

**ARMY EMERGENCY RELIEF
(AER) CHECKLIST**

SM'S NAME _____

SS# _____

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BEFORE AER WILL MAKE AN APPOINTMENT YOU MUST SUBMIT THE FOLLOWING DOCUMENTS. WE NEED TO SEE THE ORIGINAL AND ONE COPY OF EACH DOCUMENT LISTED.

THIS FORM MUST BE REVIEWED BY 1ST SERGEANT TO VALIDATE THAT ALL FORMS ARE CORRECTLY FILLED OUT AND THE ORIGINAL AND COPIES NEEDED ARE ATTACHED. COMMANDER MUST SIGN AER LOAN FORM DA 1103. IF YOU ARE A RETIREE, IGNORE CHAIN OF COMMAND INSTRUCTIONS.

_____ 1. ID CARD (COPY FRONT AND BACK)

_____ 2. CURRENT END-OF-MONTH LES, IF DUAL MILITARY FAMILY NEED BOTH LES.

_____ 3. DA FORM 1103 REVIEWED BY CO OR REAR DET CDR , SIGNED BY
COMMANDER WITH NAME PRINTED AND TELEPHONE NUMBER. IF DUAL
MILITARY FAMILY, NEED BOTH SM'S COMMANDER'S SIGNATURES ON FORM.

_____ 4. ASSUMPTION OF COMMAND ORDERS IF COMMANDER IS NOT

_____ 5. AER'S BUDGET SHEET. IF WE CAN'T READ IT WE CAN'T HELP. MAKE
SURE IT IS FILLED-OUT AS BEST AS YOU CAN.

_____ 6. IF YOU ARE IN OVER-DRAFT AND BANK AT FT HOOD NATIONAL BANK. NEED
TO APPLY FOR A FRESH START LOAN. MUST VERIFY YOUR APPLICATION BY
SUPPORTING DOCUMENTATION.

_____ 7. TWO MOST RECENT BANK STATEMENTS. WE NEED TO SEE WHO YOU HAVE
BEEN WRITING CHECKS TO FOR THE LAST TWO MONTHS.

_____ 8. GENERAL POWER OF ATTORNEY NEEDED FOR SPOUSE FILING IN ABSENCE
OF SM. WE WILL ACCEPT POWER OF ATTORNEY IF SM IS IN THE FIELD FOR
FOLLOWING : (1) GIVE SPOUSE APPLICATION AND (2) MAKE APPOINTMENT. SM
MUST BE PRESENT . IF IN THE FIELD. FOR APPOINTMENT.

_____ 9. FILED CHAPTER 13 BANKRUPTCY WITHIN LAST 7 YEARS NEED LETTER FROM
TRUSTEE STATING THAT YOU CAN PAY BACK THE TOTAL LOAN AMOUNT
REQUESTED FROM AER.

_____ 10. NO MONEY BECAUSE OF PAY PROBLEMS, WE NEED FROM YOUR FINANCE
UNIT

_____ (a) DA FORM 2142, PAY INQUIRY

_____ (b) COPY OF THE FINANCE'S COMPUTER SCREEN PROJECTIVE LES FOR THE
NEXT MONTH

_____ (c) NAME AND TELEPHONE NUMBER OF PERSON YOU TALKED WITH AT YOUR
FINANCE UNIT. (DUAL MILITARY FAMILY, THIS INFORMATION REQUIRED FOR
BOTH SMS) PLEASE PRINT SO WE CAN VERIFY.

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11. TWO INCOME FAMILY

_____ (a) NEED VERIFICATION OF SPOUSE'S INCOME ON A MONTHLY BASIS.
(EXAMPLE: CHECK STUB ETC.)

_____ (b) NAME OF EMPLOYER, ADDRESS, TELEPHONE NUMBER, IMMEDIATE
SUPERVISOR.

_____ (c) LENGTH OF TIME EMPLOYED

12. NEED MONEY FOR RENT. 1ST SERGEANT MUST VALIDATE IN WRITING
THAT YOUR FAMILY IS LIVING WITH YOU.

_____ (a) EVICTION NOTICE OR WRITTEN NOTICE FROM LANDLORD STATING
AMOUNT OWED. NAME AND PHONE NUMBER OF LANDLORD.

13. NEED MONEY FOR INITIAL RENT AND DEPOSIT

_____ (a) LEASE AGREEMENT/ NAME AND TELEPHONE NUMBER OF PERSON
YOU TALKED WITH. WE WILL VERBALLY CONFIRM.

14. NEED MONEY FOR UTILITIES

_____ (a) BILL FROM UTILITY COMPANY OR DISCONNECTION NOTICE

15. NEED MONEY FOR CAR REPAIRS. OR CAR INSURANCE

_____ (a) MUST BE SOLE MEANS OF TRANSPORTATION (NO OTHER CARS)
THIS FACT MUST BE VERIFIED BY COMMANDER IN WRITING.

_____ (b) CAR REPAIRS MUST HAVE THREE WRITTEN ESTIMATES.

_____ (c) VEHICLE REGISTRATION. CAR MUST BE REGISTERED IN SM OR
SPOUSE'S NAME.

_____ (d) CAR INSURANCE, OR IF REQUESTING ASSISTANCE FOR CAR
INSURANCE, THREE QUOTES OR PRESENT INSURANCE BILL.
INSURANCE MUST BE IN SM OR SPOUSE'S NAME.

_____ (e) DRIVER'S LICENSE

_____ (f) BLUE BOOK VALUE ON CAR (BLUE BOOKS CAN USUALLY BE FOUND
AT BANKS, CREDIT UNIONS OR CASEY LIBRARY. MAKE A COPY OF THE
PAGE IN THE BLUE BOOK SHOWING YOUR VEHICLE.)

16. EMERGENCY TRAVEL: AER ASSISTS ONLY FOR GRANDPARENTS. SM
MUST BE ON EMERGENCY LEAVE (DA31) AND MUST SPECIFY EMERGENCY
LEAVE. NEED THREE ESTIMATES. IF FLYING. FROM AIRLINES.

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17. FUNERAL EXPENSES: (DEPENDENTS) BILL OR ESTIMATE FROM FUNERAL HOME

18. MEDICAL/DENTAL/HOSPITAL: BILL AFTER CHAMPUS HAS BEEN APPLIED. DOCTOR STATEMENT AS TO MEDICAL EMERGENCY.

19. STOLEN FUNDS: POLICE REPORT OR CASE NUMBER.

PLEASE PRINT VERY PLAINLY SO WE CAN READ IT

COMMANDER NAME _____ TEL# _____

EXECUTIVE OFFICER _____ TEL# _____

1ST SERGEANT NAME _____ TEL# _____

MAILING ADDRESS OF YOUR UNIT

EXAMPLE

PRINT YOUR UNIT'S ADDRESS

13TH SIGNAL BATTALION _____

1ST CAVALRY DIVISION _____

A COMPANY _____

HOME OF RECORD ADDRESS:

APPLICANT'S CERTIFICATION

I hereby authorize the Department of the Army to supply AER with any requested information contained in my official Army personnel and pay files in connection with this assistance. I further authorize the Department of the Army, or any agency, to supply my latest home address, and/or official military address to AER whenever requested.

I further understand that AER is an independent private entity, not part of the U.S. Government. This application form, therefore is not subject to the Privacy Act (5 U.S.C. 552a). Information provided on this application, in some cases will be provided by AER to the Army in order to determine eligibility for and administration of financial assistance.

I certify the information provided on this application is complete, true and correct.

SIGNATURE OF APPLICANT
DATE

BUDGET SHEET

IN FAMILY _____

DATE _____

NAME _____ RANK _____
 WHERE IS YOUR MONEY?
 (ROUND WHOLE DOLLARS)

ASSETS: _____
 CARS: _____
 SAVINGS/BONDS/ETC _____

EVERY MONTH YOU PAY

	CASH/ CHECK	ALLOTMENT	INCOME
RENT			
ELECTRIC			
WATER			
PHONE			
CABLE			
FOOD			
CAR PAYMENT			
CAR 1			
CAR2			
CAR INS			
GAS/MIS.			
CREDIT CARD:			
DPP			
MISCELLANEOUS			
AER			
LOAN 1			
LOAN 2			
BANK CHARGES:			
INSUFF. CKS			
OVER-DRAFT			

MID MONTH PAY _____
 END OF MONTH PAY _____
 SM'S TOTAL PAY _____
 SPOUSE MO. PAY _____

TOTAL INCOME _____
 TOTAL PAYMENTS
 (CASH & CHECK) _____

GOOD NEWS _____
 BAD NEWS _____

WHY ARE YOU AT AER? CHECK BEST ANSWER

1. DPP DEDUCTIONS FROM LES _____
2. OVERDRAFT AT _____ (BANK)
 AFTER YOUR PAY CHECK IS DEPOSITED INTO ACCOUNT
 DO YOU HAVE ANY MONEY LEFT AFTER OVER-DRAFT

HOW MUCH IS LEFT _____
 HOW MUCH IS YOUR OVER-DRAFT _____

3. PROBLEMS WITH PHONE BILL
 4. RENT TO HIGH
 5. PAY PROBLEMS
 6. OTHER
- PLEASE EXPLAIN THE ABOVE

TOTAL

TOTAL

LIST ALL DEBTS OWED (EX: ADVANCE PAY, GI BILL, DENTAL, DPP, SEARS, PENNEY'S ETC.)

TO	ORIGINAL	MONTHLY	NUMBER	YOUR CREDIT LIMIT (AMOUNT YOU CAN CHARGE)	REASON FOR LOAN

HISTORY OF ALL AER LOANS INCLUDING RED CROSS

DATE	AMOUNT	PAYMENT	# PAY