



U.S. Department of State
Charleston Financial Service Center
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October 25, 2004

MEMORANDUM

TO: All FEHB Carriers

FROM: Valinda Payne-Miller, Deputy Director
American Payroll & Pension Operations

SUBJECT: Notification of Payroll Office Number Change

Please be informed that the following Payroll Office Numbers will change.

FROM :	11989999	TO:	11980003
	24209999		24200003
	31009999		31000003
	70079999		70070003
	95689999		95680003

(Note: Payroll office number 58009999 is now defunct and was replaced by 70070003, and Payroll office number 19009999 changed to 19000003 in 2003.)

This change is being made in order to comply with the servicing payroll office suffix 0003. Carriers are asked to update enrollee records to correspond for the fourth quarter CLER transmission. If you have any questions regarding this matter, please contact Ayesha Willingham at 843-308-5598.

Drafter:
ALWillingham: 10/19/04

Cleared: JTHarper