



**DEFENSE FINANCE AND ACCOUNTING SERVICE
Cleveland**

Retired Pay Department
P.O. 998011
Cleveland Ohio 44199

DFAS-CL

Date

Name
Address

RE: Rank, Name, Branch of Service, Active duty or Retired, SSN

Dear Ms. /Mr.:

This letter is written to inform you that we have not received the accounting report ending _____.

Enclosed is a copy of the required trustee accounting report forms. The period of accounting that you need to report for is from ____ (date of appointment) through _____(date of one year from the appointment) 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 us by _____ (30 days after end of accounting period) to ensure continuance of the member's retired pay.

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

Sincerely,

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

Enclosure