Supplemental Instructions
DFAS R&A Pay

DD Form 2868
Request for Withholding State Tax

When to use this form:
When the member is requesting to start, stop, or change the monthly amount withheld for state
taxes and/or the designated state for which the withholding is applicable.

To complete the DD Form 2868, carefully read and complete all information as requested.

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| 4       | Enter the amount you are requesting to be withheld monthly for state tax purposes. The amount cannot be less that $10.00 and in must be in whole dollars only. | Cannot process a request that has change:  
Ex. $10.52 = invalid amount  
$11.00 = valid amount  
Because tax obligations vary from state to state, contact your state's department of revenue office regarding taxability of your retired pay. |
| 5       | Enter the State (name or abbreviation) that you are requesting the amount be withheld for. | DFAS can only withhold state income taxes for states with which the Department of Defense has a withholding agreement. |
| 6       | Retiree Must sign form in order for the request to be valid | Unsigned forms cannot be processed and will be returned |
| 7       | Date member signed form | Undated forms cannot be processed and will be returned |

Please return all forms to:
Defense Finance and Accounting  
Service  
U.S. Military Retired Pay  
8899 E 56th Street  
Indianapolis IN 46249-1200  
If you have any questions, please call customer service at 1-800-321-1080, between 8:00 a.m. 5:00 p.m.  
Eastern Standard Time, Monday- Friday.