

## Living Allowance Calendar and Statement Information

Period	Start Date	End Date	Direct Deposit Date	Period	Start Date	End Date	Direct Deposit Date
201620	10/2/2016	10/15/2016	10/21/2016	201711	5/28/2017	6/10/2017	6/16/2017
201621	10/16/2016	10/29/2016	11/4/2016	201712	6/11/2017	6/24/2017	6/30/2017
201622	10/30/2016	11/12/2016	11/18/2016	201713	6/25/2017	7/8/2017	7/14/2017
201623	11/13/2016	11/26/2016	12/2/2016	201714	7/9/2017	7/22/2017	7/28/2017
201624	11/27/2016	12/10/2016	12/16/2016	201715	7/23/2017	8/5/2017	8/11/2017
201625	12/11/2016	12/24/2016	12/30/2016	201716	8/6/2017	8/19/2017	8/25/2017
201626	12/25/2016	1/7/2017	1/13/2017	201717	8/20/2017	9/2/2017	9/8/2017
201701	1/8/2017	1/21/2017	1/27/2017	201718	9/3/2017	9/16/2017	9/22/2017
201702	1/22/2017	2/4/2017	2/10/2017	201719	9/17/2017	9/30/2017	10/6/2017
201703	2/5/2017	2/18/2017	2/24/2017	201720	10/1/2017	10/14/2017	10/20/2017
201704	2/19/2017	3/4/2017	3/10/2017	201721	10/15/2017	10/28/2017	11/3/2017
201705	3/5/2017	3/18/2017	3/24/2017	201722	10/29/2017	11/11/2017	11/17/2017
201706	3/19/2017	4/1/2017	4/7/2017	201723	11/12/2017	11/25/2017	12/1/2017
201707	4/2/2017	4/15/2017	4/21/2017	201724	11/26/2017	12/9/2017	12/15/2017
201708	4/16/2017	4/29/2017	5/5/2017	201725	12/10/2017	12/23/2017	12/29/2017
201709	4/30/2017	5/13/2017	5/19/2017	201726	12/24/2017	1/6/2018	1/12/2018
201710	5/14/2017	5/27/2017	6/2/2017	201727	1/7/2018	1/20/2018	1/26/2018

Living allowances received by U.S. Treasury checks will arrive approximately five days after the direct deposit date. Unless pre-approved by your state office, you must receive your living allowance through direct deposit. To set up direct deposit, go to [my.americorps.gov](http://my.americorps.gov). If your direct deposited living allowance payment does not arrive by the date listed, contact the National Service Hotline at 800-942-2677.

Deposit dates may differ if your disbursement is from a grant given to your sponsoring organization.



Payment for pay period through: 13 FEB 20XX

Tax withholding status:
Allowance claimed:
Additional tax withholding:

Jennifer Smith
1234 Market Street
Redding, CA 96024

Days paid this period: 14
Days paid this year: 56

AMERICORPS\* VISTA ALLOWANCE STATEMENT

Table with 3 columns: We are paying you, This payment, Year to date. Rows include Subsistence Allowance, Relocation Allowance, Stipend, and Other.

Table with 3 columns: We are deducting, This payment, Year to date. Rows include Fed Income Tax Withholding, Life Insurance, Overpayments Collected, Tax and Court Levies, and FICA Deductions.

Summary table with 3 columns: This payment, Year to date. Rows include Total Paid, Less Total Deductions, Plus Advanced EIC, and Net Check.

Table with 2 columns: Description, Amount. Rows include Stipend accrued this pay period, Stipend paid this pay period, and Current stipend balance.

VISTA members contact the National Service Hotline at 800-942-2677 / NCCC members contact the MSS at your campus

Notice- NO UNEMPLOYMENT INSURANCE COVERAGE PROVIDED
These payments are not wages under federal or state unemployment compensation laws (45 USC 5055)

# VISTA Living Allowance Frequently Asked Questions

## Starting Service

### **How do I receive my living allowance payment and travel reimbursements?**

As an AmeriCorps VISTA member, you are required to have your biweekly living allowance sent via electronic funds transfer or direct deposit except when this form of payment would cause unusual hardship. (For hardship cases, contact the VMSU to have payments made by paper check.)

To set up direct deposit, you must complete the direct deposit form under “My Living Allowance” in the [My AmeriCorps](#) portal. You will need your bank account number and your bank’s routing number. Contact your banking institution if you have questions. Any error in account or routing information may result in delay of your living allowance. Reissue of payment for living allowances can take up to six weeks. Please take time to verify your financial information in [My AmeriCorps](#) before your service begins.

### **When do I get my first living allowance payment?**

You will receive your first living allowance payment 2 to 3 weeks after the last day of your Pre-Service Orientation (PSO). It depends when your PSO falls in the living allowance schedule. If your PSO ends on a pay period end date, you will receive your first living allowance payment in 2 weeks. If your PSO ends a week before an end date, you will receive your first living allowance in 3 weeks. You will never receive your first living allowance payment the week after PSO. See the living allowance schedule to check the pay period end dates.

### **When will I get reimbursed for my relocation travel costs?**

Relocation travel costs take 8 weeks from when the vouchers are signed and are separate direct deposits from the living allowance.

### **When will I get my PSO travel reimbursement?**

PSO travel reimbursements also take 8 weeks from when the vouchers are signed and are separate direct deposits from the living allowance. These vouchers are usually signed by the VISTA at PSO.

### **When will I get my settling-in allowance (or relocation allowance as it is sometimes called)?**

If you have a settling in allowance coming to you, it will be included in your first living allowance.

## During Service

### **When do I get paid?**

Please see the living allowance calendar on the VISTA Campus or in your PSO workbook. You are paid every two weeks, and the official pay day is Friday. These will be direct deposited into your account.

### **What do I do if my living allowance is delayed?**

Double check the direct deposit information you entered in [My AmeriCorps](#). Any error in account or routing information may result in delay of your living allowance. Then, contact the VMSU. Please be aware that any reissue of payment for living allowances can take up to six weeks. Please take time to verify your financial information in [My AmeriCorps](#) before your service begins.

### **How can I view my Living Allowance Statements online?**

Go to [My AmeriCorps](#) and click on My Living Allowance from your member home page. Living allowance statements are in the first box under your member information.

### **What address is listed on the allowance statement?**

The address listed is your project address (the address of where you are serving).

### **Why does the “Stipend” line amount list \$0.00?**

If you selected the Eli Segal Education Award, this line amount will always be \$0.00. If you selected the stipend, it will show how much of the stipend accrued during each pay period.

### **Why weren't any taxes withheld? Am I having enough taxes taken out?**

The taxes that are withheld are based on the W-4 you completed at the beginning of service. The more allowances on your W-4 means less taxes will be withheld. If you feel like the taxes being withheld are not going to be enough to cover what you will owe, make a note of what is on your W-4 and contact the IRS. You can make changes to your withholding by filling out another W-4 through [My AmeriCorps](#).

## VISTA Living Allowance Frequently Asked Questions (cont.)

### **Close of Service (COS)**

#### **How can I get reimbursed for my travel back to where I moved from after my year of service?**

Close of service travel vouchers will be posted to your My AmeriCorps account under “Help Requests” at the beginning of your last month of service. You must print, sign, and mail the voucher to the VMSU. Reimbursements for travel take up to 8 weeks once the VMSU receives the signed vouchers. This will come as a payment separate from your living allowance payment and will be direct deposited.

#### **If I selected the end of service stipend, when will I get that?**

The stipend is generally disbursed automatically with the last two living allowance payments, provided that service is completed as scheduled and end-of service documents are completed properly and submitted to the Corporation State Office. VISTAs who continue in AmeriCorps VISTA immediately after completing a year of service will receive their stipend for the first year in the final pay period for that term of service, provided all documentation has been completed and submitted on a timely basis.

For information regarding the Eli Segal Education Award and further discussion of the financial support VISTAs can receive, please refer to Chapter 5 and Chapter 14 of the VISTA Member Handbook. If you have additional questions, please contact the National Service Hotline at 800-942-2677 or submit a request online at [questions.nationalservice.gov](http://questions.nationalservice.gov).