

## Payroll/Annuity Deduction Instruction Guide

### General Information

The Federal Long Term Care Insurance Program offers the convenience of payroll and annuity deductions to employees and annuitants, for themselves and/or their qualified relatives. This service is available to most employees and annuitants, and members and retired members of the uniformed services. If you choose this payment option during Open Season, your premium deduction will begin on the first day of the first pay or annuity period that begins on or after your effective date of coverage. (October 1, 2002 is the earliest effective date of the Program's Open Season coverage.)

If you enrolled in the Program during Early Enrollment, you can change your billing option to payroll or annuity deduction by completing a Billing Change Form anytime after Open Season starts on July 1, 2002. If we receive your completed Billing Change Form in time to initiate deductions effective October 2002 (when payroll/annuity deductions first become available), you will continue to pay premiums by your current method (automatic bank withdrawal or direct billing) until the first pay period that begins in October 2002. If we don't receive your completed Billing Change Form in time for an October change, you will continue to pay premiums by your current method until we're able to initiate the deductions.

To obtain a Billing Change Form, please call 1-800-LTC-FEDS (1-800-582-3337) (TDD 1-800-843-3557) or visit [www.LTCFEDS.com](http://www.LTCFEDS.com).

### Can I Pay My Qualified Relatives' Premiums through Payroll or Annuity Deduction?

Yes. You can pay your qualified relatives' premiums through payroll or annuity deduction, even if you don't enroll for coverage and even if you don't pay your own premiums through payroll or annuity deduction. You need to authorize deductions on your qualified relative's application.

Some employees and spouses can apply for coverage via the web site, without submitting a paper application. If you are an employee who is applying via the web site, you may pre-authorize your spouse's deduction during your web application process. You will be asked to provide your spouse's full name and social security number. This will enable your spouse to subsequently elect payroll/annuity deduction from your pay/annuity via the web site.

If one of your qualified relatives selects payroll or annuity deduction from your pay/annuity without submitting an authorization signed by you, the qualified relative will automatically be placed on a direct billing method of payment instead. A Billing Change Form will then be mailed to your qualified relative, which will allow you to authorize payroll or annuity deduction.

### How Do I Find My Payroll/Annuity Office Identifier?

The Federal workforce is a large and diverse group, with hundreds of Payroll and Annuity Offices servicing specific agencies and departments. To start the deduction process, and assure that the deduction will be taken from the correct paycheck or annuity, we need to match you with your agency or department's Payroll Office or the agency that services your payroll or annuity. Each Office has a unique Payroll/Annuity Office Identifier for this purpose. To assist you in finding the Identifier that applies to you, please follow the detailed instructions in this Guide.

### Who Should Not Elect Payroll or Annuity Deduction?

The Federal Long Term Care Insurance Program offers several options for paying premiums. Payroll or annuity deduction is a convenient, low maintenance method for many employees and

annuitants — but it isn't for everyone. For example, if you are a seasonal employee, and there are extended periods of time during the year when you do not receive a paycheck, you may prefer the convenience of automatic bank withdrawal. Premiums will be deducted from your bank account each month, assuring continuous, uninterrupted payment for your coverage. If your regular paycheck or annuity is not sufficient to cover your premiums, automatic bank withdrawal or direct billing are better choices for you than payroll or annuity deduction.

Surviving spouses of members and retired members of the uniformed services are not eligible for annuity deduction. If you have any questions about this, contact the office that services your annuity.

If you do not find your Payroll/Annuity Office Identifier in this guide, please contact your servicing Payroll or Personnel Office.

### How Do I Change to or from Payroll or Annuity Deduction?

You can change your method of payment at any time and for any reason. If you are no longer a member of the Federal Family, your Federal Long Term Care Insurance Program coverage will continue without a change in premium. If you separate from service, retire, or transfer to another agency, and you were paying your premiums by payroll or annuity deduction, you will be changed — automatically — to direct billing. If you wish to go back to payroll/annuity deduction or to automatic bank withdrawal, you may do so by completing a Billing Change Form. If you transfer to another agency or retire and you wish to continue payroll/annuity deduction without interruption, you may call 1-800-LTC-FEDS (1-800-582-3337) (TDD 1-800-843-3557) before the change to give the Customer Service Representative your new Payroll/Annuity Office Identifier and, when applicable, your Annuity Claim Number. If you wish to go from payroll or annuity deduction to direct billing, all you need to do is call us and request the change.

### What If Some Deductions Are Missed?

From time to time, it may not be possible to have a deduction taken from your pay or annuity, and therefore your required premium will not be paid. For example, this could occur if you briefly go into a nonpay status, such as Leave Without Pay, or if a particular paycheck was insufficient to cover your premium. If you are enrolled in payroll or annuity deduction, and a deduction is missed for any reason, you will be billed directly for the amount due. That way, you will never have more than one pay/annuity period's worth of premium taken from any check. Your payroll or annuity deduction amount will continue when your pay or annuity begins again or is sufficient to cover the premium. However, if three consecutive deductions are missed, you will automatically be changed to direct billing and taken off payroll or annuity deduction, without a lapse in coverage. If you wish to resume payment by payroll or annuity deduction, you must call 1-800-LTC-FEDS (1-800-582-3337) (TDD 1-800-843-3557) and request a Billing Change Form or visit [www.LTCFEDS.com](http://www.LTCFEDS.com).

**Please proceed to the next page of this Guide to find your Payroll/Annuity Office Identifier.**

### Questions?

**Call 1-800-LTC-FEDS (1-800-582-3337)**  
**(TDD 1-800-843-3557), or**  
**Visit [www.LTCFEDS.com](http://www.LTCFEDS.com)**

# How to Find Your Annuity or Payroll Office Identifier

The remainder of this Guide is arranged into five sections. Find the category relating to the employee, annuitant, member of the uniformed services, or retired member of the uniformed services from whose pay or annuity your premium deductions will be made. That section will tell you what Identifier to use, or where to find your Identifier.

1. U.S. Postal Service Employee
2. Department of Defense Civilian Employee
3. Other Federal Civilian Employee
4. Federal Civilian or U.S. Postal Service Annuitant
5. Member or Retired Member of the Uniformed Services

## 1. U.S. Postal Service Employee

All U.S. Postal Service employees have the same Payroll Office Identifier. It is **18000009**.

## 2. Department of Defense Civilian Employee

You can find your Payroll Office Identifier on your Leave and Earnings Statement in the "REMARKS" section, which is located at the bottom of your statement.

## 3. Other Federal Civilian Employee

### Step One — Find out if your payroll is serviced by NFC.

If your payroll is serviced by The National Finance Center (NFC), your Payroll Office Identifier is located on your Statement of Earnings and Leave. Enter the first 2 digits from the Org Structure Box and the 4 digits from the POI Box (see illustration below). For example, the Identifier from the statement below would be 995997.

OFFICE OF THE CHIEF FINANCIAL OFFICER						39991-9993					FORM AD-334 USDA (REV. 10/97)
SSNO	PAY PERIOD DATE		PIP	T&A CONTACT POINT	ACCT STAT	ORG STRUCTURE	POI	PAY PLAN	GR	STEP	
222-02-0222	03/12/00	03/25/00	06	99-29-1699-49-59	0010	9979-49-0039	5997	GS	13	08	
SALARY	RATE	TYPE EMPL	SCD FOR LEAVE	RET. DEDUCTIONS THIS APPOINTMENT	STATEMENT OF EARNINGS AND LEAVE						
67837.00	PA	F/T	07/08/80	5528.11							

First 2 digits/characters from Org Structure Box (e.g., 99)

+

4 digits from the POI Box (e.g., 5997)

= Identifier 995997

If your Statement of Earnings and Leave does not look like this one shown, please refer to Step Two on the next page.

### NFC services the following agencies/departments:

Appalachian Regional Commission  
 Architect of the Capitol  
 Architectural & Transportation Barriers Compliance Board  
 Commission on Security & Cooperation in Europe  
 Commodity Futures Trading Commission  
 Congressional Budget Office  
 Corporation for National & Community Service  
 Defense Nuclear Facilities Safety Board  
 Department of Agriculture\*  
 Department of Commerce  
 Department of Housing & Urban Development  
 Department of Justice\*  
 Department of Treasury\*  
 Farm Credit Administration  
 Farm Credit System Insurance Corporation  
 Farm Service Agency – County Offices

Federal Communications Commission  
 Federal Deposit Insurance Corporation  
 Federal Election Commission  
 Federal Emergency Management Agency  
 Federal Housing Finance Board  
 Federal Maritime Commission  
 Federal Mediation & Conciliation Service  
 Federal Mine Safety & Health Review Commission  
 General Accounting Office  
 Interagency Council on the Homeless  
 International Boundary Water Commission  
 Library of Congress  
 National Capital Planning Commission  
 National Foundation on the Arts & Humanities  
 National Gallery of Art  
 Occupational Safety & Health Review Commission

Office of Compliance  
 Office of Government Ethics  
 Office of the Director, CSOSA  
 Peace Corps  
 Pretrial Services Agency  
 Small Business Administration  
 Smithsonian Institution  
 U.S. Agency for International Development  
 U.S. Botanic Garden  
 U.S. Capitol Police  
 U.S. Chemical Safety & Hazard Investigation Board  
 U.S. Commission on Civil Rights  
 U.S. Court of Appeals for Veterans Claims  
 U.S. Merit Systems Protection Board  
 U.S. Office of Special Counsel

\* These departments and agencies are not serviced in their entirety by NFC.

## Step Two — When your payroll is not serviced by NFC.

If your payroll is not serviced by NFC, please review the list below to find your Identifier.

Department/Agency Name	Payroll Office Identifier	Department/Agency Name	Payroll Office Identifier
Advisory Council on Historic Preservation .....	DOIHP00	Department of State, Broadcasting Board of Governors .....	95689999
African Development Foundation .....	DOIAN00	Department of State, Consolidated American Payroll .....	19009999
American Battle Monuments Commission .....	74000001	Department of State, Federal Emergency Management Agency .....	58009999
Arctic Research Commission.....	GSAAW	Department of State, Foreign Service Retirement & Annuity....	19000001
Barry Goldwater Scholarship Foundation .....	GSAGE	Department of State, NASA .....	80009999
Bonneville Power Administration .....	89001401	Department of State, Nuclear Regulatory Commission.....	31009999
Bureau of Transportation Statistics .....	69001103	Department of State, Special Rep. for Trade Negotiations .....	11989999
Christopher Columbus Fellowship Foundation .....	GSABZ	Department of State, Treasury OOS.....	20019999
Commission for Purchase from the Blind .....	GSAHB	Department of State, White House Office .....	11019999
Commission of Fine Arts .....	DOICF00	Department of Transportation .....	69001103
Commission on Affordable Housing & Health Facilities.....	GSAZT	Department of Transportation, US Coast Guard .....	69001103
Commission on Ocean Policy .....	GSAZW	Department of Veterans Affairs .....	36000200
Consumer Products Safety Commission.....	GSASK	Environmental Protection Agency .....	68010015
Cooperative Extension Services, Auburn University .....	12050301	Equal Employment Opportunity Commission .....	DOIEE00
Cooperative Extension Services, Colorado State University .....	12050306	Executive Office of the President .....	OFFPRES
Cooperative Extension Services, Fort Valley State University....	12050358	Executive Residence/White House.....	DOIEX00
Cooperative Extension Services, Kansas State University .....	12050316	Export/Import Bank of the United States .....	GSAEB
Cooperative Extension Services, Michigan State University .....	12050322	Federal Aviation Administration.....	69001103
Cooperative Extension Services, Mississippi State University .....	12050324	Federal Bureau of Investigation .....	15020001
Cooperative Extension Services, Montana State University .....	12050326	Federal Energy Regulatory Commission .....	89021201
Cooperative Extension Services, North Dakota State University .....	12050334	Federal Financial Institutions Exam Council .....	GSAFI
Cooperative Extension Services, Oregon State University.....	12050337	Federal Highway Administration .....	69001103
Cooperative Extension Services, Purdue University.....	12050314	Federal Labor Relations Authority.....	DOIAU00
Cooperative Extension Services, University of Arkansas .....	12050304	Federal Railroad Administration .....	69001103
Cooperative Extension Services, University of Arizona .....	12050303	Federal Reserve Board of Governors .....	28003333
Cooperative Extension Services, University of Delaware.....	12050308	Federal Retirement Thrift Investment Board.....	GSARF
Cooperative Extension Services, University of Hawaii .....	12050311	Federal Trade Commission .....	DOIFT00
Cooperative Extension Services, University of Kentucky .....	12050317	Federal Transit Administration.....	69001103
Cooperative Extension Services, University of Minnesota.....	12050323	Gallaudet University .....	75010095
Cooperative Extension Services, University of Nevada .....	12050328	General Services Administration .....	GSAGS
Cooperative Extension Services, University of Vermont .....	12050346	Government Printing Office .....	04002222
Cooperative Extension Services, Utah State University.....	12050345	Harry S. Truman Scholarship Foundation .....	DOIHT00
Cooperative Extension Services, Virginia Tech.....	12050347	Inter-American Foundation .....	DOIF00
Cooperative Extension Services, Washington State University..	12050348	International Trade Commission .....	DOITC00
Cooperative Extension Services, West Virginia University .....	12050349	James Madison Memorial Foundation .....	DOIBK00
Delta Regional Authority .....	GSADA	Japan-United States Friendship Commission .....	GSAUJ
Department of Education .....	DOIED00	JFK Center for Performing Arts .....	GSASM
Department of Energy .....	89000001	John C Stennis Center for Public Service .....	GSALQ
Department of Health & Human Services.....	75010098	Marine Mammal Commission.....	GSAMA
Department of Interior, Bureau of Indian Affairs .....	DOIIN06	Maritime Administration .....	69001103
Department of Interior, Bureau of Land Management.....	DOIIN05	Medicare Payment Advisory Commission* .....	GSAZL
Department of Interior, Bureau of Reclamation .....	DOIIN07	Medicare Payment Advisory Commission* .....	GSAZL9
Department of Interior, Minerals Management Service .....	DOIIN23	Military Sealift Command, Atlantic .....	17062381
Department of Interior, National Park Service .....	DOIIN10	Military Sealift Command, Pacific.....	17062383
Department of Interior, Office of Surface Mining.....	DOIIN22	Milk Market Administration, Albany, NY .....	12250144
Department of Interior, Office of the Inspector General .....	DOIIN24	Milk Market Administration, Boston .....	12250114
Department of Interior, Office of the Secretary.....	DOIIN01	Milk Market Administration, Cleveland.....	12250119
Department of Interior, Office of the Solicitor .....	DOIIN21	Milk Market Administration, Georgia .....	12250164
Department of Interior, US Fish & Wildlife .....	DOIIN15	Milk Market Administration, Kansas.....	12250137
Department of Interior, US Geological Survey .....	DOIIN08	Milk Market Administration, Kentucky.....	12250136
Department of Labor .....	16010001	Milk Market Administration, Minneapolis .....	12250141
Department of State, American Institute in Taiwan.....	24209999	Milk Market Administration, Texas .....	12250122

\* Please refer to your Pay and Leave Statement to determine if your agency code is ZL or ZL9.

continued...

## Step Two — continued

Department/Agency Name	Payroll Office Identifier	Department/Agency Name	Payroll Office Identifier
Milk Market Administration, Virginia .....	12250112	Office of Navajo & Hopi Indian Relocation .....	DOIRE00
Milk Market Administration, Washington.....	12250166	Office of Personnel Management .....	GSAOM
Millennial Housing Commission .....	GSAZQ	Office of Thrift Supervision .....	20740001
Morris K Udall Scholarship Fund .....	GSAEO	Overseas Private Investment Corporation.....	DOIGB00
NASA - Ames Research Center .....	80001201	Pension Benefits Guarantee Corporation .....	DOIBG00
NASA - Dryden Flight Center .....	80000024	Presidio Trust .....	DOIGJ00
NASA - Glenn Research Center .....	80000701	Railroad Retirement Board.....	60009301
NASA - Goddard Space Flight Center .....	80000002	Research & Special Programs Administration .....	69001103
NASA - Headquarters .....	80000001	Saint Lawrence Seaway Development Corporation .....	69004089
NASA - John Stennis Space Center .....	80000101	Securities & Exchange Commission .....	DOISE00
NASA - Johnson Space Center .....	80000004	Selective Service System .....	DOISS00
NASA - Kennedy Space Center.....	80004904	Social Security Administration .....	DOISZ00
NASA - Langley Research Center .....	80000501	Supreme Court .....	10005698
NASA - Marshall Space Center.....	80004901	SW Penn Heritage Preservation Commission .....	GSAIN1
National Archives & Records Administration .....	GSANQ	Tax Court.....	23000001
National Commission of Libraries & Information Science.....	DOICX00	Tennessee Valley Authority .....	64009901
National Council on Disability .....	GSANK	Trade & Development Agency .....	DOIEW00
National Credit Union Association .....	GSACU	Transportation Administration Service Center .....	69001103
National Education Goals Panel .....	DOICG00	Transportation Security Administration .....	69001103
National Highway Traffic Safety Administration .....	69001103	Transportation System Center .....	69001103
National Labor Relations Board .....	DOINL00	U.S. China Security Review Commission .....	GSAZS
National Mediation Board .....	GSANM	U.S. Commission on International Religious Freedom .....	GSAZP
National Science Foundation .....	49000001	U.S. Holocaust Memorial Museum .....	DOIHD00
National Security Agency .....	21006944	U.S. House of Representatives, Members' Services (for Members only) .....	0004831
National Transportation Safety Board.....	DOITB00	U.S. Institute of Peace .....	GSAAI
Nuclear Regulatory Commission .....	31000001	U.S. Senate .....	00004829
Nuclear Waste Technical Review Board.....	GSABW	Utah Reclamation Mitigation & Conservation Commission .....	DOIUT00
Office of Management & Budget.....	OFFPRES		

If you have not found your Identifier in the above categories and you are interested in payroll or annuity deduction, please contact your Servicing Payroll or Personnel Office for assistance.

### 4. Federal Civilian or U.S. Postal Service Annuitant

If you are a Federal Civilian or U.S. Postal Service Annuitant, serviced by OPM, your Identifier is **24900002**. You will also need your Annuity Claim Number.

If you are a Tennessee Valley Authority Retiree, your Identifier is **64909901**.

If you are a Department of State, Foreign Service Annuitant, your Identifier is **19000001**.

If you are a U.S. Tax Court Annuitant, your Identifier is **23900001**.

If you are a Compensationeer, your Identifier is **16009919**.

If you have not found your Identifier and you are interested in annuity deduction, please contact the office that services your annuity.

### 5. Member or Retired Member of the Uniformed Services

Your Identifier is shown in the chart below, e.g., AIRFACT.

Branch of Service	Active Duty	Reserves	Guard	Retired
<b>Air Force</b>	AIRFACT	AIRFRES	AIRFGUA	AIRFANN
<b>Army</b>	ARMACT	ARMYRES	ARMYGUA	ARMYANN
<b>Coast Guard</b>	CGRDACT	CGRDRES	N/A	CGRDANN
<b>Marines</b>	MARNACT	MARNRES	N/A	MARNANN
<b>Navy</b>	NAVYACT	NAVYRES	N/A	NAVYANN
<b>National Oceanic and Atmospheric Administration</b>	NOAAACT	N/A	N/A	NOAAANN
<b>Public Health Service</b>	PHSACT	PHSRES	N/A	PHSANN

Surviving spouses of members and retired members of the uniformed services are not eligible for annuity deductions. If you have any questions about this, contact the office that services your annuity.