JONES_____ ERICK__    L
-----STATUS:      -BOND TO BE PURCHASED:      -BOND DATE: 0000 BOND
SERIES:
DENOMINATION: 100      REQ DED: __20.00      BALANCE: 10.00
PURCHASE PRICE: 50.00      CUR DED: 0.00      REFUND: __0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
      (1)          (2)          (3)          (4)          (5)
      100000056      _____      _____      _____      _____
      POD 000000001  _____      _____      _____      _____
      (6)          (7)          (8)          (9)          (10)
      _____      _____      _____      _____      _____
-----
TOTAL #BONDS: 2      TOT REQ DED: 45.00      **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 4      TOT CUR DED: 0.00      1 2
TOTAL BALANCE: 10.00      TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN  C= CHANGE  D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1= HELP        PF2= OWNERS    PF3= PREV SCREEN  PF4= QNORM
PF5= MAIN MENU   PF9= QREG     PF12= END
    
```

### Changing a Bond Owner (Page 1)

1. Navigate to the bond template. Enter the SSN of the employee and any assigned bond number. Press **ENTER**. NPPS displays the information regarding this bond. Press **PF2**.

### STEPS TO DELETE A BOND

In the following example, Mr. Jones decides to delete his fixed bond (i.e., bond number 1). His bond receives a status of Delete. The balance of \$10.00 for this bond is converted into a refund by NPPS automatically. In addition, NPPS automatically zeros out the Balance and Total Balance fields. The Total Required Deduction is reduced by \$20.00 accordingly.

The bond may be reinstated using the add function throughout this entire pay period. If the bond is not reinstated, it will be purged during initialization. Since the corresponding bond owner/co-owner beneficiary combination is not used by any other bond, it will also be purged during initialization. However, the owner/co-owner beneficiary combination may not be deleted until initialization because the bond may be reinstated throughout the entire pay period.

```

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
      SSN   PAYBLK  BOND#  FUNC   LAST NAME      FIRST NAME  I
      100 00 0056   01    1_    D      JONES_____ ERICK__    L
_____STATUS:      -BOND TO BE PURCHASED:-      BOND DATE: 0000 BOND
SERIES:
DENOMINATION: 100      REQ DED: __20.00      BALANCE: 10.00
PURCHASE PRICE: 50.00      CUR DED: 0.00      REFUND: __0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
      (1)      (2)      (3)      (4)      (5)
      100000056      _____      _____      _____      _____
      POD 000000001      _____      _____      _____      _____
      (6)      (7)      (8)      (9)      (10)
      _____      _____      _____      _____      _____
-----
TOTAL #BONDS: 2      TOT REQ DED: 45.00      **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 4      TOT CUR DED: 0.00      1 2
TOTAL BALANCE: 10.00      TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN  C= CHANGE  D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1= HELP      PF2= OWNERS      PF3= PREV SCREEN  PF4= QNORM
PF5= MAIN MENU  PF9= QREG      PF12= END

```

### Deleting a Bond (Page 1)

1. Navigate to the bond template. Enter the SSN of the employee and the number of the bond to be deleted. Press **ENTER**. NPPS will display the current information for the bond.
2. Change the FUNC to **D**. Press **ENTER**.

```

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
      SSN   PAYBLK  BOND#  FUNC   LAST NAME      FIRST NAME  I
100 00 0056   01    1_    R      JONES_____ ERICK__    L
-----STATUS:          -BOND TO BE PURCHASED: - BOND DATE: 0000 BOND
SERIES:
DENOMINATION: 100      REQ DED: __20.00    BALANCE: 0.00
PURCHASE PRICE: 50.00  CUR DED: 0.00     REFUND: __10.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
(1)          (2)          (3)          (4)          (5)
100000056   _____
POD 000000001 _____
(6)          (7)          (8)          (9)          (10)
_____
-----
TOTAL #BONDS: 2      TOT REQ DED: 25.00  **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 4      TOT CUR DED: 0.00   1 2
TOTAL BALANCE: 0.00  TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN  C= CHANGE D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1= HELP        PF2= OWNERS    PF3= PREV SCREEN  PF4= QNORM
PF5= MAIN MENU   PF9= QREG     PF12= END

```

**Deleting a Bond (Page 3)**

- 4. The Bond template displays the bond status as Delete. Any outstanding Balance has been converted to a Refund. In addition, Total Required Deductions has been reduced by the Required Deduction amount for the deleted bond.

Since you may reinstate the bond at any time during the current pay period, the Total Number of Owner/Co-owner Beneficiary combinations, the All Bond Number Assigned and the Total Number of Bonds fields are not updated until you initialize for the next pay period. Accordingly, you may not delete the corresponding owner/co-owner beneficiary combination for a fixed bond. In addition, you may not delete all the owner/co-owner beneficiary combinations for a rotating bond.

## STEPS TO DELETE AN INACTIVE OWNER

In the following example, Mr. Jones decides to remove his third grandchild from the rotating bond. However, he wants every other aspect of the bond to remain the same.

```

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
      SSN   PAYBLK  BOND#  FUNC   LAST NAME          FIRST NAME   I
      100 00 0056   01    2_    R      JONES_____    ERICK__    L
-----STATUS----- BOND TO BE PURCHASED:  --BOND DATE: 0000 BOND
SERIES:
DENOMINATION: 50      REQ DED: __25.00    BALANCE: 0.00
PURCHASE PRICE: 25.00  CUR DED: 0.00     REFUND: __0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
      (1)          (2)          (3)          (4)          (5)
      100000056    100000056    100000056    _____    _____
OR 000000001  OR_ 100000200  OR_ 100000300  _____    _____
      (6)          (7)          (8)          (9)          (10)
      _____    _____    _____    _____    _____
-----
TOTAL #BONDS: 2      TOT REQ DED: 25.00  **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 4     TOT CUR DED: 0.00   1 2
TOTAL BALANCE: 0.00  TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN  C= CHANGE  D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1= HELP        PF2= OWNERS   PF3= PREV SCREEN  PF4= QNORM
PF5= MAIN MENU   PF9= QREG     PF12= END
    
```

### Deleting an Inactive Owner (Page 1)

1. Navigate to the bond template. Enter the SSN of the employee and the number of the bond to be changed. Press **ENTER**. NPPS will display the current information for the bond.

```

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
      SSN   PAYBLK  BOND#  FUNC   LAST NAME      FIRST NAME  I
100 00 0056   01    2_    C      JONES_____  ERICK__    L
-----STATUS:-- BOND TO BE PURCHASED:  -BOND DATE: 0000 BOND
SERIES:
DENOMINATION: 50      REQ DED: __25.00  BALANCE: 0.00
PURCHASE PRICE: 25.00  CUR DED: 0.00  REFUND: __0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
(1) (2) (3) (4) (5)
100000056 100000056 _____
OR 000000001 OR_ 100000200 _____
(6) (7) (8) (9) (10)
-----
TOTAL #BONDS: 2      TOT REQ DED: 25.00  **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 4      TOT CUR DED: 0.00  1 2
TOTAL BALANCE: 0.00  TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN C= CHANGE D= DELETE N= NAME SEARCH R= RETRIEVE S= SUSPEND
PF1= HELP PF2= OWNERS PF3= PREV SCREEN PF4= QNORM
PF5= MAIN MENU PF9= QREG PF12= END

```

### Deleting an Inactive Owner (Page 2)

2. Change the FUNC to **C**. Blank out the information for the owner/co-owner beneficiary combination you want to delete. You may delete all but one of the combinations for a rotating bond. You may not delete the only combination for a fixed bond. Press **ENTER**.

```

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
      SSN   PAYBLK  BOND#   FUNC   LAST NAME   FIRST NAME   I
100 00 0056   01     2_     R     JONES_____ ERICK__     L
-----STATUS:          -BOND TO BE PURCHASED: - BOND DATE: 0000 BOND
SERIES:
DENOMINATION: 50      REQ DED: __25.00  BALANCE: 0.00
PURCHASE PRICE: 25.00  CUR DED: 0.00  REFUND: __0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
(1) (2) (3) (4) (5)
100000056 100000056 _____
OR 000000001 OR_ 100000200 _____
(6) (7) (8) (9) (10)
-----
TOTAL #BONDS: 2      TOT REQ DED: 25.00  **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 4      TOT CUR DED: 0.00  1 2
TOTAL BALANCE: 0.00  TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN C= CHANGE D= DELETE N= NAME SEARCH R= RETRIEVE S= SUSPEND
PF1= HELP PF2= OWNERS PF3= PREV SCREEN PF4= QNORM
PF5= MAIN MENU PF9= QREG PF12= END

```

### Deleting an Inactive Owner (Page 4)

- The Bond template displays the changed bond. You may press **PF2** in order to view the Bond Owner template.

```

COMMAND: _____ NPPS
NAO1233B BOND OWNERS - BOWN
-----
EMPLOYEE SSN: 100 00 0056 NAME: JONES ERICK L
BOND OWNER SSN: 100 00 0056 FUNC: D
OWNER NAME: ERICK JONES_____
ADDRESS: 1000 SEA HAWK LANE_____
CITY: WEBSTER_____ STATE: TX_ ZIP: 77598 - ____
CO-OWNER/BEN CODE: OR
NAME: JANE JONES_____ I.D.: 100 00 0300
-----
OWNER SSN CODE CO BEN I.D. OWNER SSN CODE CO BEN I.D.
100-00-0056 POD 000-00-0001 100-00-0056 OR 100-00-0200
100-00-0056 OR 100-00-0100
100-00-0056 OR 100-00-0300
-----
FUNCTION: A= ADD C= CHANGE D= DELETE R= RETRIEVE S= SUSPEND
PF1= HELP PF3= PREV SCREEN PF7= BACKWARD PF8= FORWARD PF12= END

```

### Deleting an Inactive Owner (Page 5)

- NPPS displays the Bond Owner template. Since the owner is no longer associated with the bond number, press **PF9** to scroll all owner/co-owner combinations for the employee. Press **PF8** to navigate to the combination to be deleted. Enter a FUNC of **D**. Press **ENTER**.

```

* OWNER 56 / OR / 300 DELETED
COMMAND: _____ NPPS
NAO1233B BOND OWNERS - BOWN
-----
EMPLOYEE SSN: 100 00 0056 NAME: JONES ERICK L
BOND OWNER SSN: 100 00 0056 FUNC: R
OWNER NAME: ERICK JONES_____
ADDRESS: 1000 SEA HAWK LANE_____
CITY: WEBSTER_____ STATE: TX_ ZIP: 77598 - ____
CO-OWNER/BEN CODE: OR
NAME: JANE JONES_____ I.D.: 100 00 0300
-----
OWNER SSN CODE CO BEN I.D. OWNER SSN CODE CO BEN I.D.
100-00-0056 POD 000-00-0001 100-00-0056 OR 100-00-0200
100-00-0056 OR 100-00-0100
100-00-0056 OR 100-00-0300
-----
FUNCTION: A= ADD C= CHANGE D= DELETE R= RETRIEVE S= SUSPEND
PF1= HELP PF3= PREV SCREEN PF7= BACKWARD PF8= FORWARD PF12= END
    
```

### Deleting an Inactive Owner (Page 6)

- NPPS displays the message, OWNER ## / OR / DELETED. Press ENTER to complete the update.

```

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
SSN PAYBLK BOND# FUNC LAST NAME FIRST NAME I
100 00 0056 01 2_ R JONES_____ ERICK__ L
-----STATUS: -BOND TO BE PURCHASED: -BOND DATE: 0000 BOND
SERIES:
DENOMINATION: 50 REQ DED: __25.00 BALANCE: 0.00
PURCHASE PRICE: 25.00 CUR DED: 0.00 REFUND: __0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
(1) (2) (3) (4) (5)
100000056 100000056 _____
OR 000000001 OR_ 100000200 _____
(6) (7) (8) (9) (10)
-----
TOTAL #BONDS: 2 TOT REQ DED: 25.00 **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 3 TOT CUR DED: 0.00 1 2
TOTAL BALANCE: 0.00 TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN C= CHANGE D= DELETE N= NAME SEARCH R= RETRIEVE S= SUSPEND
PF1= HELP PF2= OWNERS PF3= PREV SCREEN PF4= QNORM
PF5= MAIN MENU PF9= QREG PF12= END
    
```

### Deleting an Inactive Owner (Page 7)

- The Bond template displays the changed bond. NPPS has updated the Total Number Owner/Co-owner Beneficiary field according to the number of combinations you have deleted.

```

END OF DATA
COMMAND: _____ NPPS
NAO4500 SF1166 INFORMATION - CFC TOTALS

      CFC ORGANIZATION                                AMOUNT

1989      GULF COAST COMBINED                          1.00
1989 CFC,HARRISON,HANCOCK                             6.00

TOTAL AMOUNT                                           7.00
-----
PF1= HELP      PF3= PREV SCREEN    PF5= MAIN MENU    PF12= END
ENTER= NEXT SCREEN

```

**SF 1166 Information - CFC Totals**

```

END OF DATA
COMMAND: _____ NPPS
NAO4800 SF1166 INFORMATION - SF16EBOND

      TOTAL SERIES EE BONDS PURCHASED  DENOMINATION  AMOUNT

-----
1 50 25.00
-----
75
2 100 100.00
   200
   500
   1000

-----
GRAND TOTAL SERIES EE BONDS PURCHASED  GRAND TOTAL AMOUNT
23 100.25.00
-----
PF1= HELP      PF3= PREV SCREEN    PF5= MAIN MENU    PF12= END
ENTER= NEXT SCREEN

```

**SF 1166 Information - Series EE Bonds**

| <u>END OF DATA</u>                           |                         |                           |
|--|-------------------------|---------------------------|
| <u>COMMAND: _____ NPPS</u>                   |                         |                           |
| <u>NAO4800 SF1166 INFORMATION - SF16IBND</u> |                         |                           |
| <u>TOTAL SERIES I BONDS</u>                  | <u>DENOMINATION</u>     | <u>AMOUNT</u>             |
| <u>PURCHASED</u>                             |                         |                           |
| <u>1</u>                                     | <u>50</u>               | <u>50.00</u>              |
|  | <u>75</u>               |                           |
| <u>2</u>                                     | <u>100</u>              | <u>200.00</u>             |
|  | <u>200</u>              |                           |
|  | <u>500</u>              |                           |
|  | <u>1000</u>             |                           |
| <u>GRAND TOTAL SERIES I BONDS PURCHASED</u>  |                         | <u>GRAND TOTAL AMOUNT</u> |
| <u>3</u>                                     |                         | <u>250.00</u>             |
| -----  |                         |                           |
| <u>PF1= HELP</u>                             | <u>PF3= PREV SCREEN</u> | <u>PF5= MAIN MENU</u>     |
|  |                         | <u>PF12= END</u>          |
| <u>ENTER= NEXT SCREEN</u>                    |                         |                           |

**SF 1166 Information – Series I Bonds**