



## DISABILITY RETIREMENT INFORMATION FOR EMPLOYEES COVERED UNDER FERS

The following publication and forms are necessary for you to begin the disability retirement application process. You will also need to apply to the Social Security Administration (SSA) for disability benefits and include proof of your SSA application when you return your retirement application forms.

The completed forms must be returned to the following address:

### TSA HRAccess Shared Service Center

ATTN: Retirement Team  
2650 Park Tower Drive, Suite 201  
Vienna, VA 22180-7300

| Form Number      | Form Name   | Comments   |
|------------------|---|--|
| <b>SF 3112-2</b> | Information About Disability Retirement (FERS)<br><a href="http://www.opm.gov/retire/pubs/pamphlets/forms/sf3112-2.pdf">http://www.opm.gov/retire/pubs/pamphlets/forms/sf3112-2.pdf</a> | OPM pamphlet that contains basic information concerning disability retirement under the Federal Employees Retirement System (FERS) |
| <b>SF 3107</b>   | Application for Immediate Retirement (FERS)<br><a href="http://www.opm.gov/forms/pdf_fill/sf3107.pdf">http://www.opm.gov/forms/pdf_fill/sf3107.pdf</a>                                  | This application needs to be completed in order to apply for retirement benefits   |
| <b>SF 3112</b>   | Documentation in Support of Disability Retirement Application<br><a href="http://www.opm.gov/forms/pdf_fill/sf3112.pdf">http://www.opm.gov/forms/pdf_fill/sf3112.pdf</a>                | This package contains the forms applicants for disability retirement from civilian Federal service need to complete.               |
| <b>SF 2818</b>   | Continuation of Life Insurance Coverage as an Annuitant or Compensationer<br><a href="http://www.opm.gov/forms/pdf_fill/SF2818.pdf">http://www.opm.gov/forms/pdf_fill/SF2818.pdf</a>    | This form needs to be completed if you currently are enrolled in the Federal Employee Group Life Insurance (FEGLI) Program.        |
| <b>W-4P</b>      | Withholding Certificate for Pension or Annuity Payments<br><a href="http://www.irs.gov/pub/irs-pdf/fw4p.pdf">http://www.irs.gov/pub/irs-pdf/fw4p.pdf</a>                                | This form tells OPM the correct amount to withhold in Federal income taxes from your annuity.                                      |

*In order to prevent delays in processing your disability retirement application, it is important that all forms are complete. Please refer to the “Tips for Employees Completing the FERS Disability Retirement Application Forms” for additional information. Once your application with all the supporting documentation is received by the Service Center, they will forward the documents to OPM for approval. OPM has the sole authority and responsibility for approving and adjudicating retirement claims and this process may take a number of months to complete. OPM will notify you directly of their decision and will also send a copy of the decision to the Shared Service Center. In the meantime, you cannot be separated on a disability retirement unless OPM approves your claim.*

If you have any questions regarding this matter, please contact the TSA HRAccess Shared Service Center at: 1-877-872-7990.