Frequently Asked Questions

2013 First Financial Incentive Payment

Below are responses to frequently-asked questions about the payment of the $15,000 Retirement Incentive the APWU negotiated last year. The first installment of $10,000 (minus applicable taxes and withholdings) will be distributed on May 24, 2013. The second installment of $5,000 will be paid on May 23, 2014.

1. How will retirees receive their incentive payments? When?

   Beginning May 24, 2013, retirees who are eligible for the incentive payment may pick up their checks. As with your terminal leave payment, incentive checks will be sent to the duty station employees retired or separated from. The checks will be dated May 24, 2013.

   As an alternative, former employees may provide a PS Form 3077 to the final employing office requesting to have the check mailed to their address of record or to an address they provide on the form. PS Form 3077s must NOT be submitted to the Accounting Service Center (ASC). They must be submitted to the duty station from which employees retired. This form can be downloaded from the Retirees Department page of *www.apwu.org.*

2. Where should former employees pick up their checks if their office has closed?

   If the facility has been closed since the employee separated, the incentive payment will be forwarded to the successor office. The successor office is responsible for distributing payments. Successor offices and their associated District Managers should ensure that communication occurs with employees who have separated. Employees may contact the ASC at 1-866-974-2733 to find out where their successor office is located and to get contact information for the successor office.

   As an alternative, former employees may provide a PS Form 3077 to the successor office to have their check mailed to their address of record or to an address they provide on the form. PS Form 3077s must NOT be submitted to the ASC. They must be submitted to the duty station from which employees retired. This form can be downloaded from the Retirees Department page of *www.apwu.org*.

3. What documentation will employees need?

Former employees should be prepared to show official ID.

4. What should former employees do if the office where they last worked doesn't have their check, or they don't receive their check after completing Form 3077?

   If the employing office or successor office did not receive the check by May 24, the former employee should contact the Accounting Help Desk at 1-866-974-2733 for assistance. Former employees who completed a PS Form 3077 should contact their former/successor office directly to assure that the check was handled as they requested. If the office honored the Form 3077 and the former employee has not received the check after a reasonable period of time, the former/successor office should contact the Accounting Help Desk at 1-866-974-2733 on the employee's behalf to report that the check has been lost in the mail.

5. If a retiree filled out Form 3077, when will the check be mailed?

   That decision is made at the local level by the former/successor office to assure the check is not received prior to the date of the check. Former employees should speak with the supervisor/installation head to find out when the check will be mailed.

6. What deductions will be withheld from incentive payments?

   The following deductions will be withheld:

   - Federal Income Tax Withholding (at the IRS Supplemental Rate of 25%)
   - State Income Tax Withholding, if applicable
   - Medicare Tax
   - Social Security Tax (applies only to FERS and CSRS Offset employees),
   - Any legally mandated payment

7. How will incentive payment be reported to the IRS?

   Incentive payments will be reported via W-2 in each year an installment is paid.