**MESS ADMINISTRATION OUT CLEARANCE FORM**

Personal Information

Service Number: Rank:

Last Name: First Name:

Email Address\*:

\*Email address will be used for your NPF monthly statement and for Mess Communications (recommend using the email you will check the most).

Posting Information

**NEW** Home Address (after posting):

City/Town: Province: Postal Code:

**NEW** Home Tel. #

**NEW** Base Name: COS Date:

Mandatory to be completed by Regular Force Members:

IAW PSP Manual Part 9, Chapter 9-1 (par 9 and 23-26) and Chapter 9-4 (Para 49), Mess Members must give written authorization to have Mess Dues/Chit purchases deducted from their pay via Aquittance Roll. I hereby authorize my Mess Dues or any outstanding Mess Charges to be deducted from my pay account on my behalf to the appropriate Mess for my rank.

(DATE) (MEMBER’S SIGNATURE)

CHECKLIST (To be completed by Mess Admin):

* Datamart – ensure member information is updated and accurate (email address)
* Update mess membership excel spreadsheet
* Prophet – (recurring started/end dated)
* POS – add members information to Maitre’d (Bar Chit/acqr)
* DWAN – (delete member from any distribution list for the mess)