

# DD Form 2788 Checklist - 2020 Summer Transition

(DD 2788 - Child Annuitant's School Certification - May 2020 Form)

This form is used to verify the full-time school attendance of a child Survivor Benefit Plan (SBP) annuitant over age 18 (or about to turn 18). A child's eligibility to continue receiving SBP payments ends when the child turns 18 unless proven to be in school or incapacitated/incapable of self-support.

This checklist is designed for use by the child annuitant **during the transition from the expired DD 2788 form dated May 2017 to the new DD 2788 form dated May 2020; use this checklist from May 2020 through August 2020 ONLY.**

Please see **Page 3** of this checklist for **additional instructions** based on your individual situation during this transition period from May 2020 to August 2020.

Additional help in filling out the DD 2788 is available on the School Certifications webpage at: [www.dfas.mil/schoolcerts](http://www.dfas.mil/schoolcerts)

## Quick Tips

1. To avoid delays, make sure your form is:
  - ✓ **Signed and dated by you (or your legal representative)**
2. **No school official signature** or transcript is required.
3. The **new school certification form** (form dated May 2020) is valid for the **entire school year**, unless you drop below full-time attendance, graduate, or get married. If you do not drop below full-time, graduate, or get married, the next time you will need to fill out a DD 2788 form will be June of 2021.
4. For school year dates, use the school's official academic calendar dates.

## Supporting Documents Required

- Child Annuitant's Certification for Previous Attendance Letter, if needed (see page 3)
- Marriage certificate, if the annuitant has married.

## Filling out the Form

### Section I: Identification Information. To be completed by the annuitant student.

(If legal representative is filling out, put annuitant's information where it says "you" or "your")

- 1. Enter the deceased military member's social security number or DOD ID number
- 2. Enter the deceased military member's name (Last, First, Middle)
- 3. Enter your social security number or DOD ID number
- 4. Enter your name (Last, First, Middle)
- 5/6. If you are under age 18, enter the name and address of your legal representative. If not, leave blank.
- 7. Enter your date of birth
- 8. Check Yes or No. If yes, enter date of marriage and include copy of marriage certificate.

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## Filling out the Form – continued

### Section II: Current Annuitant/Student Verification. To be completed by the annuitant student.

- 1. Answer Yes or No: Are you currently attending school full-time? Please note: The definition of a full-time student is determined by your school.
- 2. If you **are** currently attending school full-time, x the box next to the type of school
- 3. Enter your total school hours per week. If you are in college or a college-equivalent school that uses credit hours, enter your total credit hours per week (e.g., 12). If high school or equivalent, enter number the clock hours you attend classes each week (e.g., 30). If you are in a work-study program, enter the number of hours each week at work and the number of hours each week at school (e.g., 10 and 20).
- 4a and 4b. If you **are currently** attending school full-time, enter a) name of school and b) school address, including zip code
- 4c and 4d. Enter c) the date the academic school year began (e.g. 09/03/2019) and d) the date the academic school year is expected to end (e.g., 07/31/2020). Use your school's official academic calendar for dates.
- 5. If you are **not** currently attending school full-time, enter a) the name of the school you attended most recently and b) the date you last attended school (e.g., 6/12/2020). Use your school's official academic calendar for dates unless you dropped below full-time attendance during the school year. If you dropped below full-time attendance, use the last date you attended school full-time.

### Section III: Future Intent to Attend or Continue to Attend School on a Full-Time Basis

- 1. Answer Yes or No or Undecided: After the end of the current school year, do you intend to enroll or continue as a full-time student with less than a 150-day (six month) break between school years? If you answer Yes, go to #2a. If you answer No or Undecided, go to Section IV.
- 2a and 2b. Enter the name and address of the school you will attend within the next 150 days
- 2c and 2d. Enter c) the date the academic school year will begin (e.g. 09/08/2020) and d) the date the academic school year is expected to end for the terms/semesters you plan to attend (e.g., if you plan to attend through spring term and your term ends May 21, of 2021, enter 05/21/2021). Use your school's official academic calendar for dates.

### Section IV: Your Signature

- Sign your name (if under age 18, legal representative must sign)
- Enter your email address, daytime telephone number, and the date you sign the form

-see additional information on next page-

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## Special Instructions for Summer 2020

### College Students and High School Students Over 18 Attending School Full-Time

- **If you have not yet submitted your** school certification form for the most recent term/semester: please fill out, sign and return the new DD 2788 form and a new **Child Annuitant's Certification for Previous Attendance Letter** as soon as possible. If you did not receive a Child Annuitant's Certification for Previous Attendance Letter in the mail, please contact us at 800-321-1080.
- **If you have already submitted** your school certification form for the most recent term/semester: **please fill out, sign and return a new DD 2788 form as soon as possible.** This is so we have your full future attendance information for the upcoming school year and you won't need to fill out another DD 2788 until summer of 2021 (unless you graduate, stop attending school full-time or get married).

### High School Students and College Students Turning 18

- **If you have not yet submitted** your first school certification form: **please fill out, sign and return the new DD 2788 form as soon as possible.** To continue annuity payments, a child annuitant over 18 must regularly certify they are a full-time student.
- **If you have already submitted** your first school certification form, **please fill out, sign and return a new DD 2788 form as soon as possible.** This is so we have your full future attendance information for the upcoming school year and you won't need to fill out another DD 2788 until summer of 2021 (unless you graduate, stop attending school full-time, or get married).

Additional information is available on the School Certifications webpage at: [www.dfas.mil/schoolcerts](http://www.dfas.mil/schoolcerts)

## Submitting Your Form

Send your completed form (keep a copy of your signed form):

### Online upload:

Upload a PDF of your completed/signed form and supporting documents via the AskDFAS online upload tool on DFAS.mil (this link is case-sensitive):

<https://go.usa.gov/xymaH>

### Or mail to:

Defense Finance and Accounting Service  
U.S. Military Annuitant Pay  
8899 E 56th Street  
Indianapolis, IN 46249-1300

## Reminders

- Is your form signed and dated by you (or your legal representative)?
- Is your form complete, including only the sections applicable to your attendance?
- Did you include supporting documents?
  - ✓ Child Annuitant's Certification for Previous Attendance Letter, if needed (see above instructions)
  - ✓ Marriage certificate, if you married?

June 2020