



**United States**  
**Office of Personnel Management**  
**Retirement and Insurance Service**

**Benefits Administration Letter**

Number: 97-109

Date: October 9, 1997

**Subject:** Standard Form 2802, Application for Refund of Retirement Deductions (CSRS)

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**Purpose:**

The purpose of this letter is to inform federal agencies of a printing error on subject forms.

**Background:**

The Retirement Operations Center in Boyers, Pennsylvania, is receiving applications for refund (SF 2802) with a printing error on the back. Instead of having the correct page 2 which provides the place for the applicant to list former spouses, these misprinted forms have Standard Form 2801-1.

The General Services Administration (GSA) sells these forms to Federal agencies. This printing error occurred several years ago, but the forms are just now being submitted to the Office of Personnel Management (OPM). There is no way to know which agencies have stocks of misprinted forms or to identify them without opening each package.

**Discussion:**

If your agency has SF 2802 forms incorrectly printed with the SF 2801-1 in place of page 2 of SF 2802, please contact one of the GSA employees listed below to obtain information about replacement forms:

Lenore Fleming, (817) 978-2508  
Jill Burt, (817) 978-8680  
The FAX number is (817) 978-8600.

In your request for information you must include the name and telephone number of a contact person at your agency along with your correct mailing address and the quantity of

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incorrect forms. After you contact the GSA, destroy all copies of the incorrect forms. Use of the incorrect forms will cause processing delays at OPM and delay payment to your former employees.

A handwritten signature in black ink, appearing to read "S. Conley", with a long, sweeping underline that extends to the right.

Sidney M. Conley  
Assistant Director  
for Retirement Programs