

REQUEST TO DECLARE ARMY EMERGENCY RELIEF LOAN UNCOLLECTABLE

PART I - EXISTING AER LOAN TO BE DECLARED UNCOLLECTABLE

1. Soldier's Name (<i>Last, first, MI</i>)	2. Rank	3. AER Client ID #	4. Unit
5. Current Balance \$	6. Amount to be Declared Uncollectable \$		
7. Status	<input type="checkbox"/> Active	<input type="checkbox"/> USAR	<input type="checkbox"/> ARNG <input type="checkbox"/> Other _____
8. Home or Permanent Mailing Address of Soldier, Phone Number and E-Mail			
9a. SIGNATURE	9b. Date	9c. # of Enclosures	

PART II - UNIT COMMANDER'S REVIEW

10. REVIEW OF APPLICANT'S REQUEST

10a. I have reviewed Soldier's request for the existing loan to be declared uncollectable and recommend:
_____ Approval. _____ Disapproval. (*comments for recommendation in section 10e*)

10b. Soldier _____ Is or _____ Is not Pending Elimination From The Army.

10c. Name/Rank of CDR/1SG, Signature, Phone #, and Email

10d. Date

10e. Remarks (*Commander records all pertinent information pertaining to application. If applicant's budget information is needed, use an AER budget sheet. If more space is needed, continue on separate sheet*)

PART III - AER OFFICER

11. Recommend the above loan(s) be declared uncollectable on the basis that the Soldier:
(*Check the appropriate reason and enter date when appropriate*)

HARDSHIP - JUSTIFICATION AND SUPPORTING DOCUMENTATION ENCLOSED

DIED ON

DISHONORABLY DISCHARGED ON

DISCHARGED UNDER OTHER THAN HONORABLE CONDITIONS ON

DROPPED FROM THE ROLLS AS A DESERTER ON

12. I have reviewed Soldier's request for a hardship write off and recommend: _____ Approval. _____ Disapproval.
(*comments for recommendation in section 12c on reverse side*)

13a. SIGNATURE AND TITLE OF AER OFFICER

13b. Date

13c. Remarks (AER Officer records all pertinent information pertaining to application. If more space is needed, continue on separate sheet)

PART IV - LEVEL 2 APPROVAL AUTHORITY ACTION

14. To: HQ Army Emergency Relief
200 Stovall St
Alexandria, VA 22332

15. From: Level 2 Approval Authority

16. I have reviewed Soldier's request for a hardship write off and recommend: _____ Approval. _____ Disapproval
(comments for recommendation)

16a. SIGNATURE AND TITLE OF LEVEL 2 APPROVAL AUTHORITY

16b. DATE

Instructions for preparing AER Form 800

Request to Declare Army Emergency Relief Loan Uncollectable

This form contains fields that can be filled out and the form printed, or the form can be printed as a blank document and filled out by hand.

- 1-4. Self-Explanatory.
- 5-6. The Current and Uncollectable Amount items will only allow numbers
- 7-9. Self-Explanatory
- 10a. Only one box may be checked
- 10b. Only one box may be checked
- 10c-d. Self-Explanatory
- 10e. This item may have multiple lines
- 11. Only one box may be checked
- 12. Only one box may be checked
- 13a. Self-Explanatory
- 13b. Self-Explanatory
- 13c. This item may have multiple lines
- 14-15. Self-Explanatory
- 16. Only one box may be checked, and the explanation may have multiple lines
- 16a-b. Self-Explanatory