



507ARW	
Reserve Pay Office (RPO)	
PHONE:	FAX:
COM: 405-734-7493	405-734-7714
DSN: 884-7493	884-7714

RESERVE PAY INPROCESSING CHECKLIST

PLEASE ENSURE YOU COMPLETE THE ATTACHED FORMS:

1. Form W-4, Employee's Withholding Allowance Certificate
2. DD Form 2058, FEB 77, State of Legal Residence Certificate
3. Accrued Leave Statement - **Submit: DD 214(s) for all Active Duty**
4. AF Form 594, NOV 90, Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Determination - **Submit: Marriage License, Birth Certificate, and/or Divorce Decree (if needed).**
5. AF IMT 1962, Election of Reserve Pay and Allowances or Benefits from Prior Military Service
6. FMS Form 2231, Faststart Direct Deposit (Check Digit is last digit (9th) of routing number)
7. (Optional) Form TSP-U, Thrift Saving Plan Election Form
8. AF Form 1745, NOV, Address Change Form
9. Contact Information Sheet
10. SGL V 8286, Service member's Group Life Insurance (SGLI) Election and Certificate. (Member provides copy of SGLI form provided by the MPF to the member if default coverage of \$400,000 is not wanted) **NOTE: Default SGLI coverage is \$400,000.**

<p>PLEASE RETURN ALL FORM TO: 507 ARW/FMFP, BLDG 1043, 7435 RESERVE ROAD, STE 203, TINKER AFB, OK 73145 - 8726</p>
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