



## ***Benefits Administration Letter***

Number 16 - 102

Date: 11-14-2016

### **Subject: OPM No Longer Accepting Corrections on Certain Benefits Election Forms**

#### **Background**

A number of retirement packages have been received by the Office of Personnel Management (OPM) that contain corrections on certain benefits election forms. In some cases it is impossible to tell if these corrections are valid.

#### **Guidance**

Effective immediately, we will not accept corrections (scratch-outs, white-outs, line-outs, or any other type of correction actions) in the named Sections on the following forms. New forms must be completed in lieu of any alterations to previously entered information.

#### **Civil Service Retirement System (CSRS) Forms**

- CSRS Immediate Retirement Application, SF 2801: Section F- Annuity Election
- CSRS Immediate Retirement Application, SF 2801-2: Spouse's Consent to Survivor Election
- CSRS Deferred Application OPM Form 1496A: Section C- Annuity Election
- CSRS Deferred Application OPM Form 1496A: Schedule A- Election of Former Spouse Survivor Annuity or Combination Current/Former Spouse Annuity
- CSRS Deferred Application OPM Form 1496A: Schedule B- Spouse's Consent to Survivor Election
- Designation of Beneficiary SF 2808 (CSRS) Sections B and C

## **Federal Employees Retirement System (FERS) Forms**

- FERS Immediate Retirement Application, SF 3107: Section D- Annuity Election;
- FERS Immediate Retirement Application, SF 3107-2: Spouse's Consent to Survivor Election
- Application for Deferred/Postponed Retirement FERS, RI 92-19: Section F- Annuity Election
- Application for Deferred/Postponed Retirement FERS, RI 92-19: Schedule A- Spouse's Consent to Survivor Election
- Designation of Beneficiary SF 3102 (FERS): Sections B and C

## **Federal Employees Group Life Insurance Forms**

- Continuation of Life Insurance Coverage (SF 2818): Items 7-14
- Designation of Beneficiary for FEGLI (SF 2823): Sections B, C, and D

Please be advised that these procedural changes are effective immediately as of the date of publication of this BAL. If you send in any of the above forms with corrections, OPM will contact you or the retiree for a completed form containing no correction.

The information in BAL 12-102 "Acceptance of Photocopies of Signed Documents in Retirement Application Packages and other Agency Submissions" remains OPM's current guidance regarding photocopies and scans.

These changes will also be reflected in the agency audit effective two months from the publication of this BAL. After that date, retirement packages received with corrections to the aforementioned forms will result in the agency being charged an error.

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