

CSA Number Explanation

What is a CSA Number?

The CSA number is a number that federal retirees receive when they are provided an annuity at the time of retirement. CSA is an acronym for Civil Service Annuity. The old Civil Service Administration became the Office of Personnel Management (OPM) in 1979. The CSA number basically is the number that the OPM uses to identify the annuitant's retirement file and accrued benefits. It is also referred to by OPM as the annuitant's claim number. Basically think of the CSA number as similar to a Social Security Number (SSN), which identifies someone's Social Security benefits. The CSA number will read CSA followed by a 7 digit number and a suffix of Zero or CSA XXXXXXX 0.

Where do I find my CSA number?

There are three places where you will find your CSA Number.

Retirement Services Reference Card

OPM sends each retiree a small card with the CSA number on it. The card looks similar to a Social Security card. If you cannot find this card, no worries — there are two more places to find that all important number.

Annual Notice of Annuity Adjustment

Your CSA is also included in your OPM Notice of Annuity Adjustment that is sent to every annuitant in hard copy once a year, indicating how much your annuity will be for the upcoming year based on the cost of living increase. (Note this year, annuitants will not be receiving a cost of living increase, but should receive a notice just the same.)

OPM's 1099R

OPM will issue each annuitant in January a paper 1099R which reflects their payment of annuity for the previous year. This 1099R is filed with your federal and state taxes much like a W2 form. The 1099 R form has the CSA number on it under Account number or (Retirement Claim Number).

Survivor Annuity

When the survivor of an annuitant advises OPM of the death of their spouse and files for a survivor annuity, OPM will issue them their own CSF number, which refers to their survivor annuity. The CSF number will consist of CSF followed by seven digits and the letter W as a suffix. It will read CSF XXXXXXX W. The survivor annuitant will receive a Retirement Services Reference Card with a CSF number, Notice of Annuity Adjustment each year and a 1099R.

On Line Account with OPM

When you have either a CSA or CSF number, it is highly recommended that you go to www.opm.gov/retire and establish an on-line account so that you can download your own 1099R form in January, change deductions, etc. OPM is not easy to contact and the online services generally work well once your

account is set up. You can attempt to call them at 1-888-767-6738 between 7:30 a.m. and 5:00 p.m. Eastern time, Monday through Friday. You can also contact them using email at retire@opm.gov.

CSA Number and Your Family

Make sure your spouse and/or person in charge of your estate is knowledgeable about your CSA number.

Annuitant



Survivor Annuity



CSA #

PAID BY		STATEMENT OF ANNUITY PAID		2014
OFFICE OF PERSONNEL MANAGEMENT RETIREMENT OPERATIONS P.O. BOX 45 BOYERS PA 16017-0045		Copy C - For annuitant's records. This information is being furnished to the U.S. Internal Revenue		OMB No. 1545-0119 Form 1099-R Distributions From Pensions, Annuities, Retirement or Profit- Sharing Plans, IRAs, Insurance Contracts, etc.
1. PAYER's Federal Identification	2. Recipient's ID No. (Annuitant)	3. Account number (Retirement Claim No.)	4. Gross distribution	
5. Employee Contributions/ Designated ROTH Contributions or Insurance Premiums	PAID TO →	CS 1111111 0	5. Taxable amount	
7. Distribution Code(s)	7 - NONDISABILITY		6. Federal Income Tax Withheld	
9. Total Employee Contributions			12. State tax withheld	
			13. State/Payer's state no.	
			12. State tax withheld	
			13. State/Payer's state no.	
			NONE	

To separate, tear on perforation

PAID BY		STATEMENT OF SURVIVOR ANNUITY PAID		2014
OFFICE OF PERSONNEL MANAGEMENT RETIREMENT OPERATIONS P.O. BOX 45 BOYERS PA 16017-0045		Copy C - For annuitant's records. This information is being furnished to the U.S. Internal Revenue		OMB No. 1545-0119 Form 1099-R Distributions From Pensions, Annuities, Retirement or Profit- Sharing Plans, IRAs, Insurance Contracts, etc.
1. PAYER's Federal Identification	2. Recipient's ID No. (Survivor)	3. Account number (Retirement Claim No.)	4. Gross distribution	
5. Employee Contributions/ Designated ROTH Contributions or Insurance Premiums	PAID TO →	CS F1111111W	5. Taxable amount	
7. Distribution Code(s)	4 - DEATH BENEFIT		6. Federal Income Tax Withheld	
9. Total Employee Contributions			12. State tax withheld	
			13. State/Payer's state no.	
			12. State tax withheld	
			13. State/Payer's state no.	
			NONE	

To separate, tear on perforation

CSF #