



# PAYROLL OFFICE LETTER

U. S. Office of Personnel Management

**Number: P-97-03**

**Date: February 18, 1997**

**Subject: PAYROLL OFFICE DIRECTORY**

The Retirement and Insurance Service, within the Office of Personnel Management, maintains an address directory of payroll offices. The accuracy of this directory is critical for effective communications on all financial matters relating to the Federal employee benefit programs.

Please review the address on the back of this letter. Indicate on the form below if this address is correct. If it needs revision, please provide the changes.

It is important for you to provide the address of the payroll office which is responsible for the preparation and maintenance of the SF 2812 data (i.e., withholdings and contributions for health benefits, life insurance, and retirement).

This form should be returned to us by fax (202-606-1338) or alternatively, this letter can be made into a self-mailer by folding it as indicated.

Responding to this notice no later than March 31, 1997 should prevent any interruptions in our mail service to you. However, if you do not provide a current address, future mailings may be discontinued or delayed.

If you have a question or problem to discuss, please contact Jennifer Simmons in the Financial Management Division on (202) 606-0666.

Robert A. Yuran, Chief  
Financial Management Division  
Retirement and Insurance Service

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**AGENCY:** \_\_\_\_\_

\_\_\_\_\_ **ADDRESS ON THE ENVELOPE IS CORRECT**

\_\_\_\_\_ **REVISE THE ADDRESS TO THE FOLLOWING**

**PAYROLL OFFICE NUMBER:** \_\_\_\_\_

**BRANCH:** \_\_\_\_\_

**AGENCY:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_ **ZIP:** \_\_\_\_\_ - \_\_\_\_\_

**TEL NO: ( )** \_\_\_\_\_

**FAX NO: ( )** \_\_\_\_\_ **INTERNET ADDRESS:** \_\_\_\_\_