



Thrift Savings Plan BULLETIN

for Agency TSP Representatives

Subject: Revision of Form TSP-5-L, Loan Payment Record Input Form

Date: July 25, 2002

The Federal Retirement Thrift Investment Board (Board) has revised [Form TSP-5-L, Loan Payment Record Input Form](#). This form, dated August 2002, will supersede all prior versions of Form TSP-5-L **after the new Thrift Savings Plan (TSP) record keeping system is implemented**. Agencies should not use this form before September 1, 2002. A copy of the form is attached to this bulletin; agencies must reproduce the form locally or download it from the TSP Web site at www.tsp.gov.

Purpose of Form TSP-5-L. Agency payroll offices use the paper Form TSP-5-L to report loan payments of their employees to the TSP record keeper, the National Finance Center (NFC), if they use the journal voucher method to report loan payments **and the payments cannot be submitted through their payroll system on loan payment records (L-6 records) or through the TSP's Web-based data submission application.**¹

Section I, Payroll Office Information, is used to identify the payroll office and the current pay date. Section II, Loan Payment Records, is used to report the loan payments. Item 6, "As of" Date, should be completed **only if** the loan payment being reported was already deducted from the employee's pay on a pay date earlier than the current pay date. As explained in TSP Bulletin 02-20, the "as of" date for a late loan payment is the pay date that the payment was actually deducted from the employee's pay.

Like system-generated loan payment records, Forms TSP-5-L must be accompanied by Form TSP-2-L, Certification of Transfer of Funds and Journal Voucher for Loan Payments, which was transmitted by TSP Bulletin 02-20.

(continued on next page)

¹ We encourage agencies who use the journal voucher method to report loan payments but who do not submit system-generated loan payment records to use the Web-based data submission application (rather than the paper Form TSP-5-L). See TSP Bulletin 01-33, dated August 1, 2001, for more information about the Web-based data submission application. See TSP Bulletin 02-20, dated June 27, 2002, for more information about submitting loan payments in the new record keeping system.

Inquiries: Questions concerning this bulletin should be directed to the Federal Retirement Thrift Investment Board at **202-942-1460**.

Chapter: This bulletin may be filed in Chapter 8, Loan Program.

Changes to Form TSP-5-L. Item 3, now called “Date Payroll Paid,” has been changed to “Current Pay Date.” Item 6 has been added so that breakage can be determined for late loan payments.² Three items that are not required to be input into the TSP system to record each loan payment have been deleted, and dates must now be shown using 4-digit years.



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Attachment

² See TSP Bulletin 02-19, dated June 27, 2002, for more information about breakage.



THRIFT SAVINGS PLAN LOAN PAYMENT RECORD INPUT FORM

TSP-5-L

I. PAYROLL OFFICE INFORMATION

1. Payroll Office Number _____ 2. Journal Voucher Report Number L _____
 3. Current Pay Date _____ / _____ / _____ Page _____ of _____
mm dd yyyy

II. LOAN PAYMENT RECORDS

	4. Social Security Number (9)	5. Loan Account Number (8)	6. "As of" Date (mm/dd/yyyy) (8)	7. Loan Payment Amount (7)
(1)	_____	_____	_____	\$ _____
(2)	_____	_____	_____	_____
(3)	_____	_____	_____	_____
(4)	_____	_____	_____	_____
(5)	_____	_____	_____	_____
(6)	_____	_____	_____	_____
(7)	_____	_____	_____	_____
(8)	_____	_____	_____	_____
(9)	_____	_____	_____	_____
(10)	_____	_____	_____	_____
(11)	_____	_____	_____	_____
(12)	_____	_____	_____	_____
(13)	_____	_____	_____	_____
(14)	_____	_____	_____	_____
(15)	_____	_____	_____	_____
(16)	_____	_____	_____	_____
(17)	_____	_____	_____	_____
(18)	_____	_____	_____	_____
(19)	_____	_____	_____	_____
(20)	_____	_____	_____	_____
(21)	_____	_____	_____	_____
(22)	_____	_____	_____	_____
(23)	_____	_____	_____	_____
(24)	_____	_____	_____	_____
(25)	_____	_____	_____	_____

TOTAL LOAN PAYMENT AMOUNT THIS PAGE \$ _____

Enter the Total Loan Payment Amount on the last page submitted if more than one page is used. The total **must** equal Item 11 on Form TSP-2-L.

TOTAL LOAN PAYMENT AMOUNT \$ _____

INSTRUCTIONS FOR SECTION I.

Type the requested information. Items 1 through 3 **must** match the data on the corresponding Form TSP-2-L, Certification of Transfer of Funds and Journal Voucher for Loan Payments.

INSTRUCTIONS FOR SECTION II.

For each loan payment, enter the participant's Social Security number in Item 4, loan account number in Item 5, and loan payment amount in Item 7. Complete Item 6 **only** if the loan payment had been deducted from the participant's pay on a pay date earlier than that in Item 3; the "as of" date is the pay date on which the loan payment was deducted. The number of positions for each data field is indicated below each data field title.