



***Retirement and Insurance  
Payroll Office Letter***

**Number: P-99-21**

**Date: September 3, 1999**


**Subject: SEPTEMBER 1999 HEADCOUNT**


This letter is the call for your semiannual Headcount for September 1999. The Headcount is reported semiannually (in March and September) by all payroll offices that withhold monies from salaries for participants in the Civil Service Retirement System, Federal Employees Retirement System, Federal Employees Health Benefits Program, and/or the Federal Employees Group Life Insurance Programs. The Headcount is a "snapshot" of enrollment in these Programs as of a given point in time. The information you report to us plays a pivotal role in our system of internal accounting control, the negotiation of Health Benefits and Life Insurance premium rates, and in the determination of employer contributions for employees covered by the Federal Employees Retirement System.

The September 1999 Headcount will again be submitted on the OPM Form 1523 (Supplemental Semiannual Headcount Report); with reporting of enrollment by individual health benefits plan on the SF 2812-A. The September 1999 Headcount will be for the payroll paid during THE FIRST 15 DAYS of September 1999. For example, if you pay your employees on September 7, as we do, that will be the payroll that you will use for your Headcount. If you pay twice during the first 15 days of September, the Headcount will be for first payroll paid during that period. For monthly pay cycles, the reporting period will be for August 1, 1999 through August 31, 1999.

In the interest of time, we ask that you FAX your OPM Form 1523 and SF 2812-A to us. If you are one of the few remaining payroll offices that still report withholdings and contributions via the hard copy SF 2812, please fax a copy of your SF 2812 to us with your OPM Form 1523 and SF 2812A. Please use CLEAR originals THAT DO NOT CONTAIN SMALL PRINT for your fax to ensure they are legible when we receive them.

Our FAX numbers are:

 202-606-0701

 202-606-0195

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*Civil Service  
Retirement  
System*

*Federal Employees  
Group Life  
Insurance*

*Federal Employees  
Health Benefits  
Program*

*Federal Employees  
Retirement  
System*

It is important that we receive your Headcount as soon as possible, but no later than SEPTEMBER 21, 1999. Please, under no circumstances, delay submitting your normal RITS or hard-copy SF 2812 because your Headcount Report is not ready to be submitted.

It is very important, for the reasons cited above, that the information you report on your Headcount is ACCURATE and TIMELY. Payroll Office Letter 95-4 contains detailed Headcount reporting requirements and is available through the OPM Web Site (<http://www.opm.gov>) or you may obtain a copy can be obtained by calling the Financial Policy Staff on 202-606-0606. The following changes were incorporated after the issuance of Payroll Office Letter 95-4:

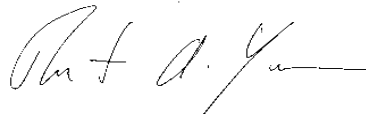
The SF2812-A with your Headcount should contain totals for the dollars and enrollees reported on it. The total dollars and enrollments on the SF2812-A must agree with the dollar and enrollment totals reported on line B3 of your OPM Form 1523; and the total dollars must agree with the total dollars reported on RITS (or the hard copy SF 2812).

The name of the preparer, in addition to the signature of the authorized official, is required.

In the Retirement section, the amounts reported on Line C3 (Total Retirement) in the "Deductions Made" and "No Deductions Made" columns should not include the number of enrollees for Salary Offset, Military Deposits, and for Civilian Service Credit reported on lines C1i, C1j, C1k, C2i and C2k.

In addition please refer to the reporting changes announced in Payroll Office Letter P-97-17 dated December 16, 1997.

If you have any questions concerning the preparation of your Headcount report, please call us at (202) 606-0606, or send an email, [finance@opm.gov](mailto:finance@opm.gov).



Robert A. Yuran, Chief  
Financial Management Division  
Retirement and Insurance Service

Attachments (2)

1. Report of Withholdings and Contributions for Health Benefits By Enrollment Code (SF 2812-A)
  2. Supplemental Semiannual Headcount Report (OPM Form 1523)
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