



United States
Department of
Agriculture

Office of
Finance and
Management

National
Finance
Center

P.O. Box 61500
New Orleans
Louisiana 70161-1500

Title: 5, United States Code
Chapter: 84, Federal Employees' Retirement System, Subchapter III, Thrift Savings Plan
Bulletin: 88-13, Introduction of Form TSP-21-R, Thrift Savings Plan Residential Loan Documentation
Date: March 11, 1988
To: TSP Payroll Office Representatives
TSP Personnel Office Representatives
TSP Automated Data Processing Representatives

The purpose of this bulletin is to provide agency representatives with a sample Form TSP-21-R, Thrift Savings Plan Residential Loan Documentation. Form TSP-21-R is a system-generated form and will not be stocked by personnel offices, the Federal Retirement Thrift Investment Board, or the Thrift Savings Plan Service Office. Form TSP-21-R is the supplemental documentation form included in the loan package sent to applicants for Thrift Savings Plan (TSP) residential loans.

Form TSP-21-R indicates the applicant's identifying information and loan number. The loan number shown on this form should match the loan number indicated on Form TSP-21, Loan Agreement/Promissory Note. If these numbers do not match, applicants should contact the TSP Service Office. The loan documentation form is required to support the purpose of the loan and must be returned with the required bills or receipts.

Form TSP-21-R is divided into four sections, I through IV, as follows:

Section I, Participant. This section is system generated to provide the applicant's name, date of birth, and social security number.

Section II, Documentation of Expenses For Purchase of Primary Residence. The applicant must complete this section providing the address of the residence and a list of expenses supporting the amount of the loan. The expenses listed must be equal to or greater than the requested loan amount.

Section III, Checklist of Required Documentation. This section provides a checklist for the applicant to ensure that all required documentation has been included. If all required documentation is not provided, the loan will not be processed.

Section IV, Authorization to Verify. By signing this section, the applicant is authorizing the TSP Service Office to verify the attached documentation and is authorizing the release of

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Expiration Date: When superseded.

information concerning the loan application to the TSP Service Office by the parties identified on the attached documentation.

Completed forms and the appropriate documentation must be received by the TSP Service office within 45 days of the date prepared (indicated in the upper right corner of the form). The TSP Service Office address is:

National Finance Center
Thrift Savings Plan Service Office
P.O. Box 61135
New Orleans, LA 70161-1135

Personnel offices should be aware that it is the participant's responsibility to complete and submit Form TSP-21-R to the TSP Service Office. Personnel offices should be prepared, however, to provide assistance when a request is made.


CLYDE G. McSHAN, II
Director

Attachment

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