



Benefits Administration Letter

Number: 13-301

Date: February 2013

Subject: March 2013 Headcount

This is a reminder for payroll providers to submit the semiannual Headcount for the March 2013 reporting period no later than March 20, 2013.

The Headcount is reported semiannually (March and September) by all payroll providers 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 Program.

The March 2013 Headcount for weekly and bi-weekly pay cycles will be for the payroll paid during the **FIRST 15 DAYS** of March. For monthly pay cycles, the reporting period will be February 1 through February 28, 2013. All Headcount reports must be submitted **no later than March 20, 2013**. We ask that you notify us if you anticipate a delay or any difficulties in submitting the report by that date. Under no circumstances, however, should you delay transmitting your normal Retirement and Insurance Transfer System (RITS) report because your Headcount is not ready to be submitted.

Please FAX (using **clear**, legible originals) your OPM Forms 1523 and SF 2812-A to us at 202-606-0701. If you prefer, you may email your forms to Yadira.Vega@opm.gov or Paul.Gvozdov@opm.gov. In addition, please mail the original forms to: U.S. Office of Personnel Management, Funds Management, P. O. Box 7125, Washington DC 20415. If you have any questions concerning the preparation of your Headcount report, please call Ms. Vega at 202-606-4842.

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