



PAYROLL OFFICE LETTER

U. S. Office of Personnel Management

Number: P-97-5

Date: March 14, 1997

Subject: Agency Per Capita Contributions
Annual Revenue Confirmation Reports

We would like to remind you of two important matters that may require your immediate attention.

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, 1997, per the 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) on March 31, 1997.

All remittances must be made by OPAC. On the day you OPAC the money, please FAX the supporting schedule (a copy is provided in Attachment 1) -- it is important that the total shown on the schedule agrees with the amount of your OPAC transfer. For your convenience, we have attached a copy of the supporting schedule with this letter. 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-96-05 dated August 23, 1996, we advised all agency Chief Financial Officers of a new reporting requirement, the Annual Revenue Confirmation Report (ARC). This report should be completed by all payroll offices, and submitted to OPM no later than May 1, 1997. We are attaching a copy of the ARC report with instructions.

Please direct inquiries on both of these matters to Harriet Horvitz on (202) 606-0666; our fax number is (202) 606-1338.

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

Enclosures (2)