

# Supplemental Semiannual Headcount Report

1. Address of Payroll Office ( <i>including department, bureau, location and zipcode</i> )	2. Payroll office number	3. Report number	
	4. Date payroll paid		
	<b>5. Pay Period</b>		
	From	To	
6. To  <b>Office of Personnel Management                  ATTN: Funds Control Branch                  P.O. Box 582                  Washington, D.C. 20044-0582</b>	7. Name of preparer ( <i>print</i> )		8. Telephone number
	<b>9. I certify that items listed herein are correct.</b>		
	Signature of authorized official		Date
<b>Number Enrolled</b>			
<b>Benefit Category</b>	<b>Dollar Amount</b>	<b>Deductions Made</b>	<b>No Deductions Made</b>
<b>A. Life Insurance</b>			
1. Basic			
2. Standard - Option A			
3. Additional - Option B			
a. To age 35			
b. 35-39			
c. 40-44			
d. 45-49			
e. 50-54			
f. 55-59			
g. 60 & up			
4. Family - Option C			
5. Post-Retirement - Basic			
6. Total Life Insurance*			
<b>B. Health Benefits</b>			
1. Regular			
2. Payers of Full Premiums			
3. Total Health Benefits*			

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Payroll office number		Report number		Payroll paid date	
Benefit Category	Dollar Amount	Aggregate Base Salary	Number Enrolled		
<b>C. Retirement</b>					
<b>1. CSRS</b>	<b>CPDF Code</b>			<b>Deductions Made</b>	<b>No Deductions Made</b>
a. Regular Withholdings	1,R				
b. Regular Contributions	1,R				
c. Special Withholdings	6,T				
d. Special Contributions	6,T				
e. Regular Withholdings for Offset Employees	C				
f. Regular Contributions for Offset Employees	C				
g. Special Withholdings for Offset Employees	E				
h. Special Contributions for Offset Employees	E				
i. Salary Offset					**
j. Military Deposits				**	
k. Civilian Service Credit				**	
<b>2. FERS</b>					
a. Regular Withholdings	K				
b. Regular Contributions	K				
c. Reserve Technicians Withholdings	N				
d. Reserve Technicians Contributions	N				
e. A/T Controllers Withholdings	L				
f. A/T Controllers Contributions	L				
g. Law Enforcement/Firefighters Withholdings	M				
h. Law Enforcement/Firefighters Contributions	M				
i. Salary Offset					**
j.					
k. Military Deposits				**	
<b>3. Total Retirement*</b>					
<b>D. Grand Total (Dollars Only)</b>					
<b>E. Total Employees (and/or Annuitants) on Payroll</b>					

\* Dollar amount must agree with SF 2812 for same reporting period.

\*\* Memo entry only (do not include on line 3, Total Retirement).