

RESOURCES

NITP

National Institute of
Transition Planning, Inc.

Retirement Forms & Applications

www.opm.gov/forms

Title	Purpose	CSRS	FERS
Application for Immediate Retirement	Apply for CSRS or FERS retirement. (Do not use for deferred benefits.) Record of creditable service; agency completes, but employee must sign. Spouse must provide notarized consent to less than full or no survivor benefit.	SF 2801	SF 3107
Application to Make Service Credit Payment	To pay civilian deposits, include with retirement application or pay at least 6 months prior to retirement.	SF 2803	SF 3108
Military Service Deposit Election	Election of payment of post-56 military service deposit used at retirement.	OPM 1515	OPM 1515
Designation of Beneficiary	Change beneficiary of lump-sum CSRS or FERS retirement contributions.	SF 2808	SF 3102
Designation of Beneficiary Unpaid Compensation of Deceased Civilian Employee	Beneficiary to Receive any unpaid compensation (final paycheck and annual leave)	SF 1152	SF 1152
Designation of Beneficiary	FEGLI beneficiary designation.	SF 2823	SF 2823
Designation of Beneficiary	TSP beneficiary designation.	TSP 3	TSP 3
Continuation of Life Insurance	Elect continuation of basic life insurance and optional coverage.	SF 2818	SF 2818
Agency Certification of Insurance Status (FEGLI)	Agency's responsibility. Transfers coverage of life insurance from employment to retirement status.	SF 2821	SF 2821
Request for Full Withdrawal	To withdraw funds, mail to TSP service center no earlier than 30 days after separation.	TSP 70	TSP 70
Request for Partial Withdrawal When Separated	Allows separated participants to elect a one-time partial withdrawal of \$1,000 or more.	TSP 77	TSP 77
Voluntary Contributions Election	Refund or transfer account funds for CSRS ONLY.	RI 38-125	N/A