

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 Acquittance 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)