

**Supplemental Instructions  
DFAS R&A Pay**

**Certificate of Eligibility (COE)**

**When to use this form:**

The Certificate of Eligibility, more commonly known as the COE, is sent out annually to all recipients of the Survivor Benefit Plan (SBP). In order to continue the SBP payments, DFAS needs a valid Certificate of Eligibility (COE) on file by the time of the annuitant's birthday. Expect the annual COE between 60-90 days before annuitant's birthday.

To complete the COE, please follow the instructions below. Please note that an incomplete COE will delay the processing of any monies due on the account. Carefully read and complete all information as requested, and be sure to include any required documentation with your submission. If DFAS has not received a valid COE by the birthday of the annuitant, the SBP payments will be suspended until receipt of a valid form.

**Instructions by Section:**

<b>Section</b>	<b>Instructions</b>	<b>Reminder or Tip</b>
<b>1</b>	<b>Please check the box that applies:</b> 1. I did not marry in the past year. 2. I did marry in the past year.	If you have remarried, please supply DFAS with a copy of the Marriage Certificate.
<b>2</b>	<b>Please sign and date the COE</b>	A Power of Attorney (POA), Custodian, or Guardian may sign the COE. However, in this case DFAS requires a copy of the legal documents on file, so please supply the applicable form with your completed COE.
<b>3</b>	If the Annuitant's residence has recently changed, please provide DFAS with an updated mailing address.	