

**Supplemental Instructions  
DFAS R&A Pay**

**Representative Payee Application**

**When to use this form:**

This application is used in lieu of a court appointed guardian, conservator or fiduciary, to receive annuity payments on behalf of a mentally incompetent or legally disabled person. The applicant must be that of a person and not an organization. If the applicant is an organization, a named person from that organization must provide his/her name and SSN, otherwise, the application will be returned to have a person from that organization named.

To complete the Representative Payee Application, please follow the instructions below. Please note that an incomplete Representative Payee application will result in non-appointment and delay the processing of any monies due on the account. Carefully read and complete all information as requested. Please include the required documentation with your application.

**Instructions by Section**

<b>Section</b>	<b>Instruction</b>	<b>Reminder or Tips</b>
<b>I</b>	Please complete all applicable boxes	<i>Be sure to include both your social security number and the annuitant's social security number</i>
<b>II</b>	Please provide the required incompetency documentation	
<b>III</b>	If the representative payee application is the trustee to receive payments on behalf of the annuitant, please provide a copy of the court appointed trust agreement	
<b>IV</b>	Please complete with required signatures	<i>Your application will not be processed without <b>your signature</b> and date. Also this application will not be processed without <b>two witnesses' signatures, addresses and dates</b></i>

**Please return all documents to:**

Defense Finance and Accounting Service  
Retired and Annuitant Pay  
P.O. Box 7131  
London, KY 40742-7131

Please direct questions to the address above or call our customer service representatives at 800-321-1080, between 7:00 a.m. and 7:30 p.m. Eastern Standard Time, Monday through Friday.