

## Requesting Your 1099-R By Email

See below for **easy** instructions to obtain the OPM 1099R by email.

You need only an email address and your CSA/CSF number.

**However**, an account must already be established for logging into OPM Retirement Services Online (RSO) using **LOGIN.GOV**, though you will not use the entire login process to access your 1099R by email.

- This will take less than 2-minutes.

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**TO DOWNLOAD/PRINT OPM 1099R WITHOUT USING YOUR SERVICES ONLINE ACCOUNT (short-cut) but without the full login process**

This is a two-step process. Make sure you complete both steps noted below.

### **STEP-1**

Use (copy/paste) the link below.

<https://www.servicesonline.opm.gov/1099-request>

Enter CSA# or CSF#.

Enter Zip Code.

Check the Consent Box.

Click: Request 1099-R.

**You should receive an email with a unique link to download your 1099-R. This link will expire in 2 hours.**

**Please check your spam or junk folder if you do not receive the email within 10 minutes.**

**Your 1099-R is always available by logging in to Retirement Services Online using the full login process.**

**STEP-2**

Check your email.

Click the **new link** in the email.

Enter CSA# or CSF# **again**.

Enter Zip Code **again**.

Click: Request 1099-R

See 1099-R, Save, print, or save and print.

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I hope you find this information helpful.

Thank you for contacting the NARFE Federal Benefits Institute Call Center.