

How to apply for Annuitant Pay

1. Annuitant pay is not automatic; you must apply!
2. It is highly recommended that you contact the Retirement Services Officer (MAJ Ronald Sayer) at 318-290-5672 or ronald.p.sayer.mil@mail.mil for assistance in completing your annuitant application. Incorrect applications will not be processed by HRC/DFAS and will further delay the overall time period in which you receive your first payment.
3. In the event of a retiree's death, the surviving spouse may be entitled to a portion (55%) of the retired pay if a previous SBP election has been made (DD Form 2656-5). For clarification, the following SBP options are listed below:
 - Option A: Service member has declined coverage
 - Option B: Spouse or children are covered but annuity will not be paid until Service member would have reached age 60
 - Option C: Immediate coverage and annuity payments begin immediately regardless of age of retiree at time of death
4. Annuitant Pay application requirements:
 - DD Form 2656-7 (provided by RSO)
 - Direct deposit form (provided by RSO)
 - NGB 23, retirement points statement (provided by RSO)
 - W4P exemption form (provided by RSO)
 - Copy of death certificate (provided by annuitant)
5. Completed application can be emailed to the following address:
usarmy.knox.hrc.mbx.tagd-sbp-regulatory-and-policy-team@mail.mil or physically mailed to:
ATTN: TAGD (AHRC-PDP-TR)
Human Resources Command
1600 Spearhead Division Ave, Dept 482
Fort Knox, KY 40122-5402