



U.S. Department of State  
Bureau of Human Resources/Office of Retirement

### DESIGNATION OF CORRESPONDENCE AND PAYMENT ADDRESS(ES)

Print Name ( <i>Last, First, MI.</i> )	Date of Retirement ( <i>mm-dd-yyyy</i> )
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1. My correspondence address until (*mm-dd-yyyy*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

2. Please send my Foreign Service annuity checks to my bank account via Electronic Funds Transfer. Attached is my form SF-1199A, "Direct Deposit Sign-Up".

3. For U.S. Department of State Employees only: The following is the address for my final salary/annual leave lump sum payment. This payment must be sent to a financial institution.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Account Number: \_\_\_\_\_

Routing Number: \_\_\_\_\_

4. Certain retirees may also be eligible for a refund of mandatory retirement contributions in excess of 35 years of service plus interest. This payment will be sent to your annuity check address unless specified differently. Please note that an automatic 20 percent Federal tax withholding will be made on the interest payable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (*mm-dd-yyyy*)

5. If above item 4, refund of excess 35 year contributions applies, I request that my interest portion be rolled over to my IRA account (or other eligible retirement plan). Attached is my completed election form for this direct rollover request.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (*mm-dd-yyyy*)