

GROSS HOUSEHOLD INCOME UPDATE TEMPLATE
Your GHI update must contain all of the following information

- (1) Applicant Name (Last, First M)
 - (2) Contact Information (Email and Phone)
 - (3) DoD Identification Number
 - (4) Pay Grade
 - (5) Years of Service (YOS)
 - (6) Pay Entry Base Date (PEBD)
 - (7) Current Permanent Duty Station (PDS)
 - (8) Current monthly GHI at your PDS
 - (9) Previous calendar year GHI
 - (10) Number of dependents enrolled in DEERS
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The GHI update must contain all of the following fields:

“By signing below, I attest that the information contained in this GHI update is accurate and complete to the best of my knowledge.”

Applicant Signature:

Date:

The GHI update must contain all of the following fields:

Verifying Official (Rank/Name/Title):

Contact Information (Email and Phone):

Verifying Official Signature:

Date of Verification:

Commanding Officer (Rank/Name):

Commanding Officer Signature:

Date of Endorsement:

COMPLETING A GHI UPDATE

- GHI updates are required only for Sailors currently participating in the BNA program.
- A GHI update is required within 60 days if the recurring monthly GHI of a Sailor increases or decreases by \$150 or more due to changes other than military compensation.
- A GHI update must be submitted by the 10th day of January each year and are required due to the calculation of BNA payments being based off the previous calendar year GHI.
- Substantiating documentation is required to be submitted with the completed GHI update. Examples of substantiating documentation are tax returns, leave and earning statements, civilian pay stubs, W-2s, and other documents that can be used to verify GHI. Military pay information can be obtained at myPay. <https://mypay.dfas.mil/>
- Verifying official shall be a CPPA or other individual designated by the Commanding Officer (CO).
- No CO endorsement is required for GHI updates.
- Once the GHI update is signed by the verifying official, submission to MNCC-422 by the CPPA is accomplished via eCRM.