

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**, TTY 855-887-4957, (weekdays between 7:40 AM to 5:00 PM Eastern Time), or email questions to retire@opm.gov. This line gets very busy, call early or late in the day to get through and you must have your retirement claim number or Social Security number available. Keep redialing until you get through and expect long wait times. Visit their "Retirement" section on www.opm.gov to report an annuitant or survivor's death. 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 annuity 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.

- [How to Connect to OPM Services Online](#)

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>.

Special Reports & Informative Sites

- Retirement Planning Guide – <https://fedretire.net/the-ultimate-retirement-planning-guide-start-now/>
- How to be Physically & Emotionally Prepared When You Retire –
 - https://www.federalretirement.net/Site/images/report_physical_emotional_enduser.pdf
- How to be Financially Prepared When You Retire
 - https://www.federalretirement.net/Site/images/report_financial_enduser.pdf
- Retirement Cost Budget Work Sheet – <https://www.federalretirement.net/Site/images/Expense%20Chart.pdf>
- Federal Employee's Retirement Planning Blog - <https://www.fedretire.net>

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