

BENEFIT INFORMATION TO BE TRANSFERRED

When an employee transfers to a position in another Federal Agency, or when the employee's payroll office changes, Flexible Spending Account (FSA), Long Term Care (LTC) Insurance, Federal Employee Dental and Vision (FEDVIP) Insurance, and Military deposit information must be reviewed to ensure there is no lapse in participation.

If you have a TSP loan or are making Catch-up Contributions, you must complete the appropriate blocks of the TSP-19 form included in your in-processing package.

If you have a current military deposit being deducted from your pay, YOU ARE REQUIRED to provide a CURRENT copy of your LES (Leave and Earnings statement/and copy of total amount paid since you started paying from your payroll office). Bring this information with you when you report for duty.

If you currently participate in a Flexible Spending Account, immediately contact your FSAFEDS benefits counselor to update their database with your new payroll ID number*. You may call Monday through Friday from 9:00 am to 9:00 pm Eastern time at 1-877-FSAFEDS (372-3337), TTY 1-800-952-0450 or visit their website at www.fsafeds.com.

If you currently participate in the Federal Long Term Care Program, immediately contact your FLTCP benefits counselor to update their database with your new payroll ID number*. The toll-free number for FLTCP is 1-800-LTC-FEDS (582-3337 opt 3) or visit their website at www.LTCFEDS.com/care.

If you currently participate in the Federal Employee Dental and Vision Insurance program (FEDVIP), immediately contact your FEDVIP benefits counselor to update their database with your new payroll ID number*. The toll-free number for FEDVIP is 1-877-888-3337 or visit their website at www.BENEFEDS.com.

*DLA agency payroll ID number is: 97380500

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