

Remission Application/Financial Hardship Consideration Checklist

	Grade/Last Name, First Name, M.I.:	YES	NO	N/A
	MEMBER			
1	Did you check remission in block 1 on the DD 2789? If this is for a waiver, stop and contact your finance office for waiver procedures.			
2	Will the remission application be completed and turned in to the finance office within 10 working days after the date you acknowledged receipt of the debt notification? If not, the debt collection action will be started.			
3	Did you complete a DD Form 2789 (May 2008)? Ensure all blocks have complete details concerning the debt. Do not use "see attached" until all space within the blocks on the DD Form 2789 is used; use continuation sheet if necessary.			
4	Do you have an approved separation/retirement date within the next 90 days? If yes, include a copy of the orders. Collection action will begin to ensure full collection the month prior to DOS. If the remission is approved, money collected will be refunded.			
5	Is your personal information current and legible? (Name, Grade, SSN, DOS, mailing address, a valid email address and phone number)			
6	Have you signed, dated and completed block 19a, b and c prior to submitting to the local Finance Office?			
7	Are you filing for financial hardship consideration? If no, continue to line 16. If yes, proceed to next question.			
8	Have you obtained and completed an AF IMT 2451 for financial hardship consideration?			
9	Are you married to another military member? If so, please include his/her rank, branch of service and full name on the AF IMT 2451.			
10	Have you listed all monthly income in block 2 of the AF IMT 2451, to include any child support, VA income, spousal income, rent from properties, etc.?			
11	Have you listed all on-going, current monthly expenses? You must provide a statement/bill that matches the expense claimed on the AF IMT 2451 in blocks 5, 6 & 12. The supporting documentation can be no more than 2 months old on the date you sign the AF Form 2451 and must contain your name, creditor's name, current monthly balance, minimum monthly payment and due date. You may only claim the minimum payment due listed on each statement. All expense amounts are to be exact amounts from each statement versus rounding up/down or estimating. Do not claim one-time payments, i.e. pay-per-views or past due amounts. We do not require statements for food, car operating, clothing, or recreation expenses, unless amounts are excessive. Tax withholding needs to be computed as actual for your marital status and number of dependents, not what you claim from your W-4.			
12	If your expenses are in any amounts other than US Dollars, have you included the dollar conversion amounts on each statement and an English translation of what each statement is?			
13	Have you listed all assets in block 11 (vehicles, checking/savings/TSP accounts, allotments, properties with current balances and/or value)?			
14	Do not include expenses, listed in block 5 or 6 as Other and explained in block 12, in the amounts identified in the other monthly categories in blocks 5 and 6 (credit cards, clothing, etc.). Include those totals only in the "Other" category in block 5 or 6.			
15	Have you signed and dated the AF IMT 2451 and the DD 2789 prior to turning in to your servicing finance office?			
16	I acknowledge that if this application is returned for further information etc., that I failed to provide, the collection of the debt(s) will resume until I return the completed remission application to the finance office. Initial the yes block.			
17	Member's signature: _____ Date: _____			
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	Grade/Last Name, First Name, M.I.:	YES	NO	N/A
FINANCE				
1	Have you determined whether this application is being filed as a waiver or a remission based on guidelines in AFMAN 65-116, Vol 1, Chap 73, and made sure the appropriate block is marked so the package is routed to the appropriate agency? If the application is for waiver, do not complete this checklist; process the application for waiver under the procedures per AFMAN 65-116, V1, chapter 73, Section 73B.			
2	Is all of the required information completed by the member and his/her unit Commander legible, accurate and complete?			
3	Have you reviewed the amount listed on DD Form 2789 block 11 to ensure it matches the member's debt in his/her MMPA as well as block 23a and the detailed debt computation, following the example on DD Form 2789 blocks 24a-e or a separate attachment?			
4	Are all required supporting documents current (dated within the last 60 days)? See AFMAN 65-116, Vol 1, Chap 73, Table 73.1 for documentation requirements for DD Form 2789.			
5	If the member indicated he/she has an approved separation/retirement date, ensure the collection of the debt has been started. No suspension is authorized.			
6	Is the debt posted and suspended on the member's MMPA prior to submitting remission package to the AFFSC (if # 5 is not applicable)?			
7	If member indicates desire to file remission package, advise member he/she has 10 workdays to turn in completed remission package to the FSO or collection will begin. If member fails to provide completed remission package within 10 workdays of indicating desire to file remission, process collection start. Once member turns in completed remission package, debt should be suspended again awaiting determination by SAF/MRB.			
8	If incomplete or incorrect information is included in the package, advise member that all corrections must be complete within 10 workdays or collection will be resumed.			
9	Is a detailed, debt computation included that covers the entire debt period, what the member was due versus what the member was paid corresponding with DD Form 2789 block 23c? Debt computation is required to be broken down as detailed of the DD Form 2789 blocks 24a-e, by entitlement. The debt computation total is required to match the member's debts on the MMPA and DD Form 2789 blocks 11 and 23a.			
10	Does block 23a contain the total debt amount listed in block 11?			
11	Is the type of payment listed in block 23b and does it match block 10?			
Items 12 through 22 pertain to the DD Form 2789				
12	Does block 23c contain all inclusive dates pertaining to this debt?			
13	Have you completed all questions in Blocks 23d (1-5)?			
14	Have you given detailed (from the FSO's perspective) explanations as to how and why this debt occurred in block 25? Do not write "see attached" until all space has been used on the form and do not use statements such as "see member's statement".			
15	Is this debt a result of disciplinary actions, confinement or taxes? If yes, please attach supporting statements.			
16	If there are any indications this member was aware and took no action, have you marked "yes" in block 26? (If yes and the debt amount is over \$10,000, the FSO is required to contact OSI/Fraud Waste & Abuse office.)			
17	Is a complete statement provided in block 27 regarding the member's knowledge of the debt situation?			
18	Have you provided any additional information in block 28 pertaining to this debt?			
19	Does block 29 give the FSO's recommendation based on current regulations, guidelines and circumstances?			
20	If recommending a partial approval/disapproval, did you include a dollar amount?			
21	Has all FSO contact information been completed in blocks 30a through 31f? Is the application signed and dated by either the comptroller or superintendent?			
22	Is the member claiming financial hardship? If no, continue to item 40. If yes, continue to next question.			

Items 23 through 38 pertain to the AF IMT 2451	
23	Have you verified that the member's information provided on the AF IMT 2451 is accurate and completed in its entirety?
24	Have you verified all pay and entitlements against the member's MMPA?
25	Are all monthly income sources verified with supporting documentation and listed on AF IMT 2451 blocks 2 and 3. (i.e. child support, VA income, spousal income, rent from properties, etc.)
26	For blocks 5 and 6, have you verified that current monthly statements are no more than 2 months old and contain the member's name, creditor's name, current monthly balance, <u>minimum</u> monthly payment and due date?
27	Has the member claimed the <u>minimum</u> payment due on each statement listed?
28	Did you compute the FITW and SITW based on the member's actual marital status/dependents and not from the MMPA?
29	Have you verified that all amounts claimed are not one-time payments (i.e. pay-per-views, past due amounts, etc)?
30	Do all the expenses claimed match the money amounts from each statement versus rounding up/down or estimating?
31	Are food, car operating, clothing, or recreation expenses reviewed to ensure amounts are not excessive for the local area?
32	Have you reviewed the MMPA to ensure that all allotments are included on the DD Form 2451 and supported by documentation provided by the member?
33	If yes, have you counseled the member, requested receipts as required, and completed Section II block 2?
34	If recommending a partial approval/disapproval, did you include a dollar amount?
35	Have you annotated the date the application was received on page 2 of the AF IMT 2451?
36	Has the AF IMT 2451 Section II block 1 been annotated with a detailed statement?
37	Have you given a detailed statement as to why a financial hardship is appropriate?
38	Have you completed the name, contact information, signature and date on the AF IMT 2451?
39	Priority Cases; Have you reviewed the member's DOS on the MMPA to ensure proper priority submission?
40	Checklist reviewed and finalized by (Printed technician's Name/Rank):
41	Checklist audited by (Printed NCOIC's Name/Rank):
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