

**Supplemental Instructions  
DFAS R&A Pay**

**Annuitant Report of Existence (ROE)  
(Legal Representative)**

**When to use this form:**

The Report of Existence, more commonly known as the ROE, is sent out semiannually to recipients of Survivor Benefit Plan (SBP) who live abroad or are deemed incompetent to handle their financial affairs. In order to continue SBP payments, DFAS needs a valid ROE on file twice a year.

To complete the ROE, please follow the instructions below. Please note that an incomplete ROE 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 does not receive a valid ROE within 60 days, the SBP payments will be suspended until receipt of a proper form.

**Instructions by Section**

<b>Section</b>	<b>Instructions</b>	<b>Reminder or Tip</b>
<b>1</b>	<b><u>Please Sign and Date the ROE</u></b>	A Power of Attorney (POA), Custodian, or Guardian may sign the ROE. However, in this case DFAS requires a copy of the legal documents on file, so please supply the applicable form with your completed ROE.

**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 a.m. and 7:30 p.m. Eastern Time, Monday through Friday.