



## JOINT BASE LANGLEY-EUSTIS

# How to Report a Retiree's Death

Prompt reporting of a deceased retiree's death can help avoid delay and possible financial hardship. Eligibility for military retired pay ends with the death of the retiree; surviving beneficiaries, family members or executors will be required to return any unearned payments of the decedent's military retired pay.

*Please follow the steps below to report the death of a military retiree:*

**Step 1** - Notify the Defense Finance Accounting Service (DFAS) Casualty Care Team by calling 1-800-321-1080. Please have the decedent's Social Security Number and the date of death when you call. You may also notify them at the following link:

<http://www.dfas.mil/retiredmilitary/survivors/Retiree-death.html>

Upon notification, DFAS will begin to close out the pay account to prevent any overpayments.

**Step 2** – Please contact your financial institution and inform them of the death of the retiree.

**Step 3** - Within 7-10 business days after reporting the death to DFAS, you should receive a letter containing the following documents:

- If the deceased retiree is owed pay, you will receive a [SF1174 Claim](#) for Unpaid Compensation of Deceased Member of the Uniformed Service.
- If the decedent was enrolled in the Survivor Benefit Plan or the Retired Serviceman's Family Protection Plan, you should also receive an Annuity Care Package for completion and return.

**Step 4** - Complete the forms you received with your letter and return them with a copy of the retiree's Death Certificate that includes cause of death to:

DFAS U.S. Military Retired Pay  
P.O. Box 7130  
London, KY 40742-7130

Fax: 800-469-6559

If you need assistance completing your claim forms please call 1-800-321-1080.

**Step 5** – If a dependent, you must get a new DoD Dependent ID card to reflect the change in sponsor's status from Retired to Deceased.



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### **CONTACT LIST:**

In addition to notifying DFAS, you should also notify the following agencies/departments as soon as possible:

Social Security Administration at 1-800-772-1213.

Defense Enrollment Eligibility Reporting System at 1-800-538-9552.

Department of Veterans Affairs (VA) at 1-800-827-1000, if the retiree received disability compensation.

Office of Personnel Management at 1-888-767-6738 if the military retiree also was a current or retired federal civilian employee.

VA at 1-800-669-8477 for retirees enrolled in a VA-sponsored life insurance policy, such as Veterans' Group Life Insurance or National Service Life Insurance.

Office of Service Member's Group Life Insurance at 1-800-419-1473 for retirees enrolled in Service member's Group Life Insurance.

### **Related Links**

[Bureau of Navy Medicine \(Burial at Sea information\)](#)

(619) 532-8066

[Department of Defense \(Military funeral honors\)](#)

The funeral director should call (877) 645-4667

[Veterans Affairs \(Funeral or Burial benefits\)](#)

(800) 535-1117

\* The Casualty Assistance office can assist you with the reporting of a retiree death and in applying for entitlement that may be due to you as a beneficiary. Our point of contact with that office is: Mr. Huger Ford, Survivor Benefit and Casualty Counselor. He is located at 45 Nealy Ave, Ste 116, Joint Base Langley-Eustis and can be reached at 757-764-5231.