



United States Office of Personnel Management
The Federal Government's Human Resources Agency

Benefits Administration Letter

Number: 22-306

Date: April 2022

Subject: Instructions for Agencies' Payments to the Civil Service Retirement and Disability Fund for Voluntary Early Retirement Authority and Voluntary Separation Incentive Payments

This is to advise you that the processing cost payments to the Civil Service Retirement and Disability Fund (CSRDF) for Voluntary Early Retirement Authority (VERA) retirements and retirements with a Voluntary Separation Incentive Payment (VSIP) are to continue under the [Consolidated Appropriations Act, 2022](#).

The average unit cost of processing VERA retirements and retirements with a VSIP for Fiscal Year (FY) 2022 is 694.19 per claim. This unit cost is used to determine the amount the employing agency must pay into the CSRDF.

Enclosed are instructions on the methods available for your agency to remit payment in FY 2022 to the OPM for deposit into the CSRDF for VSIPs and VERAs processing costs. For reconciliation purposes, the monies for prior years must NOT be commingled with FY 2022. You must report each year separately (i.e., FY 2021, FY 2022, etc.).

If you have questions about the new rates, please email your inquiries to FinancialBALs@opm.gov.

Sincerely,

Sherri Jordan
Associate Chief Financial Officer

Enclosed

Enclosed Instructions

Instructions to remit payment to the OPM for deposit into the CSRDF for VSIPs and VERAs processing costs.

Remittance amount: **\$694.19**.

To facilitate the reconciliation of payments, agencies must submit the remittances, not payroll providers. If it is not practical for an agency to submit the remittances, and a payroll provider submits payments, they must indicate the Agency Location Codes and Payroll Office of the agency or agencies for which they are submitting the remittance.

Payment Methods

1. Intra-governmental Payment and Collection (IPAC)
2. FEDWIRE (non-IPAC users)
3. Automated Clearing House (ACH) Credit (non-IPAC users)

Remittances via IPAC

Agencies that have access to Treasury's IPAC Systems must remit **\$694.19** per VERA and VSIP case to OPM using the following IPAC parameters:

- **Agency Location Code (ALC):** 24000002
- **Receiver's Treasury Account Symbol (TAS):** AID: 024 Main: 8135 A: X Sub: 002
- **Receiver's Business Event Type Code (BETC):** COLAVRCT
- **Receiver's Standard General Ledger:** Debit 1010 and Credit 5400
- **Description:** VERA/VSIP and total amounts applicable to CSRS and FERS respectively.
- **Point of Contact:** Include the name and email address of the person who is familiar with paying the VERA/VSIP costs.

In addition to the information above, agencies should email a scanned copy of the remittance, along with the appropriate Remittance Report (the email

addresses identified in the "Remittance Report), (See **Appendix 1A, 1B, and 1C** for examples).

Remittances via FEDWIRE

Agencies that do not have access to IPAC should remit via FEDWIRE for the amount due. A scanned copy of the remittance, along with the appropriate Remittance Report, must be sent to the email addresses identified in the "Remittance Report." FEDWIRE instructions are included as **Appendix 2** of this instruction.

Remittances via ACH Credit

Agencies that do not have access to IPAC or FEDWIRE should remit via ACH Credit. To validate proof of payment, please submit a scanned copy of the remittance, along with the appropriate Remittance Report, must be sent to the email addresses identified in the "Remittance Report." ACH Credit instructions are included as **Appendix 3**.

Payment Timing

Payments, regardless of the method, should be sent no later than 45 calendar days after the end of the month in which the employee retires. Payments should be submitted monthly. For example, payments for retirements between December 1 and December 31, 2021, should be sent by February 15, 2022.

Individual Retirement Records

Agencies must annotate the Individual Retirement Records (SF 2806 and SF 3100) in the remark's column under the "Service History" section with the legal authority for each VERA or VSIP when submitting retirement paperwork.

Remittance Report

All agencies must submit certified Remittance Reports using the Attachments, which show the payroll office number(s) and Agency Location Code (ALC) for which the remittance is being sent. Please note – the 3-page Enclosure has separate Remittance Report forms for FY 2022 VERAs, FY 2022 VSIPs, and FY 2022 VERAs with VSIPs. The totals on each Remittance Report must agree with the amount of the IPAC, Electronic Fund Transfer (EFT), FEDWIRE, or ACH Credit. OPM will use these reports for validation purposes to ensure payments have been remitted correctly.

All reports, along with a copy of the remittance, must be emailed to OPM within five (5) business days from the date of the IPAC, EFT, FEDWIRE, or ACH Credit remittance using the following email addresses: Kamini.Mathur@opm.gov and Rosetta.Goode@opm.gov, with a copy: to FinancialBALs@opm.gov.

Inquiries

If you have any questions about this requirement, please call us on (202) 606-0606 or send an email to FinancialBALs@opm.gov.

Appendix 1A: FY 2022 VERAs, VSIPs Processing Costs Under Consolidated Appropriations Act, 2021

FY 2022 VERAs, VSIPs PROCESSING COSTS UNDER CONSOLIDATED APPROPRIATIONS ACT, 2021										
REMITTANCE REPORT FOR FY 2022 VERAs										
Reporting Entity:					POC Name:			Remittance Date:		
POC Email address:					POC Phone Number:			FY 2022 Retirement Month: (MM/YYYY)		
Funds submitted by: (Indicate IPAC, EFT or CHECK)		IPAC	FY 2022 VERAs							
		EFT								
		CHECK								
Payroll Office Number: (Column 1)			Agency Location Code: (Column 2)			Number of Covered Employees (Column 3)		Amount Submitted Column 3 x \$124.48		
						FERS				
Payroll Office Number 1										
Payroll Office Number 2										
Payroll Office Number 3										
Payroll Office Number 4										
Payroll Office Number 5										
TOTALS (A)								\$		
						CSRS				
Payroll Office Number 6										
Payroll Office Number 7										
Payroll Office Number 8										
Payroll Office Number 9										
Payroll Office Number 10										
TOTALS (B)								\$		
AMOUNT SUBMITTED								\$		
I certify to the best of my knowledge, the accuracy and completeness of this Remittance Report.								(Must Equal A + B) (To Be Reproduced Locally) (Use additional forms if needed)		
Signature					Name - Printed					

Appendix 1B: FY 2022 VERAs, VSIPs Processing Costs Under Consolidated Appropriations Act, 2021

FY 2022 VERAs, VSIPs PROCESSING COSTS UNDER CONSOLIDATED APPROPRIATIONS ACT, 2021									
REMITTANCE REPORT FOR FY 2022 VERAs									
								Remittance Date:	
Reporting Entity:				POC Name:					
POC Email address:				POC Phone Number:				FY 2022 Retirement Month:	
		IPAC	FY 2022 VSIPs					(MM/YYYY)	
Funds submitted by:		EFT							
(Indicate IPAC, EFT or CHECK)		CHECK							
Payroll Office Number: (Column 1)			Agency Location Code: (Column 2)			Number of Covered Employees (Column 3)		Amount Submitted Column 3 x \$124.48	
FERS									
Payroll Office Number 1									
Payroll Office Number 2									
Payroll Office Number 3									
Payroll Office Number 4									
Payroll Office Number 5									
TOTALS (A)								\$	
						CSRS			
Payroll Office Number 6									
Payroll Office Number 7									
Payroll Office Number 8									
Payroll Office Number 9									
Payroll Office Number 10									
TOTALS (B)								\$	
AMOUNT SUBMITTED								\$	
								(Must Equal A + B)	
								(To Be Reproduced Locally)	
I certify to the best of my knowledge, the accuracy and completeness of this Remittance Report.								(Use additional forms if needed)	
Signature				Name - Printed					

Appendix 1C: FY 2022 VERAs, VSIPs Processing Costs Under Consolidated Appropriations Act, 2021

FY 2022 VERAs, VSIPs PROCESSING COSTS UNDER CONSOLIDATED APPROPRIATIONS ACT, 2021									
REMITTANCE REPORT FOR FY 2022 VERAs									
							Remittance Date:		
Reporting Entity:				POC Name:					
POC Email address:				POC Phone Number:			FY 2022 Retirement Month:		
		IPAC	FY 2022 VERAs with VSIPs				(MM/YYYY)		
Funds submitted by:		EFT							
(Indicate IPAC, EFT or CHECK)		CHECK							
Payroll Office Number: (Column 1)		Agency Location Code: (Column 2)		Number of Covered Employees (Column 3)			Amount Submitted Column 3 x \$124.48		
							FERS		
Payroll Office Number 1									
Payroll Office Number 2									
Payroll Office Number 3									
Payroll Office Number 4									
Payroll Office Number 5									
TOTALS (A)							\$		
							CSRS		
Payroll Office Number 6									
Payroll Office Number 7									
Payroll Office Number 8									
Payroll Office Number 9									
Payroll Office Number 10									
TOTALS (B)							\$		
AMOUNT SUBMITTED							\$		
							(Must Equal A + B)		
							(To Be Reproduced Locally)		
I certify to the best of my knowledge, the accuracy and completeness of this Remittance Report.							(Use additional forms if needed)		
Signature				Name - Printed					

Appendix 2: Fedwire Instructions

United States Office of Personnel Management

Fedwire Field Tag	Fedwire Field Name	Required Information
{1510}	Type/Subtype	1000
{2000}	Amount	<i>(Enter payment amount.)</i>
{3400}	Receiver ABA routing number *	021030004
{3400}	Receiver ABA short name	TREAS NYC
{3600}	Business Function Code	CTR <i>(or CTP)</i>
{4200}	Beneficiary Identifier (account number)	<i>(Enter 8-digit ALC or 12 digit Credit Gateway account #. OPM2's 8-digit ALC is: 24000002. OPM2's Credit Gateway 12-digit account # is: 824000002001.)</i>
{4200}	Beneficiary Name	OPM2 <i>(Make sure to enter "OPM2" and not just "OPM", as there are several ALCs associated with OPM.)</i>
{5000}	Originator	<i>(Enter the name of the payor/remitter. If you are a federal agency with a Payroll Office Number, also enter your PON number.)</i>
{6000}	Originator to Beneficiary Information – Line 1	<i>(Enter information to identify the purpose of the payment.)</i>
{6000}	Originator to Beneficiary Information – Line 2	<i>(Enter information to identify the purpose of the payment.)</i>
{6000}	Originator to Beneficiary Information – Line 3	<i>(Enter information to identify the purpose of the payment.)</i>
{6000}	Originator to Beneficiary Information – Line 4	<i>(Enter information to identify the purpose of the payment.)</i>

* The financial institution address for Treasury's routing number is 33 Liberty Street, New York, NY 10045.

Appendix 3: ACH Credit Instructions

United States Office of Personnel Management

NACHA Record Type Code	NACHA Field	NACHA Data Element Name	Required Information
5	3	Company/Agency Name	<i>(Enter the name of the payor/remitter. If you are a federal agency with a Payroll Office Number, also enter your PON number.)</i>
5	6	Standard Entry Class Code	CCD (or CTX)
5	9	Effective Entry Date	<i>(Enter intended settlement date.)</i>
6	2	Transaction Code*	22
6	3 & 4	Receiving DFI Identification (ABA routing #)	051036706
6	5	DFI Account Number	<i>(Enter 12-digit agency account number. OPM 2 Credit Gateway/DFI Account Number is: 824000002001)</i>
6	6	Amount	<i>(Enter payment amount.)</i>
6	8	Receiving Company/Agency Name	<i>(Enter identification information – up to 22 characters. Please enter "OPM2" (please make sure to enter "OPM2" and not just "OPM", as there are several ALCs associated with OPM), AND a brief description of the transaction, e.g.; "Oct.FY12-2812", "Premium Ref.", "RITS Sept.10-30".)</i>

* ACH **debits** are not permitted to this ABA routing number. All debits received will be automatically returned.