



Thrift Savings Plan BULLETIN

for Agency TSP Representatives

Subject: Revision of Form TSP-20, Thrift Savings Plan Loan Application

Date: August 1, 2002

The Federal Retirement Thrift Investment Board (Board) has revised the [Thrift Savings Plan Loan Application, Form TSP-20](#), to reflect the changes to the loan program, which will occur when the new record keeping system is implemented in September 2002. A copy of this revision, dated August 2002, is attached to this bulletin. This revision may also be obtained from the **civilian section** of the TSP Web site at www.tsp.gov beginning August 23, 2002.

The August 2002 revision supersedes all prior versions of Form TSP-20; agencies should discard their supplies of earlier versions of the form. After August 23, 2002, participants should use this form to apply for a TSP loan.* If a participant's form cannot be accepted, the participant will receive a reject notice and a new Form TSP-20.

Distribution of Form TSP-20. The Board will send a supply of the revised Form TSP-20 to agencies' central distribution points. By September 2, 2002, each central distribution point should receive a number equal to about 10% of its work force. Upon receipt, central distribution points should distribute these forms proportionately to personnel or administrative offices within the agency.

Agency responsibilities. Agencies must provide the August 2002 version of Form TSP-20 to their employees upon request. Agencies may order additional copies of the form by following the instructions contained in TSP Bulletin 95-1, dated January 3, 1995.

PAMELA-JEANNE MORAN
Deputy Director
Office of External Affairs

Attachment: Form TSP-20, Loan Application

* Participants may also initiate their loan requests via the TSP Web site in the new record keeping system. (See the August 2002 version of the loan booklet for more information about on-line loan requests.)

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.

Supersedes: This bulletin supersedes TSP Bulletin 98-6, Revision of Form TSP-20, Thrift Savings Plan Loan Application, dated February 23, 1998.



THRIFT SAVINGS PLAN LOAN APPLICATION

TSP-20

You must have at least \$1,000 of your own contributions and earnings in your account to obtain a TSP loan. Before completing this form, **read the TSP Loan Program booklet and the instructions for this form** for additional information about TSP loan rules. Type or print the information requested in Sections I – III, and sign and date Section IV.

I. INFORMATION ABOUT YOU

1. Name _____
Last First Middle
2. Social Security Number _____ - _____ - _____
3. (_____) _____ - _____
Daytime Phone (Area Code and Number)
4. Address _____
Street address or box number
5. City _____ 6. _____ 7. _____
State/Country Zip Code
8. a. Are you paid biweekly (every two weeks, 26 times a year)?
 Yes No
- b. If no, check the box that indicates when you are paid.
 Semimonthly (twice a month, 24 times a year) Monthly (12 times a year) Weekly (52 times a year)

II. YOUR LOAN REQUEST

9. Amount of Loan Requested: \$ _____ (must be \$1,000 or more)
10. Type and Term of Loan: Specify the loan repayment period for **either** a General Purpose Loan **or** Residential Loan.

General Purpose Loan:

Time to Repay (1 to 5 years) _____ years and _____ months

OR

Residential Loan: For the purchase or construction of your primary residence **only**. Documentation will be required.

Time to Repay (1 to 5 years) _____ years and _____ months

III. INFORMATION ABOUT YOUR SPOUSE

11. Are you married (even if separated from your spouse)? Yes No
(If yes, complete Items 12 through 19. If no, go to Item 20.)
12. Spouse's Name _____
Last First Middle
13. Spouse's Social Security Number _____ - _____ - _____
14. Is your spouse's address the same as above? Yes (Skip to Item 19.) No (Complete Items 15 – 18.)
15. Spouse's Address _____
16. City _____ 17. _____ 18. _____
State/Country Zip Code
19. Check here if you are covered by FERS and you will not be able to obtain your spouse's signature on your Loan Agreement, **or** if you are covered by CSRS and you do not know the whereabouts of your spouse. (Read the instructions for this item.)

IV. CERTIFICATION AND SIGNATURE

I certify that the above information is true and complete to the best of my knowledge. **Warning:** Any intentional false statement in this application or willful misrepresentation concerning it is a violation of law that is punishable by a fine of as much as \$10,000 or imprisonment for as long as 5 years or both (18 U.S.C. 1001).

20. _____ 21. _____
Participant's Signature Date Signed

INSTRUCTIONS

Before completing this application, read the booklet *TSP Loan Program* to understand the features of the loan program and your responsibilities when you borrow from your TSP account. The booklet is available from your agency personnel office or the TSP Web site at www.tsp.gov. Make a copy of this completed form for your records and mail the original form to:

**TSP Service Office
National Finance Center
P.O. Box 61500
New Orleans, LA 70161-1500**

I. INFORMATION ABOUT YOU

1 – 7: Provide all the requested information. The address you provide on this form will be used to send your loan agreement package to you. The **loan check** and other correspondence regarding the loan will be sent to the address of record for your TSP account. If the address on your last participant statement was incorrect or has since changed and you have not asked your agency to correct it, notify your agency personnel office **immediately** to ensure that the correct address is provided to the TSP Service Office.

8: Pay Schedule. Loan payments are deducted from your pay each pay period. Make sure you indicate the correct pay period or your loan payments will be incorrect.

II. YOUR LOAN REQUEST

9: Amount. You may not borrow more than the amount that you contributed to the TSP and the earnings on that amount. You may not borrow less than \$1,000. To determine the maximum amount you may borrow, you can visit the TSP Web site at www.tsp.gov, call the ThriftLine at (504) 255-8777, or use the Worksheet for Estimating Maximum Loan Amount in the *TSP Loan Program* booklet. If you request a loan for more than the amount that you are eligible to borrow, the TSP will determine the maximum amount that you are eligible to borrow at the time that your loan application is processed and your Loan Agreement is generated.

10: Purpose and Term of Loan. Choose either a General Purpose Loan or a Residential Loan and fill in the corresponding repayment period. You can request a Residential Loan **only** for the purchase or construction of your primary residence.

- For a **General Purpose Loan**, the minimum time to repay is 1 year; the maximum time is 5 years. No documentation is required.
- For a **Residential Loan**, the minimum time to repay is 1 year; the maximum time is 15 years. Documentation of the amount will be required when you return your Loan Agreement. Do **not** send documentation for the amount of the loan with this form.

When completing this item, use years and months. You should have a number in each blank. For example, if you want a loan of 4 years, write it as 4 years and 0 months.

III. INFORMATION ABOUT YOUR SPOUSE

11: Are you married (even if separated from your spouse)? If you are married, even if separated from your spouse, check the "Yes" box and complete Items 12 through 19. You must supply the requested information about your spouse.

12: Notification or consent of spouse not possible. The TSP must notify the spouse of a CSRS participant before a loan can be made. Spouses of FERS participants must consent to the loan by signing the Loan Agreement. Therefore, check Item 19 if you are:

- covered by FERS and you cannot obtain your spouse's signature because your spouse's whereabouts are unknown or exceptional circumstances make it inappropriate to obtain your spouse's signature, **or**
- covered by CSRS and your spouse's whereabouts are unknown.

You may be able to obtain an exception by submitting Form TSP-16, Exception to Spousal Requirements. You are strongly encouraged to mail Form TSP-16 and supporting documentation with this Loan Application. You can obtain Form TSP-16 from the TSP Web site or your agency personnel office.

IV. CERTIFICATION AND SIGNATURE

20: Signature. Read the certification and sign your name.

21: Date. Enter the date you signed the form.

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 on this form to process your loan. This information may be shared with other Federal agencies for statistical, auditing, or archiving purposes. In addition, we may share the information with law enforcement agencies investigating a violation

of civil or criminal law, or agencies implementing a statute, rule, or order. It may be shared with congressional offices, private sector audit firms, spouses, former spouses, and beneficiaries, and their attorneys. We may also disclose relevant portions of the information to appropriate parties engaged in litigation. You are not required by law to provide this information, but if you do not provide it, we will not be able to process your loan application.