



# Thrift Savings Plan BULLETIN

for Service TSP Representatives

**Subject:** Revision of Form TSP-U-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-U-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 **uniformed services section** of the TSP Web site at [www.tsp.gov](http://www.tsp.gov) beginning August 23, 2002.

**The August 2002 revision supersedes all prior versions of Form TSP-U-20; services 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-U-20.

**Distribution of Form TSP-U-20.** The Board will send a small supply of the revised Form TSP-U-20 to services' central distribution points. Upon receipt, central distribution points should distribute these forms proportionately to personnel or administrative offices within the service.

**Service responsibilities.** Services must provide the August 2002 version of Form TSP-U-20 to their service members upon request. If services need additional copies of the form, they should have a representative of their central distribution point order them by completing the Thrift Savings Plan Order Form (TSP-U-40).

PAMELA-JEANNE MORAN  
Deputy Director  
Office of External Affairs

Attachment: Form TSP-U-20, Loan Application

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\* 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 7, Loan Program.

**Supersedes:** This bulletin supersedes TSP Bulletin, 02-U-4, Form TSP-U-20, TSP Loan Program Booklet and Loan Application, dated February 8, 2002.



# THRIFT SAVINGS PLAN LOAN APPLICATION

## TSP-U-20

You must have at least \$1,000 of your own contributions and earnings in your uniformed services TSP account to obtain a loan. Before completing this form, **read the TSP Loan Program booklet and the instructions on 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. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ 3. Daytime Phone (\_\_\_\_\_) \_\_\_\_\_  
Social Security Number (Area Code and Number) (Not Defense Switched Network (DSN))
4. Address \_\_\_\_\_  
Street address or box number
5. City \_\_\_\_\_ 6. \_\_\_\_\_ 7. \_\_\_\_\_  
State/Country Zip Code

### II. YOUR LOAN REQUEST

8. Amount of Loan Requested: \$ \_\_\_\_\_ (must be \$1,000 or more)

9. Type and Term of Loan: Specify the loan repayment period for **either** a General Purpose Loan **or** a 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 15 year) \_\_\_\_\_ years and \_\_\_\_\_ months

Note: Loan payments will be calculated on a monthly payment schedule.

### III. INFORMATION ABOUT YOUR SPOUSE

10. Are you married (even if separated from your spouse)?  Yes  No  
(If yes, complete Items 11 through 13. If no, go to Item 14.)

11. Spouse's Name \_\_\_\_\_  
Last First Middle

12. Spouse's Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

13.  Check here if you will not be able to obtain your spouse's signature on your Loan Agreement. (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).

14. \_\_\_\_\_ 15. \_\_\_\_\_  
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 uniformed services TSP account. The booklet is available from the TSP Web site at [www.tsp.gov](http://www.tsp.gov) or from your service. Make a copy of this completed form for your records and mail the original form to:

**Thrift Savings Plan 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 uniformed services TSP account. If the address on your last participant statement was incorrect or has since changed and you have not asked your service to correct it, notify your service **immediately** to ensure that the correct address is provided to the TSP Service Office.

### II. YOUR LOAN REQUEST

**8: Amount.** You may not borrow more than the amount that you contributed to your uniformed services TSP account and the earnings on that amount. You may not borrow less than \$1,000. To determine the maximum amount you may borrow, you can use the TSP Web site at [www.tsp.gov](http://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.

**9: 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 loan amount with this form.

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

**Important Note:** Your loan payment will be calculated based on a monthly payment schedule. If you are not paid on a regular basis and you will be unable to make your scheduled loan payments through payroll allotment, you **should not** take a TSP loan from your account. Missed loan payments may require you to repay your loan in full. If you are unable to do so, you will be liable for income tax on your outstanding loan balance. You may also incur early withdrawal penalties if you are under age 59½. Read the *TSP Loan Program* booklet.

### III. INFORMATION ABOUT YOUR SPOUSE

**10: 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 11 and 12. You must supply the requested information about your spouse.

**13: Consent of spouse not possible.** Spouses of uniformed services participants must consent to the loan by signing the Loan Agreement. If 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, check Item 13. You may be able to obtain an exception by submitting Form TSP-U-16, Exception to Spousal Requirements. You are strongly encouraged to mail Form TSP-U-16 and supporting documentation with this loan application. You can obtain Form TSP-U-16 from the TSP Web site or your service.

### IV. CERTIFICATION AND SIGNATURE

**14: Signature.** Read this certification and sign your name.

**15: 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 uniformed services TSP account. We will use the information you provide on this form to process your loan. This information may be shared with other Federal agencies or the uniformed services for statistical, auditing, or archiving purposes. In addition, we may share the information with law enforcement agencies investigating a violation of civil, criminal, or military

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 from your uniformed services account.