

# Federal Benefits Data Collection Form 2012

**Helpful Sources of Data:** (1) Leave and Earning Statement (**LES**), (2) Thrift Savings Plan Statement (**TSP**), (3) Social Security Statement (**SS**), (4) Personal Statement of Benefits (**PSB**), (5) Record of Military Service (if applicable) (**DD214**), (6) Employee Stated Data (**ESD**)

## Retirement Annuity (Annuities → 1. Retirement Eligibility form)

Employee's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ **ESD**

Spouse's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ **ESD**

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_ **ESD**

Retirement System (*circle one*): **CSRS / CSRS Offset / FERS / FERS Transfer** **LES/PSB**

If a FERS Transfer, Transfer Date: \_\_\_\_\_ **ESD** CBPO Start Date \_\_\_\_\_ **ESD**

Employee Type (*circle one*): **Regular / Law Enforcement (LEO) / Fire Fighter (FF) / Air Traffic Controller (ATC) / Customs and Border Protection Officer (CBPO)** **PSB**

Are you an employee of the U.S. Postal Service? **Yes / No** **LES**

Retirement Type (*circle one*): **Regular / Optional / Mandatory** **ESD**

**Regular**= Traditional retirement (most people fall into this category, including LEO/FF/ATC leaving federal service prior to their respective mandatory retirement age (57/56), and those FERS retiring under "Minimum Retirement Age (MRA + 10").

**Optional**= Offered an "Early out" because of reductions-in-force (RIF), or agency reorganization.

**Mandatory**= Special Provisions (LEO/FF/ATC) who wish to stay until forced to retire. Law Enforcement Officers & Firefighters must retire by age 57, and Air Traffic Controllers must retire by age 56.

Retirement Service Computation Date (RSCD): \_\_\_\_\_ **PSB**

*The RSCD is the date used to determine retirement eligibility and used in the computation of the basic retirement annuity. This is not the same as the "SCD for Leave" typically found on the LES. The RSCD only includes periods of service which someone contributed to the CSRS or FERS retirement system (i.e. a regular career appointment, military time which a deposit was made, non-deduction service for which a deposit was made, etc).*

Desired Retirement Date: \_\_\_\_\_ **ESD**

## Military Service (Annuities → 1. Retirement Eligibility form SCD)

Do you have active duty military service? **Yes / No** From \_\_\_\_\_ To \_\_\_\_\_ **ESD/DD214**

Have you made a deposit for your active military service? **Yes / No** **ESD**

Did you retire under an active duty military retirement? **Yes / No** **ESD**

Do you have reserve military service? **Yes / No** From \_\_\_\_\_ To \_\_\_\_\_ **ESD/DD214**

Have you made a deposit for your reserve military service? **Yes / No** **ESD**

Do you expect to retire under a reserve military retirement (Chapter 67, Title 10)? **Yes / No** **ESD**

## Part-Time Work (Calculation not available)

Do you have any part time work after 4/7/86 **Yes / No** **ESD**

Average hours per week \_\_\_\_\_ Average Salary per Year \$ \_\_\_\_\_ **ESD**

## Sick Leave (Annuities → 2. Creditable Service)

Sick Leave Saved To Date (Hours) \_\_\_\_\_ **LES**

Sick Leave Hrs to be Saved Each Pay Period (Hours - biweekly): **0 / 1 / 2 / 3 / 4 ESD**

*If unsure, you can estimate future hours to be saved based on how many they potentially COULD have saved and how much they ACTUALLY saved in the past. Could have saved: 30 yrs of svc X 26 pay periods per year X 4 hours earnable per pay period = 3120 hours; If they've only saved 1000 hours to date (roughly 1/3), you can assume that they will save 1/3 of future sick leave time.*

## High Three Average (Annuities → 3. High 3 Average)

Employee's Current Annual Salary \$ \_\_\_\_\_ **LES/PSB**

*Typically, the salary on the LES includes base pay and locality pay for General Schedule employees in the 48 continuous states; You must also include Night differential and environmental pay for Wage Grade employees; Administrative Uncontrollable Overtime (AUO) and Law Enforcement Availability Pay (LEAP) for Law Enforcement; and Special Pay for Physicians and Dentists under Title 38 at the VA*

Employee's Expected Annual Salary Increase (%) Each Year: \_\_\_\_\_% **ESD**

## Temporary Civilian Service (Annuities → 5. Deposit form)

Do you have any non-deduction (temporary time/casual) service? **Yes / No ESD**

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Amount of Deposit Owed: \$ \_\_\_\_\_ **ESD**

Have you made a deposit for this service? **Yes / No ESD**

## Breaks in Civilian Service (Annuities → 6. Redeposit form)

Did you ever have a break in service? **Yes / No ESD**

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Did you withdraw your annuity contributions? Yes / No **ESD**

How much did you withdraw? \$ \_\_\_\_\_ **ESD**

Date withdrawal received \_\_\_\_\_ **ESD**

Have you re-deposited these contributions? Yes / No **ESD**

## Survivor Benefit (Annuities → 7. Benefits)

Estimated High 3 Increase per year: \_\_\_\_\_% **ESD**

*Should be the same percentage entered on the High Three Form (Employee's Expected Annual Salary Increase (%) Each Year: \_\_\_\_\_%)*

Annual Cost of Living Annuity Adjustment: \_\_\_\_\_% **ESD**

*Click on the 'Click Here' button to view historical average for CSRS and FERS*

**CSRS:** 0% to 100% \_\_\_\_\_% **FERS:** 0%\_\_\_\_\_, 25%\_\_\_\_\_, or 50%\_\_\_\_\_ **ESD**

*A federal employee must elect at least a minimum survivor benefit (CSRS 1%; FERS 25%) to retain federal health benefits for their surviving spouse when the federal retiree dies.*

## Social Security – FERS Supplement (Annuities → 8. Social Security – FERS Supplement)

## Social Security – CSRS Offset (Annuities → 9. Social Security – CSRS Offset)

Are you eligible for Social Security at age 62? Yes / No **SS**

Monthly Social Security Benefit at Age 62 (FERS, Transfer, and CSRS Offset only) \$ \_\_\_\_\_ **SS**

Annual Social Security Cost-Of-Living-Adjustments (FERS, Transfer, and CSRS Offset only) \_\_\_\_\_%

**see:** <http://www.ssa.gov/OACT/COLA/colaseries.html>

## Thrift Savings Plan (TSP → Contributions)

Current Fund Balance:

L: \$ \_\_\_\_\_, C: \$ \_\_\_\_\_, F: \$ \_\_\_\_\_, G: \$ \_\_\_\_\_, I: \$ \_\_\_\_\_, S: \$ \_\_\_\_\_ **TSP/ESD**  
(L Fund, L2020, L2030, L2040, L2050)

Percent of Salary to invest each year: 2012: \_\_\_\_\_% (IRS Limit for 2012: \$17,000/year) **ESD**

*LES will show bi-weekly TSP contribution amount. Multiply that amount by 26 (there are 26 pay periods per year) and divide by annual salary to get the percentage of their salary that they are contributing (Example: \$238.08 per pay period on LES x 26 = \$6190.08 divided by \$41,200.00 (annual salary) = 15%)*

Catch-up Contribution): \$ \_\_\_\_\_ (IRS Limit for 2012: \$5,500/year) **ESD**

*An employee is eligible to make catch-up contributions starting in the year they reach age 50.*

Percent to invest in each fund: *Where do future contributions go? (must total 100%)*

L: \_\_\_\_\_%, C: \_\_\_\_\_%, F: \_\_\_\_\_%, G: \_\_\_\_\_%, I: \_\_\_\_\_%, S: \_\_\_\_\_% **ESD**  
(L Fund, L2020, L2030, L2040, L2050)

## Thrift Savings Plan (TSP → Growth)

Assumed Annual Rates of Return for each fund: C: \_\_\_\_\_%, F: \_\_\_\_\_%, G: \_\_\_\_\_%, I: \_\_\_\_\_%, S: \_\_\_\_\_% **ESD**

*For reference purposes, the following web site includes information on the TSP funds, including 10-year performance history for each fund:  
<https://www.tsp.gov/investmentfunds/returns/returnSummary.shtml>*

Withdrawal Age: Years Old \_\_\_\_\_, Months Old \_\_\_\_\_ **ESD**

*Age at which TSP funds will: (1) be totally withdrawn, (2) monthly withdrawal will start, or (2) government annuity will be purchased*

## Thrift Savings Plan (TSP → Withdrawal)

*Once retired (regardless of age), an employee may start withdrawing TSP funds once they reach their Minimum Retirement Age (MRA) without penalty; However, if they transfer those funds prior to 59½ to an outside investment, they must wait until 59½ to start withdrawals, or be subject to IRC Section 72(t).*

Withdrawal type (mark one): Lump Sum (IRA transfer/rollover) \_\_\_\_\_, Annuity \_\_\_\_\_, or Monthly Amount\* \_\_\_\_\_ **ESD**

If \*Monthly Amount is selected, then Calculate monthly income by (one of the three methods):

\_\_\_\_\_ Number of payments (i.e. 360 payments until account reaches zero) **ESD**

*Use if you know how long they want \$\$ to last for a certain period of time*

\_\_\_\_\_ Dollar amount (i.e. \$2500/mo for 480 payments) **ESD**

*Use if you have a specified dollar amount and time you want it to last*

\_\_\_\_\_ Life expectancy (i.e. amount and time-frame calculated by IRS tables) **ESD**

*Use to establish a baseline by using IRS life expectancy tables*

Reallocation of all funds into the TSP funds at beginning of withdrawal (must total 100%):

L Income: \_\_\_\_\_%, C: \_\_\_\_\_%, F: \_\_\_\_\_%, G: \_\_\_\_\_%, I: \_\_\_\_\_%, S: \_\_\_\_\_% **ESD**

*The L Income Fund is 80% conservative and 20% aggressive (F: 6%, G: 74%, C: 12%, I: 5%, S: 3%)*

## Federal Employees Group Life Insurance (Insurance → FEGLI)

### FEGLI COVERAGE

Basic: Salary rounded to next thousand + \$2,000

Option A: \$10,000

Option B: Round salary to next thousand x multiplier

Option C: Multiples of \$5,000 for spouse & \$2,500 per child

### FEGLI ELIGIBILITY

FEGLI coverage in retirement is only available if enrolled for either:

a) 5 full years prior to retirement date,

b) the full period if employed less than 5 yrs, or

c) the full time equiv. of 5 yrs if some service was part time

Current FEGLI bi-weekly premium: \$ \_\_\_\_\_ **LES/PSB**

Basic: **Yes / No LES/PSB**

*No cost for Basic if Postal Employee (while employed)*

If Yes, how much of a reduction in death benefit starting age 65 (mark one)?: None \_\_\_\_\_, 50% \_\_\_\_\_, 75% \_\_\_\_\_ **ESD**

*If employee does not know if they will take a reduction at age 65, suggest running a "No Reduction" analysis to show continuing coverage. This gives a baseline for exploring alternative options.*

Option A: **Yes / No LES/ESD**

Option B: **Yes / No LES/ESD**

If Yes, How Much? **1 / 2 / 3 / 4 / 5** Times Salary Coverage (multiples) **LES/ESD**

Reduce at age 65? **Yes / No ESD**

Option C: 1. Spouse Covered: **Yes / No LES/ESD**

If yes, How Much? **1 / 2 / 3 / 4 / 5** Times Coverage (multiples or \$5,000) **LES/ESD**

Option C: Dependents Covered: \_\_\_\_\_ **Current Age: \_\_\_\_\_, Age: \_\_\_\_\_, Age: \_\_\_\_\_, Age: \_\_\_\_\_ ESD**  
Coverage Eligible after Age 22: **Yes / No Yes / No Yes / No Yes / No ESD**  
*(Special needs children with disabilities recognized by the Office of Personnel Management (OPM))*

### **Federal Employees Health Benefit Program (FEHBP)** (Insurance → Health Insurance)

**FEHBP ELIGIBILITY**

FEHBP coverage in retirement is available when:

- 1) Must retire on an immediate annuity (can not defer annuity payments), and
- 2) Must be continuously enrolled under FEHB for 5 years of service immediately preceding retirement

Current Biweekly Health Insurance Cost: \$ \_\_\_\_\_ **LES/PSB**

Average Annual Cost Increase: \_\_\_\_\_% **ESD**

### **Long Term Care Insurance (LTC)** (Insurance → Long Term Care Insurance)

Start coverage at age: \_\_\_\_\_ **ESD**

Daily Benefit Amount: \$ \_\_\_\_\_ **ESD**

*Daily Benefit Amount: \$100 minimum to \$450 maximum (choices: \$100, \$150, \$200, \$250, \$300, \$350, \$400 or \$450)*

Benefit Period: **2 years, 3 years, 5 years or Unlimited ESD**

Waiting Period: **90 days ESD**

Inflation Protection: **ACI 5%, ACI 4% or FPO ESD**

*Inflation Protection:*

*Automatic Compound Inflation (ACI) Option: An inflation protection option that increases your benefits automatically by 5% or 4% compounded annually with no increase in premium*

*Future Purchase Option (FPO): An inflation protection option that increases your benefits every other year with an increase in premiums*

### **Leave and Earnings (pay stub) Data:**

Retirement Deduction \$ \_\_\_\_\_

Social Security - OASDI Deduction \$ \_\_\_\_\_

Federal Tax Withholding \$ \_\_\_\_\_

State Tax Withholding \$ \_\_\_\_\_

Health Benefit - Dental Deduction \$ \_\_\_\_\_

Health Benefit - Vision Deduction \$ \_\_\_\_\_

Flexible Spending Account Deduction \$ \_\_\_\_\_

Medicare Deduction \$ \_\_\_\_\_

Allotment Deduction \$ \_\_\_\_\_

Other Deduction \$ \_\_\_\_\_

Other Deduction \$ \_\_\_\_\_