



# Thrift Savings Plan BULLETIN

for Agency TSP Representatives

**Subject:** Revision of Form TSP-9, Change of Address for Separated Participant

**Date:** August 1, 2002

The Federal Retirement Thrift Investment Board has revised [Form TSP-9, Change of Address for Separated Participants](#), for use in the new record keeping system. The August 2002 revision of the form, which has been renamed Change of Address for Separated Participant, will be available from the **civilian section** of the Thrift Savings Plan (TSP) Web site at [www.tsp.gov](http://www.tsp.gov) beginning August 23, 2002. An advance copy of the revised form is attached to this bulletin.

**Purpose of Form TSP-9.** Form TSP-9 is used by participants who have separated from Federal civilian service to notify the TSP of mailing address changes. Form TSP-9 is **not** to be used by participants who are currently employed in Federal civilian service. (To update the mailing address of an employed participant, the payroll office must submit an employee data record (06-record) to the TSP, as explained in TSP Bulletin 02-19, dated June 27, 2002.)

**Dissemination of Form TSP-9.** Separated participants can obtain Form TSP-9 from the TSP Web site or from the TSP Service Office. Agencies may also provide the form to separating participants, but agencies are no longer required to include the form in the TSP withdrawal package that they must provide to separating participants.\* Agencies may obtain the form by downloading it from the Web site, or they may order a supply by following the procedures contained in TSP Bulletin 95-1, dated January 3, 1995.

PAMELA-JEANNE MORAN  
Deputy Director  
Office of External Affairs

Attachment: Form TSP-9, Change of Address for Separated Participant

\* See TSP Bulletin 02-21, dated July 16, 2002, for more information about the TSP withdrawal package.

**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 9, Withdrawal Program.

**Supersedes:** This bulletin supersedes TSP Bulletin 94-18, Revision of Form TSP-9, Change of Address for Separated Participants, dated July 19, 1994.



# THRIFT SAVINGS PLAN CHANGE OF ADDRESS FOR SEPARATED PARTICIPANT

**TSP-9**

If you are no longer employed by the Federal Government, use this form to report a change in your address to the TSP Service Office. **Note:** Active employees can change their addresses for their TSP accounts **only** through their employing agencies; they should **not** submit this form.

You may also request a change of address through the TSP Web site, [www.tsp.gov](http://www.tsp.gov). You will need to enter your Social Security number and your TSP Personal Identification Number (PIN) to make this request on the Web site.

Type or print all information. Make a copy of this form for your records. Mail this form to:

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

Telephone number: (504) 255-8777  
TDD: (504) 255-5113

**Please note:** If you also have a uniformed services TSP account, you must change your address separately for that account by completing Form TSP-U-9 (if you are separated from the uniformed services) or by contacting your service (if you are still employed by the uniformed services).

## I. INFORMATION ABOUT YOU

1. Name \_\_\_\_\_  
Last First Middle
2. Social Security Number \_\_\_\_\_ 3. Date of Birth \_\_\_\_\_  
mm / dd / yyyy
4. Daytime Phone (Area Code and Number) (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## II. YOUR NEW ADDRESS

5. Address \_\_\_\_\_  
Street address or box number
6. City \_\_\_\_\_ 7. \_\_\_\_\_ 8. \_\_\_\_\_  
State/Country Zip Code

## III. YOUR SIGNATURE

9. \_\_\_\_\_ 10. \_\_\_\_\_  
Participant's Signature Date Signed

**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 request to change your address. 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 change your address for your TSP account.