

Federal Retiree's Master Contact List

Copy & Distribute to All Personnel – Provided by www.federalretirement.net

The following list of key contacts, with links to comprehensive guidance, is available for your use. This report provides contacts you need to plan for retirement and manage your annuity and benefits. You may copy and distribute this report to all federal employees and annuitants.

OPM – Retirees must contact OPM to initiate changes to their benefits, change allotments or direct deposit, report an annuitant's death, or to obtain duplicate 1099-R tax forms and request other services.

Web Address: <http://www.opm.gov/retire>, E-Mail: retire@opm.gov

Toll free **1-888-767-6738** (weekdays between 7:30 AM to 7:45 PM EST), fax requests to **1-724-794-6633**, or email questions to retire@opm.gov. Call early in the day if possible to get through and you must have your retirement claim number or Social Security number available. OPM advises that "the internet is not a secure environment for transmitting personal information via email. Replies via email typically take 15 days or more.

ON-Line Services: Federal retirees can sign up for online support, add or change allotments, purchase savings bonds, print out duplicate 1099-R statements, and view monthly pay statements at <http://www.servicesonline.opm.gov>. You must obtain a user ID from OPM to access this site. If you call OPM at 1-888-767-6738 they will send you a user ID and password to access this excellent site.

Direct Deposit forms and instruction: visit http://federalretirement.net/retireforms.htm#SF-1199A_Instructions for downloadable forms, mailing address and procedures.

- FEGLI (**1-800-633-4542**) Call for life insurance benefits information or to report a death.
- Medicare (**1-800-633-4227**) 24 hours a day, 7 days a week for assistance.
- Social Security (**1-800-772-1213**) or visit <http://www.ssa.gov/mystatement>.
- TSP (Thrift Savings Plan) **1-877-968-3778**, Monday through Friday, 7:00 a.m. to 9:00 p.m. EST. Web Site: <http://tsp.gov>
- FEHB Programs and Contact Numbers: Call your provider direct, a contact number is printed on your benefits card and in plan brochures.
- **Federal Records Center: (314) 801-9250**, FAX: **314-801-9269**. The Federal Records Center is the depository for official personnel folders of persons no longer in the Federal service. Federal agencies, generally, transfer employment records to the Federal Records Center thirty days after the employee has been separated from Federal service. No requests for information from personnel or any other type of records will be accepted by telephone or e-mail. The mailing address and guidance is available online at <http://federalretirement.net/resources.htm>.
- Survivors Guide: Review and print out the Survivor's Guide at <http://federalretirement.net/survivor.htm> and place a copy with your important papers.

Special Reports & Informative Sites

- What to do the year before you retire - http://federalretirement.net/retire_timeline.htm
- What to expect the first three months after you leave - http://federalretirement.net/retire_timeline_post.htm
- Retirement cost analysis & free planning form - <http://federalretirement.net/retirecosts.htm>
- The Best Date to Retire - http://federalretirement.net/faqs.htm#Retirement_Date_Issues
- Federal Employee's Retirement Blog – www.fedretire.net (informative articles on important issues)

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