

**Supplemental Instructions**  
**DFAS R&A Pay**  
**DD Form 2656-8**  
**Survivor Benefit Plan (SBP) – Automatic Coverage Fact Sheet**

**When to use this form:**

When the member receives his “Welcome Aboard” and Pay Statement letter, this form will be enclosed when the DD Form 2656 has not been completed correctly or was not received by our Retired & Annuity Pay Department.

To complete the DD Form 2656-8, please follow the instructions below. Please note that an incomplete DD Form 2656-8 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.

**Instructions by Section**

<b>Section</b>	<b>Instructions</b>	<b>Reminder &amp; Tips</b>
<b>1</b>	Member’s Full Name	
<b>2</b>	Member’s Full Social Security Number	
<b>3</b>	Member’s Date of Birth	
<b>4</b>	Mark box YES if married, NO if not married.	
<b>5</b>	Mark Yes if there are eligible children Mark NO if there are no eligible children	Eligible children are children under 18, up to 22 if full time student, and/or children over 22 who is/are incapacitated.
<b>6</b>	a. Spouse’s Name b. Spouse’s Full Social Security Number c. Spouse’s Date of Birth d. Date of Marriage e. City, County, & State of place of marriage	<b>Complete only if</b> in Section 4 you indicated YES
<b>7</b>	a. List Name of eligible Children b. Children’s Full Social Security Number(s) c. Child’s Date of Birth d. Child’s Relationship to member	<b>Complete only if</b> in Section 5 you indicated YES
<b>8</b>	a. Retiree <b>Must</b> sign form in order to be valid b. Witness signature must be provided c. Date member signed form	a. Unsigned forms <b>cannot</b> be pro and will be returned to the member signature. b. witness cannot be spouse or beneficiary

**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.