



# Status Changes

## Change in dependency?

Members will submit an inquiry on the Comptroller Services Portal (<https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/Home.aspx>) attaching an AF Form 594. Attach all back up documentation (i.e. marriage certificate, birth certificate, and/or divorce decree). Members will need to fill out this form to ensure they are receiving the correct BAH rate. This form will also need to be refilled every four years if the member is still at Moody AFB to re-certify their dependents.



## Moving out of the dorms?

Members will need to work with dorm management to obtain all required paperwork. Dorm management will notify Finance when they have moved. Members should contact Finance to ensure their pay status has updated.

## Rank change?

This update is made through the Military Personnel Flight (MPF). The Defense Travel System (DTS), LeaveWeb, and any other systems regarding new rank will need to be updated. Members must take the appropriate actions to update all systems.



THIS IS AN EXAMPLE OF A 'REMINDER' THAT A DEBT WILL SOON APPEAR. THIS ALSO SHOWS THE AMOUNT OF THE DEBT.

BASE PAY	1942.50
BAS	372.71
BAH	-1666.56
ADVANCE DEBT	1611.46
TOTAL	2260.11

It is extremely important to update Finance and MPF with any changes that could affect pay. If members do not update both offices, it could result in a large debt that will be deducted from future paychecks.

DEDUCTIONS	
Type	Amount
FEDERAL TAXES	159.61
FICA/MEDICARE	26.72
SQLI	25.00
AFB4	50
AFB4	100.00
MEAL DEDUCTION	453.13
TRADITIONAL TSP	59.29
DEBT	522.31
	1266.16
	1481.76

THIS IS HOW A DEBT WILL APPEAR ON A LES ONCE IT IS ALREADY DEDUCTING OUT OF A MEMBER'S PAY.