



# Military Deposit Worksheet

(See Instructions on Reverse)

1. Name	2. Date of Birth	3. Social Security No.	4. Date Form Completed
5. Employing Office (City, State, ZIP Code)	6. Finance No.	7. Initial Date of Appointment Under CSRS or FERS	8. Deposit Election (Check one) <input type="checkbox"/> New <input type="checkbox"/> Termination <input type="checkbox"/> Change <input type="checkbox"/> Reactivate
9. Remarks			

## 10. Period(s) of Military Service

a. Military Branch	b. From (Month, Day, Year)	c. To (Month, Day, Year)	d. Lost Time	e. Total Service	f. Amount of Earnings
					\$
<b>Total Earnings</b>					\$

## 11. Amount of Deposit

Total Earnings		Amount of Deposit Due (Excluding interest)
\$	x .07 (CSRS) x .03 (FERS)	\$

## 12. Election of Payment

a. (Check one)  <input type="checkbox"/> Lump Sum Payment  <input type="checkbox"/> Installment Payments <i>(Check or money order)</i>  <input type="checkbox"/> Payroll Deductions <i>(Item 12b must be completed)</i>	b. Payroll Deductions Only  (1) Amount of Deductions \$ _____ Per Pay Period  (2) Date Payments Begin _____ <i>(Pay period and year)</i>
---	--

13. Employee's Signature	Date
--------------------------	------

## Certification of Funds Received

14. Date of Employee's Check or Money Order	15. Date Employee's Check or Money Order Received at Division, MSC, BMC, or HQ Personnel
16. Address of Division, MSC, BMC, or HQ Personnel	17. Telephone Number (    )
18. Division, MSC, BMC, or HQ Personnel Certification of Funds Received (Signature)	Date
19. (PDC Use Only) Disbursing Officer Certification of Funds Received (Signature)	Date

## Instructions

### General Information

This form must be completed for those employees who desire to make service credit deposits for any part or all of their post-1956 military service. NOTE: Employees automatically covered under the Federal Employees Retirement System (FERS) must make deposits to receive retirement credit for post-1956 military service.

Employees who wish to make service credit deposits should evaluate their own individual situation to determine whether such deposits would prove advantageous. Special consideration should be made by those employees automatically covered under FERS who wish to receive credit for their post-1956 military service or:

1. Who have post-1956 military service that is creditable for Civil Service Retirement purposes; and
2. Who are eligible or will become eligible for Social Security old-age (or survivor) benefits at age 62 and who wish to ensure no reduction in annuity at age 62; and
3. Who are receiving military retired pay awarded (a) because of a service connected disability either incurred in combat or in the line of duty, or (b) under the reserve retiree provision (*Chapter 67, Title 10, U.S.C.*). Note that these particular employees do not have to waive their military retired pay to receive credit for military service for civil service retirement purposes as do other employees who are receiving military retirement.

### Item Completion

Items 1-6: Self-explanatory.

Item 7: Enter the effective date of appointment individual was *first* employed under the Civil Service Retirement System (CSRS) or FERS. The grace period for calculating interest will be determined by the employee's initial date of appointment under the applicable retirement system.

Item 8: Check the appropriate block to show whether the employee's election is new, a change, a termination, or reactivation from a previous election.

Item 9: Clarify the changes requested by the employee, e.g., the date of termination.

Item 10: Show *only* those periods of military service for which employees wish to make service credit deposits.

10a: Identify the military branch in which service was performed.

10b&c: Show the beginning and ending dates of military service for which service credit deposits shall be made. If the service is continuous, list as one period of service.

10d: Record the total "Lost Time" (e.g., AWOL), if any incurred during the period of military service indicated in Items 10b and c.

10e: Determine the total military service by subtracting the "Lost Time" (Item 10d) from the military service indicated in Items 10b and c.

10f: Show the amount of earnings from the total service ("Good Time" only) stated in Item 10e.

Item 11: To determine the total amount of deposit due, enter the total earnings (Item 10f) and multiply by seven percent (.07) for employees covered by CSRS and three percent (.03) for those employees automatically covered under FERS. Enter the total amount of deposit due. If the total amount includes cents, round to the nearest cent. This amount does not include interest. Interest will be charged as follows:

(a) Under CSRS, starting October 1, 1986 or 3 years from the initial date of appointment (Item 7), whichever is later, or

(b) Under FERS, starting January 1, 1990 or 3 years from the initial date of appointment (Item 7), whichever is later.

Item 12a: Check the method that the employee elected to pay for the post-1956 military service. (*Note:* If the employee elects to make a lump-sum payment, the amount remitted must match the total amount of deposit due indicated in Item 11, plus interest (if applicable). Installment payments cannot be less than \$50.00 and must be either a check or money order. Employees who elect installment payments must identify the payment by entering the account number 13466 on the check or money order. All checks or money orders must be made payable to the U.S. Postal Service. Payroll deductions cannot be less than \$5.00 per pay period.)

12b: Enter the amount of payroll deductions (not less than \$5.00) per pay period and the beginning date (pay period and year) that payroll deductions are authorized by the employee.

Item 13: All employees who elect to make, change, terminate, or reactivate service credit deposits *must* sign and date this form.

Items 14-19: Self-explanatory.

**NOTE:** Once an employee has made a service credit deposit, only the Office of Personnel Management has the authority to refund service credit deposits.