



***Benefits Administration Letter***

**Number: 11-306**

**Date: August 9, 2011**

**Subject: September 2011 Headcount**

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This is a reminder for you to submit your semiannual Headcount for the September 2011 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/or the Federal Employees Group Life Insurance Programs.

The September 2011 Headcount will be for the payroll paid during the **FIRST 15 DAYS** of September. For monthly pay cycles, the reporting period will be August 1, through August 31, 2011 and the Headcount report must be submitted **no later than September 15, 2011**. We ask that you notify us if you anticipate a delay or any difficulties in submitting it by that date. Under no circumstances, however, 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 [Yadira.Vega@opm.gov](mailto:Yadira.Vega@opm.gov) and [Donna.Deemer@opm.gov](mailto:Donna.Deemer@opm.gov). In addition, please mail the original forms to: U.S. Office of Personnel Management, Funds Management, P.O. Box 7125, Washington DC 20415. If you have any questions concerning the preparation of your Headcount report, please call Ms. Vega at 202-606-4842 or Ms. Deemer at 202-606-2026.

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