

**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

Section	Instruction	Reminder or Tips
I	Please complete all applicable boxes	<i>Be sure to include both your social security number and the annuitant's social security number</i>
II	Please provide the required incompetency documentation	
III	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	
IV	Please complete with required signatures	<i>Your application will not be processed without your signature and date. Also this application will not be processed without two witnesses' signatures, addresses and dates</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 8:00 a.m. and 5:00 p.m. Eastern Standard Time, Monday through Friday.