Federal Employees Retirement System

APPLICATION TO MAKE SERVICE CREDIT PAYMENT FOR CIVILIAN SERVICE

FEDERAL EMPLOYEES RETIREMENT SYSTEM

TO AVOID DELAY IN PROCESSING
1. Read the attached information carefully
2. Typewrite or print in ink
3. Complete Part A in full. If you are currently a Federal employee, have your employing agency complete Part B

Form Approved: OMB No. 3206-0134

See attached for Public Burden Statement

A. TO BE COMPLETED BY THE APPLICANT

1. Name (Last, first, middle)	2. List other names you have used	2. Birthdate *(mo, day, yr)*
4. Address *(Number and street)*	5. Department or agency in which presently or last employed, including bureau, branch, or or division.	6. Social Security Number
(City, State, and ZIP Code)	7. Location of employment (city and state)	8. Title of position

9. Have you previously filed any application under the Federal Employees' Retirement System (FERS) or the Civil Service Retirement System (CSRS)?	☐ Yes (Complete items 9a and 9b.) ☐ No	9a. Type of application	☐ Service credit payment ☐ Refund ☐ Return of excess deductions ☐ Retirement	9b. Claim number(s) (if available)

10. List below in chronological order all periods of Federal civilian service. Be sure all your service is listed so that the Office of Personnel Management (OPM) can bill you for the correct amount.

Department of Agency *(Including bureau, branch, or division where employed)*	Location of Employment *(City, State, and Zip Code)*	Title of Position	Periods of Service		Check whether deductions were not withheld, withheld and refunded, or withheld and remained to your credit		
			Beginning Date	Ending Date	Not Withheld	Withheld and Refunded	Withheld and not Refunded

11. Are deductions for the Federal Employees Retirement System now being withheld from your salary? ☐ Yes ☐ No	12. If your answer is "No", give the date of separation from your last position under the Federal Employees Retirement System	Date of separation
13. Signature of applicant	14. Telephone number (include area code) where you can be reached during the day	15. Date