

- Sign up for direct deposit of your payment
- Set up a checking or savings allotment
- View your annuity statement

What Else Should I Know?

Keep your address current with us so that you receive important mailings. You can update your address online.

Keep your spouse and family informed of the benefits due and the actions they need to take in the event of your death.

Information Your Family Should Know:

- The location of your retirement claim number
- All other benefits payable such as military benefits
- Your life insurance beneficiary
- Thrift Savings Plan
- Financial Institution information where your benefit payments are currently paid
- Any unpaid compensation that is payable
- How to contact OPM regarding survivor benefits
- The forms that will need to be completed
- Social Security claim forms, if you are covered by FERS

Keep designations of beneficiary current; if you do not remember who you have designated, complete new forms to ensure the appropriate person receives the benefits upon your death. Remember, you can download these forms online.

Read all OPM mailings; they pertain to your retirement benefits and provide you with valuable information.



**United States Office
of
Personnel Management**
Retirement Operations Center
Post Office Box 45
Boyers, PA 16017

Retirement Information
Web site: www.opm.gov/retire
Email address: retire@opm.gov
Telephone: 1-888-767-6738
TTY: 1-800-878-5707

Retirement Services Online

Retirement Information Office

*Take Control
of
Your Retirement*

U.S. Office of Personnel Management



Services OnLine

It's never too early to start planning for retirement. Visit www.opm.gov/retire for more information on each of these topics:

1. New/Prospective Employees

- ◆ Planning
- ◆ Pre-Retirement
- ◆ Online Tools
- ◆ Federal Ballpark Estimate

2. Federal Employees

- ◆ Planning
- ◆ Pre-Retirement
- ◆ CSRS Retirement
- ◆ FERS Retirement

3. Retirees/Survivors

- ◆ Life Events
- ◆ Disability Benefits
- ◆ My Annuity

4. Benefits Officers

- ◆ Officers Resources
- ◆ Benefits Administration Letters
- ◆ CSRS/FERS Handbook
- ◆ Publications and Forms

www.opm.gov/retire

- download forms and pamphlets
- get up-to-date information
- plan and manage your retirement online
- 24-hour accessibility

Take Control of Your Retirement

Before you retire....

Talk to your agency benefits officer and visit www.opm.gov/retire for additional help with retirement planning.

Log on to www.opm.gov/retire to download the retirement application, along with other forms, brochures and pamphlets. You can help reduce delays in processing by submitting your application in advance and by making sure your Official Personnel Folder (OPF) is complete. If you submit your paperwork early, your personnel and payroll offices will be able to complete their action before your retirement date.

During your retirement process....

Keep in contact with your agency benefits officer. Make sure all of your information is current. Read all OPM mailings as they pertain to your retirement benefits and provide you with valuable information. Periodically visit www.opm.gov/retire to review information that may affect your retirement.

After you retire....

Read all OPM mailings; call us or log on to www.opm.gov/retire if you have questions. You will receive your **claim number** after OPM receives your retirement application; your **PIN will be mailed to you after your retirement is finalized**. You will need these numbers in order to manage your retirement account on-line.

Checking on The Status of Your Retirement Application



When should you call OPM to check on the status of your retirement application?

Check with your Agency **before** calling OPM. Agency processing times vary. Until we receive your application from your Agency, we will not be able to provide a status. Within **seven days*** of receiving your retirement application, OPM will send you a package which will include your **claim number**. After you receive this package, we can provide you with status information. **When contacting OPM, always provide this claim number.** (*Application for disability retirement takes longer to process.)

How Can You Get a Personal Identification Number (PIN)?

Along with your case number, a PIN allows you to manage your retirement online. Once your case has been finalized, OPM will send you a PIN. If you misplace or forget your PIN, call us and we will issue you a new PIN.

Manage Your Retirement OnLine Access Your Retirement Account Anywhere, Anytime, No Waiting

Use the Internet and our Services Online site to make changes such as:

- ◆ Change your Federal Income Tax Withholding
- ◆ Change your State Income Tax Withholding
- ◆ Buy Savings Bonds
- ◆ View/Print/Request a duplicate Form 1099R for the current tax year and two previous years
- ◆ Change your PIN
- ◆ Establish an allotment to an organization
- ◆ Change your mailing address