



**DEFENSE FINANCE AND ACCOUNTING SERVICE  
Cleveland**

Retired Pay Department  
P.O. 998011  
Cleveland Ohio 44199

(DFAS-CL)

RE:

Dear \_\_\_\_\_ :

Thank you for the accounting report ending \_\_\_\_\_ that you submitted on behalf of the member. This letter will serve as approval and your bank statements are being returned for your record.

Enclosed is a Trustee Report form for you to use when you complete next year's annual accounting report. The period of accounting that you need to report for is from \_\_\_\_\_ through \_\_\_\_\_ and must include a copy of the cancelled checks, receipts, or automatic withdrawals from the bank statement, along with the bank statements for the entire accounting period. Please submit the accounting report to DFAS by \_\_\_\_\_ (30 days after the end of the accounting period), as well as any renewal of the Surety bond on this account.

To prevent any delays in the processing of the following year reporting, ensure all returned correspondence are made directly to my attention.

Should you have any questions, please contact me at (216) 204-2108 fax (216) 522-6505, email [Delphine.L.Smith.civ@mail.mil](mailto:Delphine.L.Smith.civ@mail.mil).

Sincerely,

Delphine L. Smith  
Financial Management Analyst  
Mental Incompetent Program  
Retired Pay Department

Enclosure