



# INFORMATION AND INSTRUCTIONS

Make a copy of this form for your records. Mail the original to:

**Thrift Savings Plan Service Office**  
**National Finance Center**  
**P.O. Box 61135**  
**New Orleans, LA 70161-1135**  
Telephone number: (504) 255-6000  
TDD: (504) 255-5113

Your semiannual Participant Statement will show the date of your most recent designation.

**Designating a beneficiary.** This Designation of Beneficiary form applies **only** to the disposition of your Thrift Savings Plan (TSP) account after your death. It does not affect your FERS Basic Annuity, your CSRS annuity, or any other benefits.

It is only necessary to designate a beneficiary if you want payment to be made in a way other than the following order of precedence:

1. To your widow or widower.
2. If none, to your child or children equally, and descendants of deceased children by representation.
3. If none, to your parents equally or to the surviving parent.
4. If none, to the appointed executor or administrator of your estate.
5. If none, to your next of kin who is entitled to your estate under the laws of the state in which you resided at the time of your death.

In this order of precedence, a child includes a natural child and an adopted child, but does not include a stepchild whom you have not adopted; parent does not include a stepparent, unless your stepparent has adopted you. "By representation" means that if one of your children dies before you do, that child's share will be divided equally among his or her children.

**Making a valid designation.** To name beneficiaries to receive your TSP account after you die, you must complete this form, and it must be received by the TSP on or before the date of your death. Do not submit a will to designate beneficiaries for your TSP account; a will is not valid for the disposition of a TSP account. You may, however, designate an estate or trust on Form TSP-3.

You are responsible for ensuring that your Form TSP-3 is properly completed, signed, and witnessed (see the Instructions for Section II in the right-hand column). Do not submit an altered form; if you need to correct or change the information you have entered on the form, start over on a new form.

**Changing or cancelling your designation of beneficiary.** This Designation of Beneficiary will stay in effect until you submit another valid Form TSP-3 naming other beneficiaries or cancelling prior designations.

Keep your designation (and your beneficiaries' addresses) current. If your family status changes due to marriage, birth or

adoption of a child, divorce, or death, you may want to change your designation.

**If your beneficiaries predecease you.** The share of any beneficiary who dies before you die will be distributed proportionally among the surviving designated TSP beneficiaries unless a designated contingent beneficiary is alive at your death. If none of your designated beneficiaries is alive at the time of your death, the standard order of precedence will be followed.

**INSTRUCTIONS FOR SECTION II.** You may name as a beneficiary any person, corporation, trust, or legal entity, or your estate. Note: If the beneficiary is a minor child, benefits will be made payable directly to the child.

If you need additional space, use a blank sheet of paper. Enter your name, Social Security number, and date of birth, and number the pages. You must sign and date **all** additional pages; the same two witnesses who signed the form must also sign each additional page.

Enter the share of each beneficiary as a whole percentage or a fraction. Percentages must add up to 100 percent; fractions must add up to 1.

The examples show you how to name a beneficiary or cancel prior Designations of Beneficiary.

- For each person you designate as a beneficiary, enter the full name, share, address, Social Security number (SSN), date of birth, and relationship to you. If you do not have all the requested information, you must provide at least the beneficiary's name, the beneficiary's share, and either the SSN or date of birth.
- You may designate one or more contingent beneficiaries, but **only** to receive a beneficiary's share if that beneficiary dies before you do.
- If the beneficiary is a corporation or other legal entity, enter the name of the entity on the name line. Enter the legal representative's name and address on the address lines. Enter the Employer Identification Number (EIN). Leave the date of birth and relationship blank.
- If the beneficiary is a trust, enter the name of the trust on the name line. Enter the trustee's name and address on the address lines. Enter the EIN, if available. Leave date of birth blank. Enter "Trust" on the relationship line. Note: Filling out this form will not create a trust.
- If the beneficiary is an estate, enter the name of the estate on the name line. Enter the executor's name and address on the address lines. Enter the EIN, if available. Leave date of birth blank. Enter "Estate" on the relationship line.

**INSTRUCTIONS FOR SECTION IV.** Do not ask the individuals you name as beneficiaries of your TSP account to witness your Form TSP-3. A person named as a TSP beneficiary who is also a witness cannot receive his or her share.

**PRIVACY ACT NOTICE.** We are authorized to request this information under 5 U.S.C. Chapter 84. Executive Order 9397 authorizes us to ask for your Social Security number, which will be used to identify your account. We will use the information you provide to determine who your beneficiaries are for amounts due and payable from your TSP account. This information may also be shared with other Federal agencies to administer your account or for statistical, auditing, or archiving purposes. In addition, we may share the information with law enforcement agencies investigating, prosecuting, or enforcing a violation of civil or criminal law or with other

agencies for the purpose of implementing a statute, rule, or order. It may also be shared with Congressional offices, the TSP annuity vendor, retirement plan sponsors, auditing firms, spouses, former spouses, beneficiaries, persons responsible for your care, and representatives of your estate. It may also be released in response to a court subpoena or to appropriate parties preparing for or engaged in litigation affecting your TSP account. You are not required by law to provide this information, but if you do not provide it, it may not be possible to process your Beneficiary Designation.

**EXAMPLES OF DESIGNATING A BENEFICIARY**

**I. DESIGNATING ONE BENEFICIARY**

<b>1. Morgan</b>	<b>Katherine</b>	<b>Anne</b>	<b>Share: 100%</b>
Name (Last)	(First)	(Middle)	
<b>1279 Lake Avenue</b>			
Street address or box number			
<b>New Orleans,</b>	<b>LA</b>	<b>70124</b>	
City	State	Zip Code	
<b>923-45-6789</b>	<b>6/22/42</b>	<b>Sister</b>	
Social Security Number/EIN	Date of Birth (Month/Day/Year)	Relationship	

Do not write name as K.A. Morgan or as Mrs. Keith H. Morgan

**II. DESIGNATING MORE THAN ONE BENEFICIARY**

<b>1. Larson</b>	<b>Susan</b>	<b>Maria</b>	<b>Share: 1/4</b>
Name (Last)	(First)	(Middle)	
<b>4231 Oregon Street</b>			
Street address or box number			
<b>Cincinnati,</b>	<b>OH</b>	<b>45239</b>	
City	State	Zip Code	
<b>934-56-7890</b>	<b>9/7/50</b>	<b>Sister</b>	
Social Security Number/EIN	Date of Birth (Month/Day/Year)	Relationship	

Be sure that the shares to be paid to the beneficiaries add up to 100 percent if using percentages, or to 1 if using fractions.

<b>2. Larson</b>	<b>Elliott</b>	<b>Harris</b>	<b>Share: 1/4</b>
Name (Last)	(First)	(Middle)	
<b>4231 Oregon Street</b>			
Street address or box number			
<b>Cincinnati,</b>	<b>OH</b>	<b>45239</b>	
City	State	Zip Code	
<b>945-67-8901</b>	<b>4/20/52</b>	<b>Brother</b>	
Social Security Number/EIN	Date of Birth (Month/Day/Year)	Relationship	

If you use additional pages, be sure to put your name, Social Security number, and date of birth on each page. You and the same two witnesses (who are not beneficiaries) must sign each page. Put the date you signed the form on each additional page.

<b>3. Steinway</b>	<b>Sarah</b>	<b>Ruth</b>	<b>Share: 1/2</b>
Name (Last)	(First)	(Middle)	
<b>P.O. Box 812</b>			
Street address or box number			
<b>Covington,</b>	<b>KY</b>	<b>40117</b>	
City	State	Zip Code	
<b>967-89-0123</b>	<b>3/12/36</b>	<b>Friend</b>	
Social Security Number/EIN	Date of Birth (Month/Day/Year)	Relationship	

**III. DESIGNATING A CONTINGENT BENEFICIARY**

<b>1. If living: Kraus</b>	<b>Michael</b>	<b>Thomas</b>	<b>Share: 70%</b>
Name (Last)	(First)	(Middle)	
<b>6287 Laurel Post Drive</b>			
Street address or box number			
<b>Stone Mountain,</b>	<b>GA</b>	<b>30058</b>	
City	State	Zip Code	
<b>978-90-1234</b>	<b>8/16/44</b>	<b>Father</b>	
Social Security Number/EIN	Date of Birth (Month/Day/Year)	Relationship	

You may designate one or more contingent beneficiaries, but **only** to receive a beneficiary's share if that beneficiary dies before you do. Note: If a named beneficiary dies, you may prefer to submit another FormTSP-3 to change your designation(s).

<b>2. Otherwise to Kraus</b>	<b>Cecilia</b>	<b>Jean</b>	<b>Share: 70%</b>
Name (Last)	(First)	(Middle)	
<b>6287 Laurel Post Drive</b>			
Street address or box number			
<b>Stone Mountain,</b>	<b>GA</b>	<b>30058</b>	
City	State	Zip Code	
<b>978-90-1234</b>	<b>8/16/44</b>	<b>Stepmother</b>	
Social Security Number/EIN	Date of Birth (Month/Day/Year)	Relationship	

In this example, Cecilia Kraus is the contingent beneficiary for Michael Kraus only.

<b>3. Richardson</b>	<b>Melissa</b>	<b>Anne</b>	<b>Share: 30%</b>
Name (Last)	(First)	(Middle)	
<b>9842 Magnolia Drive</b>			
Street address or box number			
<b>Columbus,</b>	<b>GA</b>	<b>30161</b>	
City	State	Zip Code	
<b>989-01-2345</b>	<b>11/6/70</b>	<b>Sister</b>	
Social Security Number/EIN	Date of Birth (Month/Day/Year)	Relationship	

If Cecilia Kraus is also to receive the share of Melissa Richardson in the event that Melissa dies before you do, Cecilia should be named as the contingent beneficiary for Melissa Richardson in the same manner as she was for Michael Kraus.

**EXAMPLES OF DESIGNATING A BENEFICIARY (continued)**

**IV. DESIGNATING A CORPORATION OR LEGAL ENTITY**

1. **The XYZ Foundation** Share: **100%**  
Name (Last) (First) (Middle)  
**c/o Eleanor Jarvis, Legal Representative 64730 Connecticut Ave.**  
Street address or box number  
**Bethesda, MD 20815**  
City State Zip Code  
**99-0123456** [Leave blank] [Leave blank]  
Social Security Number/EIN Date of Birth (Month/Day/Year) Relationship

**V. DESIGNATING A TRUST**

1. **John P. Manos Trust** Share: **100%**  
Name (Last) (First) (Middle)  
**c/o Eric P. Manos, Trustee 1111 Delaware Lane**  
Street address or box number  
**New York, NY 14607**  
City State Zip Code  
**92-3456789** [Leave blank] **Trust**  
Social Security Number/EIN Date of Birth (Month/Day/Year) Relationship

**VI. DESIGNATING AN ESTATE**

1. **Estate of Ruth R. Jones** Share: **100%**  
Name (Last) (First) (Middle)  
**c/o Marilyn D. McClain, Executor 150 Rossmoyne Drive**  
Street address or box number  
**Alameda, CA 94510**  
City State Zip Code  
[If available] [Leave blank] **Estate**  
Social Security Number/EIN Date of Birth (Month/Day/Year) Relationship

**VII. DESIGNATING A DESIGNATION OF BENEFICIARY**

1. **Cancel prior designations** Share: \_\_\_\_\_  
Name (Last) (First) (Middle)  
Street address or box number  
City State Zip Code  
Social Security Number/EIN Date of Birth (Month/Day/Year) Relationship

This will cause your account to be paid according to the order of precedence (unless you submit another FormTSP-3).