



United States Office of Personnel Management
Office of the Chief Financial Officer

Benefits Administration Letter

Number: 24-306

Date: June 2024

Subject: Instructions Regarding Requirement for Agencies' Payments to the Civil Service Retirement and Disability Fund for VSIPs and VERAs FY 2024 Processing Costs Under the Consolidated Appropriations Act, 2023

Introduction and Purpose

The purpose of this announcement is to advise that processing cost payments to the Civil Service Retirement and Disability Fund (CSRDF) for Voluntary Early Retirement Authority (VERA) retirements and retirements with a Voluntary Separation Incentive Payment (VSIP) are to continue under the [Consolidated Appropriation Act, 2023, Title VII, § 734](#). For Fiscal Year (FY) 2024, the average unit cost of processing VERA retirements and retirements with a VSIP is \$610.55 per claim. This unit cost is used to determine the amount the employing agency must pay into the CSRDF.

The [Consolidated Appropriation Act, 2023](#) continues agency payments to the CSRDF for VERAs and retirements with VSIPs. Agencies must remit to the CSRDF an amount equal to the Office of Personnel Management's (OPM) average unit cost of processing a retirement claim for the preceding fiscal year (\$610.55) for each employee who retires under 5 U.S.C. § 8336(d)(2) or § 8414(b)(1)(B) (VERA) or who retires under any other provision of subchapter III of chapter 83 or chapter 84 of title 5, United States Code, and receives a payment as an incentive to separate (VSIP).

This Benefits Administration Letter (BAL) provides the FY 2024 remittance amount and instructions on the methods available for your agency to remit payment in FY 2024 to the OPM for deposit into the CSRDF for VSIPs and VERAs processing costs. For reconciliation purposes, the monies for prior years must not be commingled with FY 2024. Each year must be reported separately (i.e., FY 2021, FY 2022, FY 2023, and FY 2024).

Remittance Amount for FY 2024

The amount for agencies to remit to OPM for deposit into the CSRDF for FY 2024 is an amount equal to the FY 2024 average unit cost of processing annuity cases (\$610.55).

Please Note: In order to facilitate the reconciliation of payments, we prefer to have individual agencies submit the remittances rather than payroll providers.. If payroll providers submit payments, it is important that they indicate the Agency Location Codes and Payroll Office of the agency or agencies for which they are submitting the remittance.

Payment Methods

1. Intra-governmental Payment and Collection (IPAC)
2. FEDWIRE (non-IPAC users)
3. Automated Clearing House (ACH) Credit (non-IPAC users)

IPAC Remittances

- Agency Location Code (ALC): 24000002
- Receiver's Treasury Account Symbol (TAS): AID: 024 Main: 8135 A: X Sub: 002
- Receiver's Business Event Type Code (BETC): COLAVRCT
- Receiver's Standard General Ledger: Debit 1010 and Credit 5400
- Description: VERA/VSIP and total amounts applicable to CSRS and FERS respectively.
- Point of Contact: Include the name and email address of the person who is familiar with paying the VERA/VSIP costs.

FEDWIRE Remittances

Fedwire Field Tag	Fedwire Field Name	Required Information
{1510}	Type/Subtype	1000
{2000}	Amount	<i>(Enter payment amount.)</i>
{3400}	Receiver ABA routing number <i>*The financial institution address for Treasury's routing number is 33 Liberty Street, New York, NY 10045</i>	021030004
{3400}	Receiver ABA short name	TREAS NYC
{3600}	Business Function Code	CTR <i>(or CTP)</i>
{4200}	Beneficiary Identifier (account number)	<i>(Enter 8-digit ALC or 12-digit Credit Gateway account #. OPM2's 8-digit ALC is 24000002. OPM2's Credit Gateway 12-digit account # is 824000002001.)</i>
{4200}	Beneficiary Name	OPM2 <i>(Make sure to enter "OPM2" and not just "OPM," as there are several ALCs associated with OPM.)</i>
{5000}	Originator	<i>(Enter the name of the payor/remitter. If you are a federal agency with a Payroll Office Number, also enter your PON number.)</i>
{6000}	Originator to Beneficiary Information - Line 1	<i>(Enter information to identify the purpose of the payment.)</i>
{6000}	Originator to Beneficiary Information - Line 2	<i>(Enter information to identify the purpose of the payment.)</i>
{6000}	Originator to Beneficiary Information - Line 3	<i>(Enter information to identify the purpose of the payment.)</i>
{6000}	Originator to Beneficiary Information - Line 4	<i>(Enter information to identify the purpose of the payment.)</i>

ACH Remittances

NACHA Record Type Code	NACHA Field	NACHA Data Element Name	Required Information
5	3	Company/Agency Name	<i>(Enter the name of the payor/remitter. If you are a federal agency with a Payroll Office Number, also enter your PON number.)</i>
5	6	Standard Entry Class Code	CCD(or CTX)
5	9	Effective Entry Date	<i>(Enter intended settlement date.)</i>
6	2	Transaction Code*	22
6	3 & 4	Receiving DFI Identification (ABA routing #)	051036706
6	5	DFI Account Number	<i>(Enter 12 digit agency account number. OPM 2 Credit Gateway/DFI Account Number is:824000002001)</i>
6	6	Amount	<i>(Enter payment amount.)</i>
6	8	Receiving Company/Agency Name	<i>(Enter identification information – up to 22 characters. Please enter "OPM2" (please make sure to enter "OPM2" and not just "OPM", as there are several ALCs associated with OPM), AND a brief description of the transaction, e.g.; "Oct. FY12-2812", "Premium Ref.", "RITS Sept. 10-30".)</i>

Payment Timing

Payments, regardless of the method, should be sent no later than 45 calendar days after the end of the month in which the employee retires. Payments should be submitted monthly. For example, payments for retirements between December 1 and December 31, 2024, should be sent by February 15, 2025.

Individual Retirement Records

Agencies must annotate the Individual Retirement Records (SF 2806 and SF 3100) in the remark's column under the "Service History" section with the legal authority for each VERA or VSIP when submitting retirement paperwork.

Remittance Report

All agencies must submit certified Remittance Reports using the Attachments, which show the payroll office number(s) and Agency Location Code (ALC) for which the remittance is being sent. Please note – the 3-page Enclosure has separate Remittance Report forms for FY 2024 VERAs, FY 2024 VSIPs, and FY 2024 VERAs with VSIPs. The totals on each Remittance Report must agree with the amount of the IPAC, Electronic Fund Transfer (EFT), FEDWIRE, ACH Credit, or check remittance. OPM will use these reports for validation purposes to ensure payments have been remitted correctly.

All reports, along with a copy of the remittance, must be emailed to OPM within five (5) business days from the date of the IPAC, EFT, FEDWIRE, ACH Credit, or check remittance using the following email address: FinancialBALs@opm.gov. Also, please contact us at the same email address for any questions regarding this BAL.