

Supplemental Instructions
DFAS R&A Pay

DD Form 2868
Request for Withholding State Tax

When to use this form:

When the member is requesting to start, stop, or change the monthly amount withheld for state taxes and/or the designated state for which the withholding is applicable.

To complete the DD Form 2868, carefully read and complete all information as requested.

Instructions by Section:

Section	Instructions	Reminder & Tips
1	Member's Full Name	
2	Member's Full Social Security Number	
3	Member's Complete Mailing Address	
4	Enter the amount you are requesting to be withheld monthly for state tax purposes. The amount cannot be less than \$10.00 and in must be in whole dollars only .	Cannot process a request that has change: Ex. \$10.52 = invalid amount \$11.00 = valid amount Because tax obligations vary from state to state, contact your state's department of revenue office regarding taxability of your retired pay.
5	Enter the State (name or abbreviation) that you are requesting the amount be withheld for.	DFAS can only withhold state income taxes for states with which the Department of Defense has a withholding agreement.
6	Retiree Must sign form in order for the request to be valid	Unsigned forms cannot be processed and will be returned
7	Date member signed form	Undated forms cannot be processed and will be returned.

Please return all forms to:

Defense Finance and Accounting Service
Retired and Annuity Pay
P.O. Box 7130
London, KY 40742-7130

If you have any questions, please call customer service at 1-800-321-1080, between 8:00 a.m. 5:00 p.m. Eastern Standard Time, Monday- Friday.