

## U.S. Office of Personnel Management Fact Sheet



### Applying for Retirement Benefits, Death Benefits, Social Security Benefits, Thrifts Savings Plan, and Office of Workers' Compensation Benefits

#### Applying For Benefits During An Emergency

Employees should always attempt to contact their servicing human resources office to apply for any benefits listed in this fact sheet. Employees and their survivors should try to work through the agency human resources office even though some information and applications are available online. The employee's human resources and payroll offices provide OPM with important information so OPM can make prompt and accurate annuity payments.

The 1-800-307-8298 emergency phone number provided in this fact sheet will be available only during emergencies. Emergency information will be posted on OPM's Website at [www.opm.gov](http://www.opm.gov). If you are unable to contact your agency during an emergency please contact OPM at 1-800-307-8298 for assistance. During periods when there is no emergency, you must call the main OPM Retirement and Insurance phone number (1-888-767-6738).

#### To Apply For Retirement Benefits

Information about applying for retirement benefits can be found at [www.opm.gov/retire](http://www.opm.gov/retire) or by calling OPM's emergency hotline at 1-800-307-8298.

CSRS or FERS employees should read the section at [www.opm.gov/retire](http://www.opm.gov/retire) called "Applying for Retirement." This section provides general information on what to expect as you move through the retirement process. CSRS retirees should submit a retirement application (Standard Form 2801) through their servicing human resources office. FERS retirees should submit a retirement application (Standard Form 3107). These forms are available at <http://www.opm.gov/forms/html/sf.asp>.

#### Death Benefits

To report a death of an annuitant or an employee during an emergency, call OPM's emergency hotline at 1-800-307-8298 or go to [www.opm.gov/retire](http://www.opm.gov/retire). Click on "Report an Annuitant's Death" or "Report an Employee's Death" and fill out the online report. Calling OPM or filling out the online report of death will start the survivor benefit payment process. However, if the deceased is an employee, OPM will still need to receive important documentation from the former agency to finalize the survivor benefits.

#### Social Security Benefits

You may apply for Social Security retirement benefits online at [www.ssa.gov](http://www.ssa.gov) or by phone at 1-800-772-1213. When applying for Social Security benefits, the following information must be provided: Social Security number, birth certificate, W-2 forms or self employment tax return for last year, military discharge papers, the name of your bank, and your account number (to ensure benefits will be directly deposited into your account).

**Thrift Savings Plan**

In the event of major national or regional emergency, the Thrift Savings Plan (TSP) may offer various emergency relief options, such as financial hardship in-service withdrawals. To find out information about emergency relief products offered by TSP or to find out information on the benefits payable to survivors of Federal employees who participate in TSP, call 1-877-968-3778 or visit [www.tsp.gov](http://www.tsp.gov).

**Office of Workers' Compensation Benefits**

Workers' compensation benefits are administered by the Department of Labor. To apply for workers' compensation benefits, contact the local servicing human resources office. Information on workers' compensation benefits for Federal employees can be found at <http://www.dol.gov/esa/regs/compliance/owcp/fecacont.htm>.