



***Retirement and Insurance Service
Benefits Administration Letter***

Number: 03-303

Date: February 10, 2003

Subject: March 2003 Headcount

This is a reminder for you to submit your semiannual Headcount for the March 2003 reporting period. The Headcount is reported semiannually (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 March 2003 Headcount will be for the payroll paid during the FIRST 15 DAYS of March 2003. If you pay twice during the first 15 days of March, the Headcount will be for the first payroll paid during that period. For example, if you pay your employees on March 1st and March 15th, the first payroll paid will be used for your Headcount (March 1st). For monthly pay cycles, the reporting period will be February 1, 2003 through February 28, 2003.

The March 2003 Headcount must be submitted no later than March 17, 2003. We ask that you notify us if you anticipate a delay or any difficulties in submitting it by that date. Under no circumstances, however, should you delay transmitting your normal RITS report because your Headcount is not ready to be submitted.

We would prefer 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 2812-A. Please use CLEAR originals to ensure that we receive legible copies. Our FAX number for Headcount submission is 202-606-0701.

If you have any questions concerning the preparation of your Headcount report, please call our Funds Management Branch at 202-606-4118.

A handwritten signature in black ink that reads "for Kenneth F. Harris".

Robert A. Yuran, Chief
Financial Policy Staff

*Civil Service
Retirement
System*

*Federal Employees'
Group Life
Insurance Program*

*Federal Employees
Health Benefits
Program*

*Federal Employees
Retirement
System*

*Federal
Long Term
Care Insurance
Program*