

**Supplemental Instructions  
DFAS R&A Pay**

**DFAS-CL Form 1800/97  
Certificate of Existence (COE) for Retired Members**

**When to use this form:**

The DFAS-CL Form 1800/97 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 a COE twice per year to continue to receive their retired pay. COEs are automatically mailed every six months.

To complete the DFAS-CL Form 1800/97, please follow the instructions below. Please note that an incomplete DFAS-CL Form 1800/97 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 Retiree</b>	Last, First, Middle Initial
<b>Social Security Number</b>	
<b>Recipient's Name (If different than above)</b>	
<b>Number, Street, RFD, Apt. Number</b>	RFD-Rural Free Delivery (rural-area postal system)
<b>City, Postal Code, Country</b>	
<b>Remarks</b>	Any further information necessary to process the COE.
<b>Signature of Retiree</b>	A COE that is not signed and dated cannot be processed and will be returned to the member.
<b>Date</b>	A COE that is not signed and dated cannot be processed and will be returned to the member.

**Please return all documents to:**

Defense Finance and Accounting Service  
U.S. Military Retired Pay 8899 E 56th 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, between 8:00 a.m. and 5:00 p.m. Eastern Standard Time, Monday through Friday.