



**Retirement and Insurance Service
Payroll Office Letter**

Number: P-00-05

Date : February 24, 2000

Subject: MARCH 2000 HEADCOUNT

This letter is the call for your semiannual Headcount for March 2000 reporting. The Headcount is reported semiannually (in March and September) by all payroll offices that withhold monies from salaries for participants in the Civil Service Retirement System, Federal Employees Retirement System, Federal Employees Health Benefits Program, and/or the Federal Employees Group Life Insurance Programs. The Headcount is a "snapshot" of enrollment in these Programs as of a given point in time. The information you report to us plays a pivotal role in our system of internal accounting control, the negotiation of Health Benefits and Life Insurance premium rates, and in the determination of employer contributions for employees covered by the Federal Employees Retirement System.

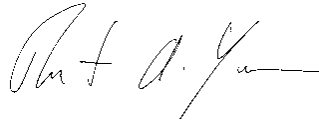
This Headcount will be submitted on the OPM Form 1523 (Supplemental Semiannual Headcount Report); and reporting of enrollment by individual health benefits plan on the SF 2812-A. The March 2000 Headcount will be for the payroll paid during THE FIRST 15 DAYS of March 2000. If you pay twice during the first 15 days of March, the Headcount will be for first payroll paid during that period. For monthly pay cycles, the reporting period will be for February 1, 2000 through February 29, 2000.

It is important that we receive your Headcount as soon as possible, but no later than March 20, 2000. Please, under no circumstances, delay submitting your normal RITS or hard-copy SF 2812 because your Headcount Report is not ready to be submitted.

We ask in the interest of time that you FAX your OPM Form 1523 and SF 2812-A to us. If you are one of the few remaining payroll offices that still report withholdings and contributions via the hard copy SF 2812, please fax a copy of your SF 2812 to us with your OPM Form 1523 and SF 2812A. Please use CLEAR originals to ensure that we receive legible copies. And our fax numbers for headcount submission are 202-606-0701 and 202-606-0195.

For assistance, please refer to our Payroll Office Letters 95-4 and 99-21 for detail Headcount reporting requirements and they are available through the OPM Web Site (<http://www.opm.gov/asd>) or you may obtain a copy by calling the Financial Policy Staff on 202-606-0606.

If you have any questions concerning the preparation of your Headcount report, please call us at 202-606-0606, or send an email to finance@opm.gov.



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

Attachments (2)

- 1. Report of Withholdings and Contributions for Health Benefits By Enrollment Code (SF 2812-A)**
- 2. Supplemental Semiannual Headcount Report (OPM Form 1523)**