Instructions for completing the EMERGENCY ADVANCE DD Form 1842:

a. Box 1: Enter Name.

b. Box 2 : Enter Branch of Service

c. Box 3: Enter Rank.

d. Box 4: Enter the entire SSN. This required by DFAS to pay the member.

e. Box 5: Enter full Home Address. You should use the same address that is on your banking information for you’re my Pay account and your CERT form provided.

f. Box 6: Enter full Military Address.

g. Box 7: Enter full telephone number (country code included if applicable).

h. Box 8: Enter duty number if available.

i. Box 9: Enter the amount you are requesting as an advance.

J. Box 10: bleow the standard blurb fill in as much information as possible.

- My on-base housing located at (address) was flooded with 1 foot of water, a tree feel through the roof, and power was out for over a week.

k. Box 11 – 15: provide the appropriate answer. If you do have Japanese renters insurance, please write in the block Japanese renters insurance. You will not be required to file because they will not cover the loss. If you have renters or Home owners insurance stateside, you must file a claim with your private insurance carrier.

l. Box 16: Read requirement only.

m. Box 17 & 18: Sign and date.