CSRS
Civil Service Retirement System

APPLICATION TO MAKE DEPOSIT OR REDEPOSIT

CIVIL SERVICE RETIREMENT SYSTEM

TO AVOID DELAY IN PROCESSING:
1. Read the attached information carefully.
2. Typewrite or print in ink.
3. Complete Part A in full and have your employing agency complete Part B. If you are not Federally employed, Part B need not be completed.

OMB Approved
No. 3206-0134

A. TO BE COMPLETED BY THE APPLICANT

1. Name *(Last, first, middle)*	2. List all other names you have used	3. Birthdate *(Month, day, year)*
4. Address *(Number and street)*	5. Department or agency in which presently or last employed, including bureau, branch, or division	6. Social Security number
City, state and ZIP code)	7. Location of employment *(City and State)*	8. Title of last position

List below in chronological order all "deposit" periods of civilian service during which no civil service retirement deductions were withheld from your salary and all "redeposit" periods of civilian service during which retirement deductions were withheld and later refunded to you.

Department or agency, including bureau, branch, or, division, where employed	Location of employment *(City and State)*	Title of position	Periods of service		Check whether deductions were not withheld or were withheld and refunded	
			Beginning date	Ending date	Not withheld	Withheld and refunded

9. Are deductions for civil service retirement now being withheld from your salary? ☐ Yes ☐ No	10. If your answer is "No," give the date of separation from your last position under the Civil Service Retirement Law →	Date of separation
Signature of applicant	Telephone number *(including area code)* where you can be reached during the day	Date

B. TO BE COMPLETED BY THE EMPLOYING AGENCY

INSTRUCTIONS TO THE AGENCY - This application is not to be used as a means for verifying service for leave, retention or other non-retirement purposes. The procedures for verifying service for non-retirement purposes or for establishing creditability of service are contained in the Federal Personnel Manual. If more space is needed for the information requested in Item 3, please attach a separate sheet. Show the name and Social Security number of the applicant on the separate sheet (SF 2801-1 may be used for this purpose).

1. Is the employee in a position subject to civil service retirement coverage? ☐ No ☐ Yes →	2. Exact date civil service retirement deductions began for the current appointment:

3. **CIVILIAN SERVICE NOT UNDER A RETIREMENT SYSTEM FOR FEDERAL EMPLOYEES**
From verified service documented in official personnel records, list any Federal civilian service not subject to a retirement system for Federal (or D.C. Government) employees. If total basic salary earned for any such period of service is known, a summary entry may be entered on the right-hand side below. Otherwise, show each change affecting basic salary during the period of service. Any period of nondeduction service claimed on the front of this form which cannot be verified from official records should be listed and noted in the "Leave Without Pay" column as "Unverified." NOTE: This information will also be requested (on the SF 2801-1) in connection with the employee's retirement. The agency should keep a copy of this schedule to facilitate completion of the SF 2801-1.

Nature of action *(Appt., pro., res., etc.)*	Effective date *(Mo., day, year)*	Basic salary rate	Salary basis *(per annum, per hour, WAE, etc.)*	Leave without pay	If basic salary actually earned is available, make summary entry below.		
					From *(Mo., day, year)*	To *(Mo., day, year)*	Total earned

CERTIFICATION - The information entered above is based on official records of this agency and is correct. There is no official personnel or fiscal record in this agency of the additional service (if any) alleged by the employee and marked "Unverified" in Item 3.

Agency address	Signature	Date
	Official title	Telephone number

PRIVACY ACT AND PUBLIC BURDEN STATEMENT

Solicitation of this information is authorized by the Civil Service Retirement law (Chapter 83, title 5, U.S. Code). The information you furnish will be used to determine your eligibility to make deposits or redeposits to the Civil Service Retirement and Disability Fund, to identify records properly associated with your application, to obtain additional information if necessary, and to maintain a uniquely identifiable claim file. The information may be shared and is subject to verification, via paper, electronic media, or through the use of computer matching programs, with national, state, local or other charitable or social security administrative agencies in order to determine benefits under their programs, to obtain information necessary for determination or continuation of benefits under this program, or to report income for tax purposes. It may also be shared and verified, as noted above, with law enforcement agencies when they are investigating a violation or potential violation of the civil or criminal law. Executive Order 9397 (November 22, 1943) authorizes the use of the Social Security Number. Furnishing the data requested is voluntary, but failure to do so may delay or make it impossible for us to determine your eligibility to make payments.

We think this form takes an average 30 minutes per response to complete, including the time for reviewing instructions, getting the needed data, and reviewing the completed form. Send comments regarding our estimate or any other aspect of this form, including suggestions for reducing completion time, to the Paperwork Reduction Project, OMB Clearance Number 3206-0134, Office of Management and Budget, Washington, D.C. 20503.

(Detach this information sheet before filling out the application)

INFORMATION REGARDING DEPOSIT AND REDEPOSIT
CIVIL SERVICE RETIREMENT SYSTEM

Read this information carefully before filling out the attached application.

WHO SHOULD USE THIS APPLICATION?

You should use this application if you are covered by the Civil Service Retirement System (CSRS) and you want to pay a deposit or a redeposit for civilian service. You should **not** use this application if you are covered by the Federal Employees Retirement System (FERS).

WHAT YOU SHOULD KNOW ABOUT DEPOSIT FOR CIVILIAN SERVICE UNDER CSRS

Deposit is a payment to the retirement fund to cover a period of civilian service during which no retirement deductions were withheld from salary (also called "nondeduction" service).

Deposit is optional. You do not have to make it if you do not wish to do so.

Deposit cannot be made for military service before January 1, 1957, periods of separation or leave without pay, or for time covered by a lump-sum leave payment.

Amount of deposit will be the percentage of your basic salary shown below, plus interest.

If Deposit Covers Service Between	Percentage Of Basic Salary Is
July 1, 1926, and June 30, 1942	3 1/2%
July 1, 1942, and June 30, 1948	5%
July 1, 1948, and October 31, 1956	6%
November 1, 1956, and December 31, 1969	6 1/2%
After December 31, 1969	7%

(Certain special categories of employees are subject to higher percentage deductions as specified in 5 U.S.C. 8334.)

Interest is computed on the deposit from the midpoint of each period of nondeduction service.

1. Interest for nondeduction service performed before October 1, 1982, accrues **daily** and is charged at the following rates, compounded annually:

   - 4 percent through December 31, 1947; and
   - 3 percent from 1948 through the date the deposit is made or to the commencing date of annuity, whichever is earlier.

   Note that no interest is charged for periods of separation that began before October 1, 1956. Additional interest does not accrue if payment is made in full within 30 days after OPM issues the billing statement.

2. Interest for nondeduction service performed on or after October 1, 1982, accrues **annually** and is charged at the following rates, compounded annually on December 31 of each year:

   - 3 percent through December 31, 1984; and
   - A variable rate determined annually by the Department of Treasury beginning January 1, 1985. The variable interest rate for any year equals the overall average yield to the fund from retirement securities during the preceding fiscal year.

   Note that no interest is charged for a year when payment in full is received by December 31 of that year. When interest begins during a year, it accrues for the remainder of that year.

3. If nondeduction service spans the October 1, 1982, date, OPM does two interest computations. The first goes from the beginning of the period through September 30, 1982, using the rules in effect through September 30, 1982. The second computation is from October 1, 1982, to the ending date, using the rules that apply to service performed on or after October 1, 1982. The sum of the two amounts is the interest owed for the period.

Deposits cannot be withdrawn unless you become eligible for and obtain a refund of all your retirement deductions. If you make a deposit, become eligible for a refund, have deductions in the fund covering more than one year of service and have less than five years of creditable civilian service, interest will be payable on the refund at 3%.

Postponing payment of deposit will cause the amount to increase because of additional interest. However, so long as the deposit is not made, you have the use of your money for other purposes. You may postpone making the deposit until you retire, and, in the event of death before retirement, your widow (or widower) may make a deposit.

If deposit is not made

- **For nondeduction service performed before October 1, 1982.** You will receive credit for this service toward your retirement annuity; however, your annuity will be permanently reduced by 10% of the amount due as a deposit. For example, if a deposit of $600 is required and it is not paid, the annuity is permanently reduced by $60 a year (or $5 a month). On the other hand, if a deposit of $600 is made at retirement, it will increase the annuity by $60 a year.

- **For nondeduction service performed on or after October 1, 1982.** You will receive no credit for this service in the computation of your annuity; however, the service will be used to determine the length of service needed for title to an annuity and can be used for average salary purposes.

WHAT YOU SHOULD KNOW ABOUT CSRS REDEPOSIT

Redeposit is a payment to the retirement fund covering a period of service for which retirement deductions were withheld from salary and later refunded to you.

Redeposit is optional. You do not have to make it if you do not wish to do so.

Amount of redeposit will be the sum of the refund plus interest from the date the refund was paid to the date of redeposit (or commencing date of annuity, if earlier).

Interest

1. If the refund was based on an application received by the employing agency or OPM before October 1, 1982, interest on the redeposit accrues **daily** beginning on the date the refund was paid and is charged at the following rates, compounded annually:

   - 4 percent through December 31, 1947; and

   - 3 percent from 1948 through the date the redeposit is made, or to the commencing date of annuity, whichever is earlier.

   Note that no interest is charged for periods of separation that began before October 1, 1956. Under the pre-October 1, 1982, rules, additional interest does not accrue if full payment is made within 30 days after the billing statement is issued.

2. If the refund was based on an application received by the employing agency or OPM after September 30, 1982, interest is charged on the redeposit, beginning on the date the refund was paid, at the following rates, compounded annually:

   - 3 percent through December 31, 1984; and

   - A variable rate determined by the Department of Treasury beginning January 1, 1985. The variable rate for any year equals the overall average yield to the fund from retirement securities during the preceding fiscal year.

   Note that for post-September 30, 1982, refunds, interest is not charged for a year when payment in full is received by December 31 of that year. When interest begins during a year, it accrues for the remainder of that year.

Redeposit cannot be withdrawn unless you become eligible for and obtain a refund of all your retirement deductions.

Postponing payment of redeposit will cause the amount to increase because of additional interest. However, so long as the redeposit is not made, you have the use of your money for other purposes. You may postpone making the redeposit until you retire, or, in the event of death before retirement, your widow (or widower) may make it.

If redeposit is not made for service which ended on or after October 1, 1990, you will receive no credit in the computation of annuity for the period of service covered by the refund. This usually results in a sharp reduction in the amount of your annuity, or, in the event of death, your eligible widow's (or widower's) annuity. However, the period of service will be creditable for title and average salary purposes whether or not a redeposit is made.

If redeposit is not made for service which ended before October 1, 1990, and your annuity commences on or after December 2, 1990, you will receive credit for the period of service covered by the refund in your annuity computation. However, if you do not pay the redeposit of this service, your annuity will be permanently, actuarially reduced because the redeposit is not paid. The amount of the reduction will be based on factors which will be divided into the amount of redeposit and interest you owe at retirement.

NOTE: The discussion above regarding redeposits which are not made is based on Public Law 101-508 and is subject to change at any time. This law does not apply to persons who retire on disability. This means that you could decide not to pay a redeposit now because you can receive credit for the service even though the redeposit is not paid, but **at retirement** you could find that you must pay for the service after all and that the accrual of interest has considerably increased the amount you must pay.

PROCEDURES GOVERNING CSRS DEPOSIT AND REDEPOSIT

Deposit or redeposit can be made by employees now serving under the CSRS, by separated employees who are entitled to an annuity, or by eligible widows, widowers, or former spouses of deceased employees. An applicant for retirement is automatically given an opportunity to make the deposit for nondeduction service performed on or after October 1, 1982, and any redeposit when the application for retirement is processed. An applicant for retirement must specifically request an opportunity to make a deposit for nondeduction service performed before October 1, 1982. **An employee should not file an application to make deposit or redeposit if he or she contemplates retirement within six months.**

If you are employed by the Federal or District of Columbia Government, you must send your completed application to your department or agency first because they must certify it.

If you are separated from the Federal or District of Columbia Government, send your completed application directly to the Office of Personnel Management, Refund and Deposit Section, P.O. Box 45, Boyers, PA 16017.

Instructions for making payment together with a bill for the amount due will be sent to you as soon as the processing of your application is completed. In the meantime, though, once your application is received, we will acknowledge receipt of it. If you file and do not receive an acknowledgement within 30 days, contact your agency to be sure your application was forwarded to the Office of Personnel Management.

Installment payments of at least $50 are acceptable. However, interest is chargeable on the unpaid balance, so that additional interest may have to be paid.

Additional information and assistance in completing this application may be obtained from the personnel office of the Government department or agency in which you are employed. If this source of information is not available to you, contact the Office of Personnel Management, Civil Service Retirement System, Boyers, PA 16017, or call (202) 606-0500.

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