



United States
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Bulletin: 88-25, Guidelines for Reporting Payroll Office Numbers for Loan Payment Allotments

Date: June 7, 1988

To: TSP Payroll Office Representatives
TSP Personnel Office Representatives
TSP Automated Data Processing Representatives

This bulletin provides agency representatives with guidelines for reporting payroll office numbers for loan payment allotments. This information supplements the information contained in the Treasury memorandum provided with TSP Bulletin 88-16, Guidelines for Reporting Thrift Savings Plan Loan Repayments, dated April 7, 1988.

Included as an attachment to the Treasury memorandum was a sample Form TSP-22, Thrift Savings Plan Loan Payment Allotment Form, indicating which data is to be included in a Treasury disbursed agency input record and a non-Treasury disbursed agency input record. Also included were the Tape/Card Record Layout Sheets for each of the records.

To ensure that loan payments are properly identified and updated to participants' accounts, agencies must include their payroll office number when reporting loan payments. Processing of loan payments submitted without the payroll office number may be delayed. The payroll office number should be reported as follows:

- for Treasury disbursed agency input records, the payroll office number should be included in positions 20 through 27.
- for non-Treasury disbursed agency input records, the first six positions of the payroll office number should be included in positions 49 through 54; the last two positions should be shown in positions 77 and 78.


 CLYDE G. McSHAN, II
 Director

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