Requesting Your 1099-R By USPS

Receiving your OPM 1099-R by US MAIL.

1. Log into OPM SERVICES ONLINE (**copy/paste the link below**)
    a. https://www.servicesonline.opm.gov/
2. Click: **DOCUMENTS**
3. Click: **FORM 1099R REQUEST**
4. Click: **MAIL 1099R**
    a. If you have requested the 1099R within the last 30-days, you have to wait 30-days from when it was last requested

Or:

1. https://www.servicesonline.opm.gov/
2. Sign in with LOGON.GOV
3. Enter Email for LOGIN.GOV
4. Enter password for LOGIN.GOV
5. Submit
6. Receive one-time code from LOGIN.GOV via text/phone number
7. Enter the code
8. Submit
9. See your OPM Home Page
10. Click Profile on Left side
11. Scroll to 1099R Preference
12. Click Change 1099R Preference
13. Click Postal Mail
14. Save Preference

I hope you find this information helpful.

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