The Retirement and Insurance Service, within the Office of Personnel Management, maintains an address directory of payroll offices. The accuracy of this directory is critical for effective communications on all financial matters relating to the Federal employee benefit programs.

Please review the address on the back of this letter. Indicate on the form below if this address is correct. If it needs revision, please provide the changes.

It is important for you to provide the address of the payroll office which is responsible for the preparation and maintenance of the SF 2812 data (i.e., withholdings and contributions for health benefits, life insurance, and retirement).

This form should be returned to us by fax (202-606-1338) or alternatively, this letter can be made into a self-mailer by folding it as indicated.

Responding to this notice no later that March 31, 1997 should prevent any interruptions in our mail service to you. However, if you do not provide a current address, future mailings may be discontinued or delayed.

If you have a question or problem to discuss, please contact Jennifer Simmons in the Financial Management Division on (202) 606-0666.

Robert A. Yuran, Chief
Financial Management Division
Retirement and Insurance Service

AGENCY:

ADDRESS ON THE ENVELOPE IS CORRECT

REVISE THE ADDRESS TO THE FOLLOWING

PAYROLL OFFICE NUMBER: __________________________________________
BRANCH: __________________________________________________________
AGENCY: __________________________________________________________
STREET ADDRESS: _________________________________________________
CITY: ___________________ STATE: ___ ZIP: _______ - ______
TEL NO: (___) __________________ FAX NO: (___) __________________ INTERNET ADDRESS: __________________________

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