



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

Number: P-00-20

Date: August 25, 2000

**SUBJECT: HEALTH BENEFITS PREMIUM CONVERSION – BENEFITS
ADMINISTRATION LETTER**

In Payroll Office Letter No. P-00-13, we provided guidance to you on the implementation of Health Benefits Premium Conversion (HB-PC). Our Office of Insurance Programs has now issued the attached Benefits Administration Letter (BAL), which provides information and guidance on HB-PC primarily for agency benefits officers. We refer it to you for your information.

Please pay special attention to Attachment 3, which is a “template” of a Premium Conversion Election/Waiver Form. Agencies have been given discretion to adapt this form to their own internal needs. Depending upon the procedures developed in your agency, a version of it will perhaps be used in your payroll processing.

Additional information on HB-PC has also been placed on the OPM website at www.opm.gov/insure/health/pretaxfeb. We encourage you to access it often for updates. If further assistance is required, please contact us on (202) 606-0606, or via email at finance@opm.gov.

A handwritten signature in black ink, appearing to read "Robert A. Yuran".

**Robert A. Yuran, Chief
Financial Policy Staff
Retirement and Insurance Service**

Attachment