Subject: Revision of Standard Form (SF) 3107, Application for Immediate Retirement, Federal Employees Retirement System

Standard Form 3107 has been revised. The new version of the form is dated January 1997. The previous editions of the form dated March 1988 and November 1995 are no longer usable.

Public Law 104-134, effective July 26, 1996, requires all Federal retirees and survivors to be paid by direct deposit through Electronic Funds Transfer (EFT), unless they certify that they do not have a checking or savings account. The revised version of the FERS Application for Immediate Retirement, provides a section for making an election to either receive annuity payments by direct deposit or to certify that the applicant does not have a checking or savings account, to comply with this requirement.

A revised information pamphlet is also available to accompany the January 1997 edition of the SF 3107. The pamphlet should be given to all individuals applying for FERS immediate retirement benefits, along with the application form. The pamphlet is called "Applying for Immediate Retirement Under the Federal Employees Retirement System" (SF 3113). It provides applicants with general information that should be helpful when they apply for immediate retirement benefits, including eligibility requirements, requirements for continuing health benefits and life insurance coverage into retirement, procedures for applying for benefits, payment information and information about survivor benefits. The previous edition of the pamphlet, "Applying for Immediate Retirement Under the Federal Employees Retirement System" (RI 92-28) is no longer usable.

The Application for Immediate Retirement (Federal Employees Retirement System), SF 3107 and Applying for Immediate Retirement Under the Federal Employees Retirement System, SF 3113 can be ordered from the General Services Administration’s (GSA) Federal Supply Service using the normal FEDSTRIP/MILSTRIP procedures. Ordering information is provided below.

* FEDSTRIP/MILSTRIP is the ordering procedure used by agencies to procure items from General Services Administration (GSA) Federal Supply Depot.
<table>
<thead>
<tr>
<th>Form Number</th>
<th>Title of Form</th>
<th>National Stock Number</th>
<th>Estimated Cost (per 100)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF 3107</td>
<td>Application for Immediate Retirement- Federal Employees Retirement System</td>
<td>7540-01-255-3670</td>
<td>$15.10</td>
</tr>
<tr>
<td>SF 3113</td>
<td>Immediate Retirement Under the Federal Employees Retirement System</td>
<td>7540-01-385-7440</td>
<td>$9.92</td>
</tr>
</tbody>
</table>

The pamphlet, "Applying for Immediate Retirement Under the Federal Employees Retirement System", SF 3113, can also be downloaded from OPM ONLINE or accessed from our web site at www.opm.gov.

Sidney M. Conley  
Assistant Director  
Office of Retirement Programs