

AFP RETIREMENT AND SEPARATION BENEFITS SYSTEM

Refund Claims (Reverted/Resigned/Discharged)

	CHECKLIST OF DOCUMENTARY REQUIREMENTS
1.	Duly accomplished Application Form
2.	Duly accomplished Member's Information Sheet.
3.	Original or Authenticated Copy of Separation Order issued by the Major Service Adjutant
4.	Original or Authenticated Copy of Statement of Service (S.O.S.) issued by the Major Service Adjutant indicating the purpose "For RSBS Reference"
5.	Original or Authenticated Copy of Certificate of Last Payment
6.	Original or Authenticated Copy of Latest Payslip or Original Statement of Earnings and Deductions for one month duly signed by AFP / Major Service Finance Center
	 Original and Photocopy (back to back) of two (2) valid IDs with picture, one of which should be issued preferably by any AFP Financial Institution and with three specimen signature of claimant affixed on the photocopy. IDs shall be any two of the following secondary Valid IDs:
7.	Primary Valid IDs AFP Active Military ID* AFPSLAI ID AFP MBAI Other AFP FI's ID SSS ID PHILHEALTH HDMF ID GSIS ID PASSPORT BIR TIN ID COMPANY ID PRC ID COMELEC ID LTO Driver's License Other Government-issued IDs with signature photo * Valid or expired AFP Active Military ID should be presented for reference.
	If not available, claimant may submit his last Enlistment /Re-enlistment Order from the AFP.
8.	2X2 picture of member / claimant
	Summary of Information
	Original PSO-Certified Birth Certificate with OR (in case of discrepancy in name, birth date, or birth place)
	Original signed & Notarized Affidavit of Discrepancy (for other discrepancies)
	Original or Authenticated Copy of Amendment to the Retirement Order or Corrected S.O.S. (as may be needed)
	Photocopy of LBP ATM card & Authorization to Deposit Check (if check is to be deposited)
	• Others: