



***Benefits Administration Letter***

**Number: 09-305**

**Date: August 2009**

**Subject: September 2009 Headcount**

This is a reminder for you to submit your semiannual Headcount for the September 2009 reporting period.

The Headcount is reported semiannually (March and September) by all payroll providers that withhold monies from salaries for participants in the Civil Service Retirement System, Federal Employees Retirement System, Federal Employees Health Benefits Program, and Federal Employee Group Life Insurance Programs.

The September 2009 Headcount will be for payroll paid during the **FIRST 15 DAYS** of September. For monthly pay cycles, the reporting period will be August 2009. The Headcount report must be **submitted no later than September 18, 2009**. We ask that you notify us if you anticipate a delay or any difficulties in submitting it by this date. Under no circumstances should you delay transmitting your normal Retirement and Insurance Transfer System (RITS) report because your Headcount is not ready to be submitted.

Please FAX (using CLEAR, legible originals) your OPM Forms 1523 and SF 2812-A to us at 202-606-0701. If you prefer, you may email your forms to either Patricia Dickey at [padickey@opm.gov](mailto:padickey@opm.gov) or Yvonne Fields at [ycfields@opm.gov](mailto:ycfields@opm.gov). If you have questions concerning the preparation of your Headcount report, please call Fund Management Section at 202-606-4118.

Kathi Ledford, Chief  
Financial Reporting and Analysis Group  
Center for Financial Services