



THRIFT SAVINGS PLAN

NOTIFICATION TO TSP OF NONPAY STATUS

TSP-41

Agency representatives — Use this form to notify the TSP record keeper when a participant who has a TSP loan is placed in an approved nonpay status (e.g., furlough, suspension, leave without pay — including leave without pay to perform military service — or pending resolution of a grievance or appeal). In addition, use this form to notify the TSP record keeper when a participant who entered nonpay status returns to pay status. Agency representatives should mail the completed form to the address shown below. For more information, refer to Bulletin 03-18.

**TSP Service Office
P.O. Box 385021
Birmingham, AL 35238**

Or fax the completed form to our toll-free fax number:

1-866-817-5023

Participants — **Do not submit this form.** It must be certified and submitted by your agency.

I. INFORMATION ABOUT THE PARTICIPANT

- Name of Employee _____
Last First Middle
- Social Security Number _____ - _____ - _____

II. INFORMATION ABOUT NONPAY STATUS

Complete this section **when the participant enters nonpay status.**

- Beginning Date of Nonpay Status _____
mm / dd / yyyy
- Is the nonpay status due to military service? Yes No

III. INFORMATION ABOUT DATES OF NONPAY STATUS

Complete this section **when a participant who entered nonpay status returns to pay status.**

- Beginning Date of Nonpay Status _____
mm / dd / yyyy
- Ending Date of Nonpay Status _____
mm / dd / yyyy

IV. AGENCY CERTIFICATION

- _____
Signature of Agency Official
- _____
Date Signed
- _____
Typed or Printed Name of Agency Official
- (_____) _____ - _____
Telephone Number
- _____
Title of Agency Official



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Form TSP-41 (10/2005)
PREVIOUS EDITIONS OBSOLETE