

**Supplemental Instructions**  
**DFAS Retired and Annuitant Pay**

**Report of Existence (ROE) for Retired Members**

**When to use this report:**

The Report of Existence (ROE) is used to verify the existence of retired members whose retired pay checks are delivered through the international postal system to foreign countries. These members must submit an ROE twice per year to continue to receive their retired pay. ROEs are automatically mailed every six months.

To complete the Report of Existence (ROE), please follow the instructions below. Please note that an incomplete ROE will result in the suspension of the retired pay account.

Instructions by Section

<b>Instructions</b>	<b>Reminder &amp; Tips</b>
<b>Full Name of Retired Member</b>	Last, First, Middle Initial
<b>Social Security Number</b>	Numbers only, do not include dashes
<b>Street Address</b>	Include unit or floor #, RFD, or other additional information needed for postal delivery
<b>City, State/Province, Postal Code, Country</b>	Include all information needed for postal delivery
<b>Remarks</b>	Any further information necessary to process the ROE
<b>Signature of Retiree</b>	An ROE not signed and dated cannot be processed and will be returned to the member
<b>Date</b>	An ROE not signed and dated cannot be processed and will be returned to the member

**Please return all documents to:**

Defense Financing and Accounting Service  
U. S. Military Retired Pay  
8899 E. 56<sup>th</sup> Street  
Indianapolis IN 46249-1200  
Or Fax: 1-800-469-6559

Please direct questions to the address above or call our customer service representatives at 1-800- 321-1080.