

DD Form 2788 Checklist

(DD 2788 – Child Annuitant’s School Certification)

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.

Additional help in filling out the DD 2788 is available on the School Certifications webpage at: www.dfas.mil/retiredmilitary/survivors/School-Certifications

This checklist is designed for use by the child annuitant (Sections I and II) and a school official (Sections III and IV).

Quick Tips

1. To avoid delays, make sure your form is:
 - ✓ **Signed and dated by you (or your legal representative)**
 - ✓ **Signed and dated by a school official**
 - ✓ **Sent with supporting documents, if applicable**
2. Each term or semester of school requires a separate certification form
3. For term/semester dates, use school’s official academic calendar
4. The National Student Clearinghouse can be used to verify a student’s enrollment instead of having Sections III/IV filled out by a school official. If using this verification, a copy must be included when you submit this form.

Supporting Documents Required

- National Student Clearinghouse verification, if applicable, see Quick Tip #4.
- Marriage certificate, if the annuitant has married.

Filling out the Form

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

(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
- 2. Enter the deceased military member’s name
- 3. Enter your social security number
- 4. Enter your name
- 5. If you are under age 18, enter the name of your legal representative. If not, leave blank.

DD Form 2788 Checklist

(DD 2788 – Child Annuitant’s School Certification)

Filling out the Form – continued

Section II: Student’s Certification. To be completed by the annuitant.

- 6. Enter your date of birth
- 7. Answer Yes or No: Are you married? If yes, provide a copy of the marriage certificate.
- 8. Answer Yes or No: Are you currently attending school full-time? If you are on break between terms/semesters, enter No. If you answer No: skip #9-#11 and go to #12
- 9. If you **are** currently attending school full-time, enter a) name of school, b) school address, and c) school telephone number
- 10. If you currently attend high school, enter the expected date of graduation. Skip #11-#14 and go to #15
- 11. If you currently attend school other than high school (e.g., college or university), enter a) the date the term/semester began and b) the date term/semester ends. Skip #12-#14 and go to #15
- 12. If you are **not** currently attending school full-time, enter a) name of the last school you attended full-time, b) address of last school attended, and c) phone number of last school attended
- 13. If are **not** currently attending school full-time **and** you most recently attended high school, enter your date of graduation. Skip #14 and go to #15
- 14. If are **not** currently attending school full-time **and** you most recently attended a school other than high school (e.g., college or university), enter a) the date the term/semester began and b) the date term/semester ended for the last term/semester you attended
- 15. Answer Yes or No: Are you planning on attending school full-time in the next 150 days? If you answer No, skip #16-#17 and go to #18
- 16. Enter the information of the school you will attend within the next 150 days
- 17. Enter the date the term/semester will begin and the date the term/semester will end for the next term/semester you will attend school full-time
- 18. Sign your name (if under age 18, legal representative must sign)
- 19. Enter the date

Section III: School Official’s Certification of Current Attendance. To be completed by the school official.

- 20. Answer Yes or No: Is the student enrolled on a full-time basis for the entire term/semester? If Yes, continue. If No, go to Section IV.
- 21. Enter the information for the current school term/semester: a) date term/semester begins and b) date term/semester ends
- 22. Indicate which type of school student attends: a) high school or b) other than high school (e.g., college or university). Then go to Section IV. Skip #23-#25 and go to #26.

DD Form 2788 Checklist

(DD 2788 – Child Annuitant’s School Certification)

Filling out the Form – continued

Section IV: School Official’s Certification of Past Attendance. To be completed by the school official. Complete #23-#25 only if certifying past attendance.

- 23. If the student attended high school, enter the graduation date
- 24. If the student attended school other than high school, enter the date the term/semester ended
- 25. If the student did not attend school, enter the date the student last attended school full-time

School Official’s Information and Signature. To be completed by the school official.

- 26. Enter the school official’s a) name, b) title, c) telephone number, **d) signature**, and e) date of signature
- 27. School official may use this area for any additional remarks. This area is optional.

Submitting Your Form

Send your completed form and documents (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):

<http://go.usa.gov/xVQdZ>

Or mail to:

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

Or fax to:

800-982-8459

Reminders

- Is your form signed and dated by you or your legal representative?
- Is your form signed by a school official?
- Is your form complete, including only the sections applicable to your attendance?
- Did you include supporting documents?
 - ✓ National Student Clearinghouse verification, if applicable?
 - ✓ Marriage certificate, if you married?