

DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY

Action Date:

For Information Only

DEPARTMENTAL PERSONNEL MANUAL

DPM BULLETIN NO. 831-19

DATE: 10 19 88

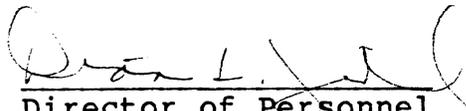
SUBJECT: Checklist for Civil Service Retirement System
Refund Claim

Attached is a copy of the October 1988 edition of "Agency Checklist for a CSRS Refund Claim". This form was provided to us by the Office of Personnel Management as a way of improving the quality of our refund submissions so our employees receive refunds quickly.

At this time, use of the checklist is voluntary although we encourage making it a part of your organization's processing procedures. Keep in mind that our current procedures for processing retirement actions include a checklist as an important part of ensuring timely and accurate submissions. We believe similar results can be seen with the consistent use of this refund checklist.

If there are any questions, contact Terry Smith in the Labor and Employee Relations Division (M-17). Terry can be reached on 366-4140.

Attachment


Director of Personnel

Filing Instructions: File after DPM Chapter 831 Bulletins

Bulletin Expires: Upon Notification

Distribution: Personnel Council Members, Retirement Officers,
M-80, AAA-100 and AAC-25

OPI: M-17/SMITH/69440

AGENCY CHECKLIST FOR A CSRS REFUND CLAIM

OCTOBER 1988
(Page 1 of 3)

Name of Applicant: _____

Date of Birth: _____

Social Security Number: _____

Personnel and Payroll Offices: This checklist identifies the forms that must be submitted to the Office of Personnel Management (OPM) with a CSRS "Application for Refund of Retirement Deductions," OPM Form 1425. This form has replaced the SF 2802 until the SF 2802 is revised. The current version of the SF 1425 is dated 4/86, and previous versions are **not** usable. The checklist also incorporates questions that will improve timeliness of processing applications for CSRS refunds. When using locally reproduced forms to document refund claims, it is imperative that forms that are printed front to back in FPM and Retirement Counselor issuances also be reproduced front to back to avoid processing delays that occur when OPM receives only part of the form. This is particularly true of OPM Form 1537 (see page 2) which helps document the rights of spouses and former spouses with respect to refund claims.

FORM NUMBER BLOCK NUMBER]	OPM Form 1425	DOCUMENT TITLE	REQUIREMENT
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YES N.A.

Block 7: Is a list of all civilian and military service for the U.S. Government or District of Columbia listed?			REQUIRED in all cases. []
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Block 8: Are questions concerning further employment answered?			REQUIRED in all cases. []
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Block 13: Is the tax election completed?			REQUIRED in all cases. []
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Blocks 14 & 15: Are questions concerning marriage or divorce answered?			REQUIRED in all cases. []
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FUND CHECKLIST

CSRS REFUND CHECKLIST

MEMBER NUMBER]	DOCUMENT TITLE	REQUIREMENT	YES	N.A.
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Form 1537 latest version 1/87; previous versions are acceptable; reproduce copy, front to back).	Current/Former Spouse's Notification of Appli- cation for a Refund of Retirement Deductions Under CSRS	REQUIRED when the ap- plicant has a current and/or eligible former spouse. (Explained on page 2 of OPM Form 1425)	[]	[]
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Applicant is divorced legally separated , provide information regarding court orders reverse side of current/former spouse notification completed?		If applicable. (Note that OPM needs proof that the spouse/former spouse has read the reverse side of OPM Form 1537 thus it must be locally reproduced front to back.)	[]	[]
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Appropriate official signed [Form 1425 indicated the Payroll Office in the block "For Agency Use		REQUIRED in all cases.	[]	
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6: Applicant the signature in ink?		REQUIRED in all cases.	[]	
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7: address clear without alteration?		REQUIRED in all cases.	[]	
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CSRS REFUND CHECKLIST

CSRS REFUND CHECKLIST

FORM NUMBER [BLOCK NUMBER]	DOCUMENT TITLE	REQUIREMENT	YES	N.A.
Is OPM Form 1552 and a Government claim attached? (Current version of OPM Form 1552 is 1/87; no prior version)	Recertification of Request for Recovery of Debt Due the U.S.	If applicable.	[]	[]

SF 2806	Individual Retirement Record(s)	REQUIRED in all cases and MUST be certified by the appropriate <u>agency payroll</u> official.	[]	
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2807 (Current version 7/80, Prior versions are not usable) Do the entries agree with the calendar year and cumulative deductions on the SF 2806?	Register of Separations and Transfers (CSRS) NOTE: Make sure the correct deduction percentages are utilized: 7% for most employees. 7.5% for qualified House/Senate/firefighter/law enforcement employees OFFSET CASES: 1.3% to 12/31/87 (.94% in 1988), 1.8% to 12/31/87 (1.44% in 1988) for qualified House/Senate/firefighter/law enforcement employees.	REQUIRED in all cases.	[]	
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****PERSONNEL OFFICE CERTIFICATION****

Personnel Specialist: _____
 Telephone Number: () _____

****PAYROLL OFFICE CERTIFICATION****

Payroll Office Contact: _____
 Telephone Number: () _____