

## Basic Allowance for Housing (BAH) Checklist

The following checklist was designed to assist Soldiers with understanding the new requirement for processing BAH (**this checklist must be placed in your Finance In-Processing/ Separation packet**). Soldiers should check the appropriate box below, then sign the document in the area designated at the bottom. Failure to comply with these instructions could result in an over/under-payment of your BAH entitlement. This checklist will assist us in ensuring that your pay account reflects correct BAH status and therefore you receive accurate BAH entitlement.

Soldiers Name (Last, First MI): \_\_\_\_\_

### **Life Changing Events Have Not Occurred During PCS or Prior to Separating From Service:**

I am single with no dependents.

I am married and receiving BAH with-dependent rate on behalf of a non-military spouse.

I am receiving BAH with-dependent rate on behalf of a minor child in my “primary” custody.

I am receiving BAH with-dependent rate for paying child support on behalf of a minor child in the custody of a non-military former spouse.

I am married to a member on active duty and receiving BAH at the without-dependent rate.

I am married to a member on active duty and receiving BAH at the with-dependent rate on behalf of a minor child.

### **Life Changing Events Affecting BAH that Require BAH Update - DA Form 5960 and supporting documents must be attached:**

I married a spouse. (DA 5960 and Marriage Certificate)

I acquired a dependent child and I have a Primary custody. (DA 5960 and Birth Certificate)

I am divorced and I pay monthly child support. (DA 5960 and Divorce Decree are attached).

I am divorced and I have a “Primary” custody of a minor child. (DA 5960 and Divorce Decree)

I acquired a dependent child outside of a marriage and pay child support. (DA 5960, Birth Certificate, and a proof of child support)

I PCS to an oversea station and I am paying child support (DA Form 5960 and Divorce Decree or proof of child support are attached – SM authorized BAH-DIFF only).

Note: All DA 5960 must be signed by the commander or the first commissioned officer in the chain of command with proper signature authority designated on a DD 577.

Soldier Signature \_\_\_\_\_

Date \_\_\_\_\_