

Instructions for DFAS 9221 Notification of Retiree Death

When to use this form:

This form should be used to report the death of a military retiree. Though this is a difficult time, it's crucial to report the death of a military retiree promptly. Upon notification, DFAS will stop monthly payments to prevent overpayment and future collection of debt. Please follow all instructions carefully. An improperly submitted form could cause overpayment or delay in paying any benefits the retiree's survivors may be entitled to.

Navigation & Function Keys

You can use your computer mouse or the following keys when completing the form:

TAB - moves to the next field.

Shift + TAB - moves the previous field.

Space Bar - clears the contents of a field.

Print button - prints a paper copy of the form.

Finished button - Sends the form to DFAS for processing.

Accessing the Form

You may be taken to a screen warning that the site's security certificate is not trusted after you click on the link to the Fast Form. This is because you are using a computer that is not on the DFAS network. Click "proceed anyway" to access the form.

Instructions by Section

Section	Instruction	Tip
Part A	Required – Please enter the deceased retiree's information.	Names must be entered last name, first name, middle initial. Social Security Numbers must be numeric characters only. Dates must be entered in this format: MM/DD/YYYY Zip Codes must be five numeric characters and within the state's zip code range. Phone numbers, if entered, must be 10 digits.

Part B	Required – Please enter your own information.	<p>Names must be entered last name, first name, middle initial.</p> <p>Zip Codes must be five numeric characters and within the state’s zip code range.</p> <p>Phone numbers, if entered, must be 10 digits.</p>
Part C	Required – If the member was married, divorced, or widowed the spouse’s last name and first name is required.	<p>Names must be entered last name, first name, middle initial.</p> <p>Social Security Numbers must be numeric characters only.</p> <p>Dates must be entered in this format: MM/DD/YYYY</p> <p>Zip Codes must be five numeric characters and within the state’s zip code range.</p> <p>Phone numbers, if entered, must be 10 digits.</p>
Part D	Optional – If available, please enter information about the former spouse of the deceased retiree.	<p>Names must be entered last name, first name, middle initial.</p> <p>Social Security Numbers must be numeric characters only.</p> <p>Dates must be entered in this format: MM/DD/YYYY</p> <p>Zip Codes must be five numeric characters and within the state’s zip code range.</p> <p>Phone numbers, if entered, must be 10 digits.</p>
Part E	Optional – Please enter information about the family and beneficiaries of the deceased military retiree.	<p>Same as above.</p> <p>Up to five family members or beneficiaries may be entered.</p>

Part F	Optional – Please enter any comments you think will be helpful.	
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Submission and Questions

After filling out the form, please use the printer icon or save icon at the top of the page to print or save the form for your records. You may then select the “Finished” button at the bottom of the page.

A window will come out with two options, if you have not already printed or saved a copy of the DFAS 9221 Fast Form, you may click on “I need to print or save a copy for my records” this will give you the opportunity to print or save the document to your computer. You may then click the “Finished” button at the bottom of the page and click “I already printed or saved a copy of my document” this will send the form to DFAS for processing.

Within 24 hours of reporting the death to DFAS, you will receive a confirmation email from DFAS stating that your request has been received.

Within 2-5 business days after reporting the death to DFAS, you will receive an email confirming the processing of your request.

Within 7-10 business days after reporting the death to DFAS, you should receive a letter containing claim forms for any money due the retiree or benefits available to survivors.

If you need assistance completing your claim forms, please call our customer service representatives at 800-321-1080.