



**Retirement and Insurance Service
Payroll Office Letter**

Number: P-00-22

Date : September 22, 2000

SUBJECT: PAYROLL OFFICE CONTACT DIRECTORY

In Payroll Office Letter No. 00-18, we advised you of our plans to enhance the delivery to you of payroll and financial management information about the Federal employee benefit programs. As part of this effort, we will be developing the capability to provide you with detailed data about your remittances by email and/or fax. To be able to do this, we need an email address and fax number for all agency payroll offices and ask that you provide it to us on the attached form. At the same time, please verify the accuracy of the mailing address we used to send you this letter.

Please return the form to us no later than October 31, 2000, by faxing it to the attention of Ms. Elsa Massey on (202) 606-1338. If you have any questions regarding this matter, please contact us on (202) 606-0606 or send us an email at finance@opm.gov.

A handwritten signature in black ink, appearing to read "Robert A. Yuran".

Robert A. Yuran, Chief
Financial Policy Staff
Retirement and Insurance Service

Attachment

*Civil Service
Retirement
System*

*Federal Employees
Group Life
Insurance*

*Federal Employees
Health Benefits
Program*

*Federal Employees
Retirement
System*