



Thrift Savings Plan BULLETIN for Agency TSP Representatives

Subject: Revision of Form TSP-1, Thrift Savings Plan Election Form

Date: July 12, 2005

The Federal Retirement Thrift Investment Board (Board) has revised [the Thrift Savings Plan \(TSP\) Election Form \(TSP-1\)](#) to reflect the elimination of TSP open seasons. The instructions on the back of the form have also been modified to update the telephone numbers for participants to use to make investment requests (contribution allocations and interfund transfers). As discussed in Section I, employees must file contribution elections directly with their agencies. However, employees must file investment requests directly with the TSP.

This revision supersedes all previous versions of Form TSP-1, although agencies may continue to accept elections made on older versions of the form. Agencies and employees may obtain the revised version from the TSP Web site. Agencies may also order a supply of the forms by following the procedures for ordering TSP materials; the Board will not be making an automatic distribution of these revised forms to agencies.

I. Making Contribution Elections

A. Employee responsibilities

Employees must file TSP contribution elections with their agencies. Employees may make a paper contribution election using Form TSP-1, or they may make an electronic contribution election using their agency's automated process (e.g., Employee Express or PostalEASE).

B. Agency responsibilities

Agencies must process contribution elections, answer questions from their employees about making contribution elections, and resolve claims from their employees regarding erroneous processing.

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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 6, Establishing and Maintaining Accounts.

Supersedes: This bulletin supersedes TSP Bulletin 02-22, Revision of Form TSP-1, Thrift Savings Plan Election Form, dated July 25, 2002.

In addition, if agencies allow employees to make electronic elections, they must ensure that their employees understand that Personal Identification Numbers (PINs) that are assigned by agencies for use in their systems are not the same as the PIN that is assigned by the TSP for use in the TSP system. Employees must use their TSP PINs to make electronic investment requests or to obtain account information from the TSP Web site or the ThriftLine.

Agencies should not refer employees to the Board or to the TSP record keeper to resolve issues relating to contribution elections.

II. Processing Form TSP-1

To process TSP contribution elections, agencies must:

- A. Ensure that the election was made properly and establish the effective date of the election. Properly filed elections must be made effective no later than the first full pay period after they are received.

If an election cannot be processed, the employee should be notified.

- B. Notify the employee of the effective date and retain information about the election.

If the election is made on Form TSP-1, the form should be filed in the employee's Official Personnel Folder (or similar pay-related folder). If the election is electronic, agencies must have the capability to retrieve it so that TSP information may be provided to another Federal agency if an employee transfers, or to an appropriate agency official if an employee files a claim for error correction.

- C. Enter the paper election into the agency payroll system.

After the election has been entered in the system, it should be reviewed to determine if it was entered correctly. If not, the entry should be corrected.

- D. Determine and report TSP contributions.

Payroll offices must determine the TSP contributions of their employees using the contribution elections and the basic pay earned for the pay period, and report these contributions to the TSP each pay period. To report TSP contributions, payroll offices must submit payment records, as described in the TSP bulletin "Processing Agency Submissions in the New Record Keeping System."



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