



a New Day for Federal Service

Civilian Deposits

August 2013

Civilian Deposits



A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

Objectives

- Identify the steps for in processing an application to make deposit
- Explain the effects of not paying a deposit
- Understand and be able to explain how civilian deposits

A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

Making Deposits

- Employees can make deposits for creditable service during which no retirement deductions were made
- Payment is voluntary
- Affects the amount of annuity received in most cases

A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

Deposit For Nondeduction Service

- Any period of creditable civilian service during which retirement deductions are not taken
- Generally, non-career time such as temporary or indefinite service

A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

Deposit For Nondeduction Service

CSRS Service Before 10-01-82

- Creditable for eligibility and computation regardless of whether or not a deposit is paid
- Annual annuity will be reduced by 10% of deposit amount owed if no deposit is paid



Example

Example 1

Deposit For Nondeduction Service

CSRS Service After 10-01-82

- Creditable for eligibility
- Creditable for computation, only if a deposit is paid



A vertical strip of the American flag is visible on the left side of the slide, showing the blue field with white stars and the red and white stripes.

Example

Example 2

A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

Service Under Another Federal Retirement System

May be creditable under CSRS if:

- The employee is not receiving a benefit under the other retirement system
- Takes a refund of the deductions under the other system
- Makes a deposit to the CSR fund

Deposit For Nondeduction Service

FERS Service Prior to 01-01-89

- Creditable only if a deposit is paid
- No credit for eligibility unless a deposit is paid



A vertical strip of the American flag is visible on the left side of the slide, showing the blue field with white stars and the red and white stripes.

Example

Example 3

A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

Deposit For Nondeduction Service

FERS Service On or After 01-01-89

- Not Creditable for any purpose
- Employees cannot make a deposit

A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

Deposit For Nondeduction Service

Some Exceptions

- Foreign Service
- Peace Corps/VISTA
- Senate Childcare Workers

(Can make a deposit for nondeduction service performed on or after 01-01-89)

A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

Service Under Another Federal Retirement System

May be creditable under FERS if:

- Service was performed prior to 01-01-89
- The employee is not receiving a benefit under the other retirement system
- Takes a refund of the deductions under the other system
- Makes a deposit of 1.3% plus interest

A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

Service Under Another Federal Retirement System

- Service performed on or after 01-01-89 generally not creditable
- Employee cannot make a deposit

Exception: FSRS

Amount of Deposit

CSRS

The amount that would have been withheld from an employees basic pay, had they been covered by retirement deductions, plus interest



Amount of Deposit

FERS

1.3% of basic pay earned during the period of nondeduction service, plus interest



Important Dates to Remember

10-01-82

01-01-89



A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

Who may make a Deposit

Employees currently covered under

- CSRS
- CSRS Offset
- FERS

Separated employees entitled to
an immediate annuity

A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

Who may make a Deposit

- Former employees entitled to a deferred annuity
- Spouse or former spouse of a deceased employee, who is entitled to a survivor benefit

When A Deposit Can Be Made

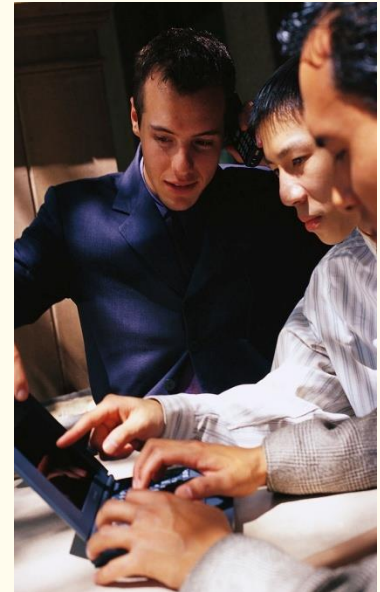
Anytime prior to final adjudication



Responsibilities

Employee Responsibilities

- Schedule appointment with your Agency Benefits Officer
- Make a decision as to whether or not to make a deposit/redeposit

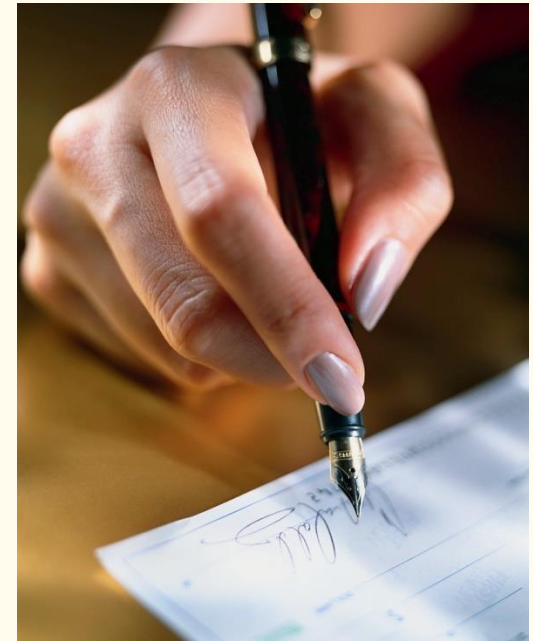


Responsibilities

Employee Responsibilities

Complete the Application
SF 2803, (CSRS)
SF 3108, (FERS)

Decide on a payment
option



Responsibilities

Agency Responsibilities

- Obtain records of service
- Provide estimates of deposit amounts



A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

Responsibilities

Agency Responsibilities

Advise employee of the effect of making a deposit

Provide employee with correct Application

- SF 2803 (CSRS)
- SF 3108 (FERS)

A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

Responsibilities

Agency Responsibilities

- Verify that information on front of application is correct
- Complete reverse side of application
- Note any claimed but unverified service
- Certify the application
- Complete and attach the Checklist to the application

A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

Responsibilities

Agency Responsibilities

Forward Application to:

Office of Personnel Management
Retirement Operations Center
PO Box 45
Boyers PA 16017-0045

A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

Common Delays

- Earnings for intermittent service omitted
- Missing salary rates
- Tour of duty for Part time service not provided
- Date deductions began for current appointment not shown

Address for Payments

OPM

PO Box 952015

St Louis MO 63195-2015

Make sure to include

- CSD number
- Date of birth

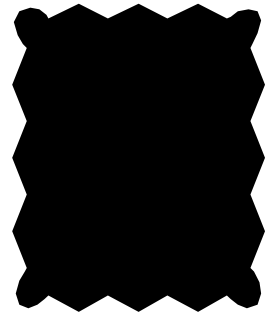


Reminder

Do not submit payments until the initial account statement is received from OPM



Direct Payment Program



OPM Direct Payment Program
PO Box 958241
St Louis MO 63195-8241

A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

Receipt of Account Statement

Once the initial account statement is received:

- Installment payments of \$50 or more can be made
- Payment in Full avoids further interest charges

Reminders

Once the payment is received:

- Payment is credited to the individual's retirement account
- Payment cannot be returned unless the individual meets the eligibility requirements for a refund





Interest on Deposits

3% interest

- Nondeduction service performed prior to 10-01-82

3% through 12-31-84

Variable rate thereafter

- Nondeduction service performed on or after 10-01-82

Grace period for interest

Post 09-30-82 Deposit

Interest is charged through 12-31 of the year prior to the year in which the statement is issued



Change of Address or Correspondence

OPM

Retirement Operations Center

PO Box 45

Boyers PA 16017

Be sure to include:

- CSD number
- Social Security Number
- Date of Birth



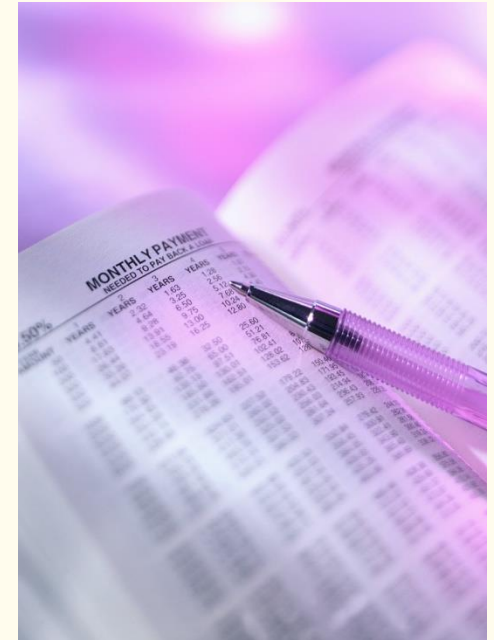
A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

Payment Process

- Payments sent to lockbox at Mercantile Bank in St. Louis
- Bank deposits payments
- Payment info sent to OPM's Financial Management Division
- Payment info will update account and generate a new statement

Payment Order

Amount due for FERS
Post 09/30/82 redeposit
Pre 10/1/82 redeposit
Post 09/30/82 deposit
Pre 10/01/82 deposit



A vertical strip of the American flag is visible on the left side of the slide, showing the blue field with white stars and the red and white stripes.

To change payment order

- Make a note on the Application
- Make the request in writing if an account statement has been sent
- Do not make a payment until an amended statement is received



How long accounts stay open

Billing system was automated

May 1977

May 2006

Accounts computed prior to 05-77:

- Closed if no payments were received

Current accounts stay open until:

- Paid in full
- Applicant separates and requests a refund
- Retires

Request for Information

Verification of previous covered service

Fax request to

OPM/ROC
724.794.4668

***Please allow 10-12 working
days for reply***



A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

Verification of Service

Using Service Credit Process to Verify Federal Service

If an employee's service can only be established by secondary evidence:

Submit application to OPM for determination of creditability

A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

Verification of Service

If OPM or the agency has advised the employee that the service is not Creditable and the employee asks about formal appeal rights:

Advise the employee to file an Application for a formal determination with reconsideration/appeal rights

A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

Computing Interest on Deposits

A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

Interest on CSRS Deposits

Nondeduction service before 10/1/82

- Computed from midpoint of period of service
- Accrues daily and is compounded annually
- 4% through 12-31-47
- 3% from 1948-date of deposit

A vertical strip of the American flag is visible on the left side of the slide, showing the blue field with white stars and the red and white stripes.

Example

Example 4

Interest on CSRS Deposits

Nondeduction service on or after 10-01-82

- Computed from midpoint of period of service
- Interest accrues annually
- Compounded annually on 12-31 of each year



A vertical strip of an American flag is visible on the left side of the slide, showing the stars and stripes.

Interest on CSRS Deposits

Nondeduction service on or after 10-01-82

- 3% through 12-31-84
- Variable rate beginning 01-01-85
- No interest charged for the year in which payment in full is received by 12-31 of that year

A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

Interest on FERS Deposits

Nondeduction service on or after 10-01-82

- 3% through 12-31-84
- Variable rate beginning 01-01-85
- No interest charged for the year in which payment in full is received by 12-31 of that year

A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

Example

Example 5