

Finance Retirement/Separation Checklist

Customer Use

Name (Last, First, MI)	Grade	SSN	DOS
Work Private	Duty Location (Base, State, Zip)	Telephone Work Private	

Leave

- I Please confirm projected leave balance with your servicing Finance. _____ days. (N/A if you're not taking any terminal/permissive)
- II All Permissive and Terminal Leave requests are processed and approved in LeaveWeb before departure. G Series Commander approved, finance authorized.
- III Permissive leave will be done under "**Type T, Rule 2.**" to be correctly routed in LeaveWeb.
- IV If you take any portion of your Permissive leave in conjunction with Terminal Leave, please check the box "In conjunction with Terminal Leave."
- V Leave numbers will be assigned after all leave is approved and final out documents are returned to the Finance office.
- VI If you take ordinary leave instead of terminal leave, return 15 days before scheduled separation date to prevent pay problems.
- VII Per AFI 36-3003 table 3.6, rule 2, CONUS locations are authorized 20 days of permissive leave to the following authorized members: incentive separatees, special benefits separatees, and retirees.

Type	Start Date	End Date
Permissive		
Terminal		

Checklist & Instructions

Read each line and insert your full initials to confirm understanding

- ☐ **For Retirees ONLY:** As my dependents are not listed on my orders, I understand that I must retrieve a copy of my DD Form 1172-2 per the instructions on the SOU, block 8 to claim civilian dependents on a final travel voucher.
- ☐ My unit APC has confiscated or destroyed my GTC and provided me with a GTC deactivation memo.
- ☐ I understand that all DTS authorizations/vouchers must be completely filed and paid prior to separating/retiring.
- ☐ I plan on taking permissive leave in conjunction with terminal and will input through LeaveWeb. Please refer to VII above.
- ☐ I plan on taking terminal leave up to my date of separation and will input through LeaveWeb.
- ☐ I understand that I am only authorized to sell a maximum of 60 days of leave in my military career.
- ☐ I understand that if I am under a different base's hierarchy in LeaveWeb, I must contact the JBSA Lackland FSO to have leave authorized.
- ☐ **For AGR Members ONLY:** I do not wish to sell my leave and would like to have it transferred. If not, N/A.
- ☐ I understand that separate travel time is not granted and I must be on leave or separated to depart the PDS IAW AFMAN 65-114, para 6.7.5.
- ☐ I am able access MyPay with login ID and password in order to retrieve final LES's, W-2's, and future 1099-R's for retiree's.
- ☐ To be signed off on my vMPF checklist and have my leave authorized I will return a copy of my orders, GTC deactivation memo, this checklist, the statement of understanding, AF Form 594, Direct Deposit form, and the address change form.
- ☐ **For Retirees ONLY:** I understand that selecting a home outside the 50 states, I must select a HOS within the CONUS for comparison purposes (JTR 051003 B.3). If Home of Record (HOR) or Place from Which Called or Ordered to Active Duty (PLEAD) is OCONUS then travel entitlements to that locations are authorized.

Member's Name & Rank	Signature	Date
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OFFICIAL USE ONLY

Finance Technician's Name & Rank	Signature	Date
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APPLICATION & AUTHORIZATION TO START, STOP OR CHANGE BASIC ALLOWANCE FOR HOUSING OR RECERTIFICATION OR DEPENDENCY DETERMINATION/REDETERMINATION OR ESM START/STOP FOR MEMBERS ASSIGNED/TERMINATING UNACCOMPANIED PERSONNEL HOUSING

PRIVACY ACT STATEMENT

AUTHORITY: 37 USC 403, Public Law 96-343, EQ 9397

PURPOSE: To start, adjust or terminate military member's entitlement to BAH or to provide required Entitlement Recertification or Dependency Determination/Redetermination or ESM start/stop for eligible members E6 and below assigned/terminating unaccompanied personnel housing.

ROUTINE USE(S): Information may be disclosed to the Internal Revenue Service for tax information on members Social Security Administration or information on tax deducted, Department of Veteran Affairs for education and group life insurance information, and the Department of Justice for investigating or prosecuting possible violations of the law, the American Red Cross for information concerning the needs of the member or dependents emergency situations, the Air Force to determine needs of a member or dependents in emergency situations and for verification of loan applications, state and local governments for tax and welfare insurance companies for allotment information and financial institutions, for deposits and/or payments.

DISCLOSURE: Voluntary. However, failure to provide all information including Social Security Number (SSN) may result in nonpayment of BAH

PART A - IDENTIFICATION & DUTY LOCATION

LODGING OFFICIAL

1. NAME (Last, First, MI)

NON-AVAILABILITY/ASSIGNMENT/TERMINATION OF QUARTERS

QUARTERS ARE NOT ASSIGNED ☐ DATE:

2. SSN

3. GRADE

4. PHONE

ADEQUATE QUARTERS ☐ ASSIGNED ☐ TERMINATED
EFFECTIVE DATE: UNIT #

5A. DUTY LOCATION (Base, State, ZIP Code or Country)

INADEQUATE QUARTERS ☐ ASSIGNED ☐ TERMINATED
EFFECTIVE DATE: UNIT #

5B. E-MAIL ADDRESS

TRANSIENT QUARTERS OCCUPIED - UNIT #

EFFECTIVE DATES FROM: TO:

PART B - MARITAL/DEPENDENT STATUS

6 ☐ SINGLE, NO DEPENDENTS ☐ SINGLE, CLAIMING DEPENDENT(S)

MARRIED - SPOUSE IS A ☐ CIVILIAN ☐ MILITARY MEMBER

IF MILITARY SPOUSE - NAME, SSN, BRANCH OF SERVICE, STATION AND DATE OF MARRIAGE:

☐ DIVORCED (Date) ☐ LEGALLY SEPARATED (Date)

TITLE

SIGNATURE

DATE

7. NON-CUSTODIAL PARENTS: I PAY ☐ THE FULL AMOUNT OF WITH-DEPENDENT RATE BAH, OR ☐ \$ _____.00 PER MONTH FOR DEPENDENT SUPPORT
BASED ON: a. ☐ DIVORCE DECREE b. ☐ COURT ORDER c. ☐ LEGAL SEPARATION AGREEMENT, OR d. ☐ WRITTEN AGREEMENT WITH CHILD'S CUSTODIAN

8. I ☐ CLAIM BAH FOR THE DEPENDENT ☐ IN ☐ NOT IN MY LEGAL AND PHYSICAL CUSTODY LISTED BELOW (Effective Date): _____

Note: Indicate the civilian dependent(s) you are claiming and the relationship (i.e., spouse, minor child, incapacitated child, stepchild or parent). For other than spouse or minor child, see list of potential dependents in Part C below. If dependent(s) is a child, include the date of birth(DOB).

(a) NAME (Last, First, MI)	(b) ADDRESS, CITY, STATE, ZIP or COUNTRY	(c) RELATIONSHIP	(d) DOB

9. IF DEPENDENT NAMED ABOVE IS A CHILD WHOSE PARENT IS A MILITARY MEMBER, OR THE SPOUSE OF A MEMBER PROVIDE THE FOLLOWING

NAME	SSN	BRANCH OF SERVICE	STATION

PART C- MEMBER'S CERTIFICATION (For members with dependents)

☐ I certify that I provide adequate support (see AFI 36-2906 and JFTR ch 10) for the dependents named above. I am aware that failure to adequately support the above named dependents will result in stopping BAH, and recouping allowances paid for any prior periods of nonsupport

CERTIFICATION FOR MEMBERS RECEIVING BAH FOR SECONDARY DEPENDENTS (package must be sent to DFAS-IN for determination).

(Parents, parents-in-law, stepparents, parents-by-adoption, or in-loco-parentis, Students 21 and 22 years of age, Incapacitated children over age 21, or Ward of a court).

I certify that this is my first application ☐ YES ☐ NO If no, give date your last application was filed. _____

I understand that my failure to comply with the applicable requirements may result in cancellation of my BAH. Furthermore, I understand that making a false statement or claim against the US Government is punishable by court martial and that the penalty for willfully making a false claim, or false statement in connection with a claim is a maximum fine of \$10,000 or imprisonment for 5 years, or both. I will report any changes of dependent's status or residence, as well as any changes in my housing arrangements immediately to the Financial Services Office (FSO). I also understand that my failure to comply with appropriate requirements may cause involuntary collection of any resulting indebtedness retroactive to the date the entitlement became erroneous.

MEMBER'S SIGNATURE

DATE

ADDITIONAL INFORMATION

OFFICIAL USE ONLY - FINANCE

<input type="checkbox"/>	START	<input type="checkbox"/>	CHANGE	<input type="checkbox"/>	CANCEL	<input type="checkbox"/>	REPORT	<input type="checkbox"/>	STOP	<input type="checkbox"/>	PARTIAL	<input type="checkbox"/>	WITHOUT DEPENDENT	<input type="checkbox"/>	WITH DEPENDENT
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PRIMARY DEPENDENT CERTIFICATION: I have determined that the above named individual is dependent on the member based on being

☐ Spouse
 ☐ Single member claiming legitimate child in custody of another
 ☐ Legitimate child in single member's custody
 ☐ Stepchild
 ☐ Adopted Child
☐ Illegitimate child or
☐ Child, member to member marriage

SECONDARY DEPENDENT DETERMINATION/REDETERMINATION

☐ Parents
 ☐ Parents-in-law
 ☐ Stepparents
 ☐ Parents-by-adoption
 ☐ In-Loco-Parentis
 ☐ Students 21 and 22 years of age
☐ Incapacitated children over age 21
☐ Ward of a court

☐ *I have determined that the above named individual is not dependent on member or eligible to be a dependent of member. Reasons for disapproval are noted here*

☐ *I have verified that member is E-7 or above and there is no military necessity that requires the member to reside on base*

TITLE OF CERTIFYING OFFICIAL

SIGNATURE

Click to sign

OFFICE ADDRESS

DATE

FINANCE SEPARATION/RETIREMENT BRIEFING

(Disclaimer: The following briefing will provide general information regarding your final pay, entitlements, etc. This information is based on the average separate/retiree situation. If you are a short notice separation, or you have a unique separation/retirement situation, then the information therein may not apply entirely. Please contact your servicing FSO for questions)

You should receive your final pay within 5-10 business days after your DOS.

1. **FINAL PAY:** This is the last paycheck you will receive for your active duty service and will include prorated payment for clothing allowance (enlisted only), unused leave, severance/separation pay in addition to all pay and entitlements that you are entitled to up to your DOS.

Final pay will **NOT** be processed through the normal Direct Deposit System from DFAS; it is a payment that is produced manually through the base finance office. Your final pay will be electronically transferred to your Direct Deposit account where you normally receive your Active Duty pay.

2. **FINAL LES:** The LES you will receive on your month of separation/retirement may show \$0.00 for EOM pay or MM pay, depending on your DOS. It will also show in the deductions an amount under the "Status Det", that is the amount pre-computed by the system that you would have received if you were not separating/retiring. You will receive a corrected LES approximately 4-6 weeks after your DOS. This LES will show a breakdown of how your final pay was computed and will be mailed to the future mailing address. The last active duty LES does not reflect individual allotments. The total dollar amount of allotments paid is reflected in the "Net Amount" field under the deductions column.

Note: Once you retire, you will only receive one Retired Pay Statement per year unless you make a change to your account. Retirees are paid on the first business day of each month. Direct Deposit is mandatory.

3. **PERMISSIVE TDY:** All members retiring are authorized Permissive TDY. The only separating members authorized, are members who are being medically separated/retired and involuntary separations. Permissive TDY is only used for house or job search per AFI 36-3003, Table 4.5, Rule 2. A member is authorized up to 20 days of Permissive TDY. This can be taken in increments, in conjunction with terminal leave or up to and including your DOS. However, if you are taking Permissive TDY and Terminal leave, the Permissive TDY must be taken before the Terminal Leave.

Note: You cannot take successive Monday through Friday permissive TDYs without including the weekend. In addition, the finance office will issue authorization numbers for Permissive TDY in conjunction with Terminal Leave or if the Permissive TDY ends on your DOS. If you are taking Permissive TDY but you are reporting back to your unit after the Permissive TDY, then your unit will issue the authorization numbers for your Permissive TDY.

4. **TERMINAL LEAVE:** This is your last leave on active duty and should be taken up to and including your DOS. Terminal leave cannot exceed what your leave balance will be on your DOS. Please keep in mind that when computing leave, DFAS still has to audit, so leave balances at time of separation are only estimates.

Note: The finance office will issue all authorization numbers for Terminal Leave and will also issue authorization numbers for Permissive TDY, IF it is taken in conjunction with Terminal Leave or if the Permissive TDY ends on your DOS.

5. **LEAVE SETTLEMENT:** You may sell up to 60 days of leave in your **ENTIRE** military career.

Example: if you have sold 30 days upon a reenlistment, you are still eligible to sell up to 30 additional days, making a total of 60 days sold in your career.

Leave is payable at a daily rate of your basic pay. To get this rate, divide your basic pay at DOS by 30 days to get the daily rate; multiply the daily rate of basic pay by the number of leave days that you are eligible to sell back to get the total amount of your leave settlement. **22% federal taxes are deducted from the total, as well as any state taxes.**

$$\begin{array}{ccccccc} \$ & \underline{\hspace{2cm}} & \div & 30 & = & \$ & \underline{\hspace{2cm}} & \times & \underline{\hspace{2cm}} & = & \underline{\hspace{2cm}} \\ \text{Basic Pay} & & & & & \text{Daily Rate} & & \# \text{ days being sold back} & & & \text{Total Amount (before taxes)} \end{array}$$

6. **Financial Services Out-Processing (FSO) CHECKLIST:** The FSO Checklist is mandatory for all military members. It is used to verify that all types of leave taken within the last 60 days of your DOS have been posted to your record correctly. It is also used to verify in the member has any special indebtedness or actions to the member's record that we (finance) need to be aware of. The FSO checklist must be signed by the 1st Sergeant for Enlisted personnel or the Commander for officers. *EXCEPTION: E9s, O6s and above may certify their own FSO checklist.*

Note: Un-posted leave will cause debts. It is the member's responsibility to ensure any chargeable leave is posted correctly by reviewing their LES monthly.

7. **TAXES:** Your final pay will be taxed as normal per the tax tables provided by the Internal Revenue Service (this includes Social Security, Medicare (FICA), and Federal Withholding (FITW). State tax will be taken out for the entire month, regardless of your DOS (if applicable). Accrued leave is considered a one-time entitlement, taxable at 22 percent and your state tax percentage (if applicable).

Note: Once you retire, Social Security and state tax will not be withheld from your retired pay. If you decide to have state tax withheld, you must decide on a set dollar amount. The deductions may be started by completing the required forms during your Survivor Benefit Briefing or via MyPay once your retirement pay account has been activated.

8. **W-2:** You must use MYPAY to request your W-2. MYPAY will be accessible for up to a year from the date of your separation from active duty. Retirees will continue to have access to MYPAY, you may print pay statements, 1099R Wage and Tax Statements in addition to being able to change pay allotments, state & federal W-4 tax exemptions, direct deposit, and mailing addresses.

If for some reason you have missed-place or forgotten your PIN you may request a new one by visiting the MyPay website. If you do not receive your W-2, you may access MyPay via <https://mypay.dfas.mil/mypay.aspx> or call the Centralized Customer Support Unit toll free at 1-888-DFAS411 or DSN 580-5096, and press #5 for MyPay. The hours of operation are 7am-6pm Eastern, Monday-Friday.

9. **ALLOTMENTS:**

Seperatees: Your allotments will stop the month prior to separation. If you are separating at the end of the month, your midmonth pay will indicate a deduction for the allotment; however, the amount will be adjusted in your final pay.

Retirees: All of your allotments will be paid through your last full month on active duty and will transfer to your retired pay (with the exception of charity, TSP, SGLI and United Concordia allotments) as long as your allotments do not exceed you net retired pay. Changes to your allotments must be made NLT 30 days prior to your retirement date to affect your active duty pay. After you retire, you may start, stop, or make changes to your allotments any time. Insurance allotments cannot be started after retirement.

If you have a garnishment of military pay (child support), it will be paid out of your final military pay. However, it takes a month before DFAS loads the garnishment allotment into your retirement pay, therefore, the garnishment money will be paid to you your first retirement pay, not the garnishment agency.

10. **OUTSTANDING DEBTS:** All debts on your record at the time of separation will be satisfied with all available funds in your military pay account. However, If the FSO is aware of a debt, the repayment will be accelerated to satisfy as much of the debt as possible before your DOS. If you anticipate having a debt that may not be satisfied by your DOS, you are advised to make arrangements to satisfy the debt(s). If the debt is still open after your DOS, it will become an out-of-service debt.
11. **MONTGOMERY GI BILL:** See the education office for documentation. Lump sum payments must be made by a cashier's check, money order, or deduction from final pay. Notify the Education Center before your DOS enrollment. Payment will not be accepted after DOS.
12. **TSP:** Your TSP will stop a month prior to your DOS. Participants may keep their contributions in TSP, transfer money to a corporate 401k, or withdraw the money with 10% penalty (if withdrawn before age 70½) and taxes. Please contact TSP at www.TSP.gov for more information.
13. **RETIRED PAY INQUIRIES:** The Base Finance office does not compute or manages retired pay. A retired pay ESTIMATE can be obtained by using the Retired Pay Calculator located at the web site listed: <http://www.dod.mil/militarypay/retirement/calc/index.html>
The retiree pay is handled at DFAS Retired Pay, if you have any questions regarding your retired pay, please contact the DFAS Retired Pay customer service number: 1-800-321-1080 or (216)522-5955. You may also visit <http://www.dfas.mil/retiredmilitary/>