



Thrift Savings Plan

BULLETIN for Service TSP Representatives

Subject: Revision of Form TSP-U-1, Thrift Savings Plan Election Form

Date: July 12, 2005

The Federal Retirement Thrift Investment Board (Board) has revised [the Thrift Savings Plan \(TSP\) Election Form \(TSP-U-1\)](#) to reflect the elimination of TSP open seasons. The instructions on the back of the form have also been modified to update the telephone numbers for participants to use to make investment requests (contribution allocations and interfund transfers). As discussed in Section I, service members must file contribution elections directly with their services. However, members must file investment requests directly with the TSP.

This revision supersedes all previous versions of Form TSP-U-1, although services may continue to accept elections made on older versions of the form. Services and service members may obtain the revised version from the TSP Web site. Services may also order a supply of the forms by following the procedures for ordering TSP materials; the Board will not be making an automatic distribution of these revised forms to services.

I. Making Contribution Elections

A. Member responsibilities

Members must file TSP contribution elections with their services. Members may make a paper contribution election using Form TSP-U-1, or they may make an electronic contribution election using their service's automated process (e.g., myPay).

B. Service responsibilities

Services must process contribution elections, answer questions from their members about making contribution elections, and resolve claims from their members regarding erroneous processing.

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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 5, Establishing and Maintaining Accounts.

Supersedes: This bulletin supersedes TSP Bulletin 02-U-23, Revision of Form TSP-U-1, Thrift Savings Plan Election Form, dated July 25, 2002.

Services should not refer members to the Board or to the TSP record keeper to resolve issues relating to contribution elections.

II. Processing Form TSP-U-1

To process TSP contribution elections, services must:

- A. Ensure that the election was made properly and establish the effective date of the election. Properly filed elections must be made effective no later than the first full pay period after they are received.

To contribute from incentive pay, special pay, or bonus pay, the member must elect to contribute from basic pay. If the election is to stop contributions from basic pay, contributions from these other elements of pay must be stopped also.

If an election cannot be processed, the member should be notified.

- B. Notify the member of the effective date and retain information about the election.

If the election is made on Form TSP-U-1, the form should be filed in the member's official personnel or pay folder. If the election is electronic, services must have the capability to retrieve it so that TSP information may be provided to an appropriate service official if a member files a claim for error correction.

- C. Enter the paper election into the payroll system.

After the election has been entered in the system, it should be reviewed to determine if it was entered correctly. If not, the entry should be corrected.

- D. Determine and report TSP contributions.

Payroll offices must determine the TSP contributions of their members using the contribution elections and the pay earned for the pay period, and report these contributions to the TSP each pay period. To report TSP contributions, payroll offices must submit payment records, as described in the TSP bulletin "Processing Submissions From Uniformed Services Payroll Offices in the New Record Keeping System."



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