

Arrears of Pay Beneficiary Checklist

Below are some of the most common items that can greatly delay payment, if not present when SF 1174 is submitted.

SF 1174

- Did you complete Part A, ensuring your name, SSN, relationship, retiree's name, retiree's SSN, and date of death is present?
- If you are not a designated beneficiary or spouse, did you complete Part C with all Next-of-Kin information? If claiming as a child or sibling of the member, please include all children or siblings, living and deceased. Also, include any children living that are the descendants of the deceased child or sibling.
- If you are claiming as an executor or personal representative of the deceased's estate, did you complete Part D? Also, submit copy of court documents confirming appointment to estate.
- Did you sign and include your address in Part F? The address in Part F should be the address that you desire the payment to be mailed to.
- Did you have TWO witness signatures in Part G? The signatures in Part G cannot be your own and should be two people that personally witnessed you completing the claim form. Witness signatures cannot be signed prior to your signature in Part F.

COD

- Is the date of death provided? If the date of death could not be determined, please provide autopsy report. If autopsy was not performed, please provide a statement from at least one disinterested person attesting to the last time they personally saw the retiree alive.
- Has the manner of death been determined and stated? If manner of death is pending, payment cannot be issued until manner of death is established. If manner of death is undetermined, please provide copy of autopsy and/or police report along with claim.

Minor Claimants

- If the beneficiary for AOP is a minor, Form DD 2790 Custodianship Certificate of Minor Child must be completed by parent/guardian of minor and submitted with SF 1174. The SF 1174 also must be signed by the parent/guardian, in support of the minor.
Refer to <http://www.dfas.mil/retiredmilitary/forms.html> for DFAS-Retired and Annuitant Pay related forms.

Foreign Citizen

- If you are a foreign citizen without a social security number or an already established TIN, you will need to complete IRS Form W-7 to obtain a taxpayer identification number. AOP cannot be issued without a SSN, TIN or EIN. Form should be submitted to IRS for TIN assignment. Once TIN is assigned by the IRS, SF 1174 can be submitted for payment, using the TIN issued by the IRS. Please **DO NOT** send the application for a TIN to DFAS. IRS Forms are available on <http://apps.irs.gov/app/picklist/list/formsPublications.html>
- If you have a foreign address, please complete the IRS Form W-8BEN to declare your citizenship status for taxability purposes.