



Benefits Administration Letter

Number: 12-308

Date: August 2012

Subject: September 2012 Headcount

This is a reminder for payroll providers to submit the semiannual Headcount for the September 2012 reporting period no later than September 19, 2012.

The September 2012 Headcount for weekly and bi-weekly pay cycles will be for the payroll paid during the FIRST 15 DAYS of September. For monthly pay cycles, the reporting period will be August 1 through August 31, 2012. All Headcount reports must be submitted **no later than September 19, 2012**. We ask that you notify us if you anticipate a delay or any difficulties in submitting the report by that date. Under no circumstances, however, should you delay transmitting your normal Retirement and Insurance Transfer System (RITS) report because your Headcount is not ready to be submitted.

Please FAX (using CLEAR, legible originals) your OPM Forms 1523 and SF 2812-A to us at 202-606-0701. If you prefer, you may email your forms to Yadira.Vega@opm.gov or Kenneth.Harris@opm.gov. In addition, please mail the original forms to: U.S. Office of Personnel Management, Funds Management, P. O. Box 7125, Washington DC 20415. If you have any questions concerning the preparation of your Headcount report, please call Ms. Vega at 202-606-4842.

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