



PAYROLL OFFICE LETTER

U. S. Office of Personnel Management

Number: P-98-05

Date: May 15, 1998

**Subject: Agency Per Capita Contributions
Annual Revenue Confirmation Reports**

AGENCY PER CAPITA CONTRIBUTIONS

We want to remind you of the requirement to remit monies to the Civil Service Retirement and Disability Fund (CSRDF) by **September 1, 1998**, per the *Federal Workforce Restructuring Act of 1994* (P.L. 103-226). As we apprised you in Payroll Office Letter 94-3, P.L. 103-226 requires employing agencies to remit \$80 to the CSRDF for each employee covered by the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS) as of March 31, 1998. This marks the final year for the per capita contribution; there is no pending legislation to extend this requirement to future years.

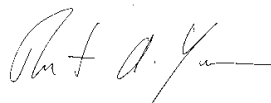
All remittances must be made by Online Payment and Collection (OPAC). On the day you OPAC the money, please FAX the supporting schedule attached. It is important that the total shown on the schedule agrees with the amount of your OPAC transfer. If you do not have access to OPAC, we ask that you mail your check with the supporting schedule to:

Office of Personnel Management
Attn: Funds Management Branch
Post Office Box 7125
Washington, DC 20044

ANNUAL REVENUE CONFIRMATION REPORTS

In Financial Management Letter F-96-5, dated August 23, 1996, we advised all agency Chief Financial Officers of a new reporting requirement, the Annual Revenue Confirmation Report (ARC). This report was required to be submitted to OPM no later than May 1, 1997. However, after reviewing these reports and conferring with our independent public accountant, we decided to take a more comprehensive approach. **Annual Revenue Confirmation Reports are no longer required.** We will be issuing a Financial Management Letter regarding alternative oversight measures in the near future.

Please direct inquiries on this matter to us on (202) 606-0666; our fax number is (202) 606-7944, or send us an email, finance@opm.gov.

A handwritten signature in black ink, appearing to read "Robert A. Yuran", with a horizontal line extending from the end of the signature.

Robert A. Yuran, Chief
Financial Policy Staff
Retirement and Insurance Service