Checklist for Making Loan Payments

- ✓ **The Loan Payment Coupon below can be completed on line.** Please enter ***all*** information on the coupon, including your ***complete*** TSP account number to help us identify your account. Otherwise, your payment will be returned.
- ✓ Make your payment with a personal check, cashier's check, or money order made payable to the ***Thrift Savings Plan***. Personal checks must have at least your name and the check number pre-printed on them.
- ✓ Write your loan number on your check or money order. If you do not know your loan number, check your account on the TSP Web site (www.tsp.gov) or call the TSP (1-877-968-3778, or 404-233-4400 outside the U.S. and Canada).
- ✓ Sign your check. Do not send cash.
- ✓ If you want to make payments for more than one loan, send a separate check (or money order) and coupon for each loan.
- ✓ When you send us a check for your loan payment, it will be converted into an electronic funds transfer (EFT). This means that we will make an electronic image of your check and use the account information on it to debit your bank account electronically for the amount of the check. The debit from your account will usually occur within 24 hours of the time we receive the payment.

  Although the debit will be reflected on your bank statement, you will not receive the cancelled check because the original will be destroyed after we image it. If for some technical reason the data from the EFT cannot be processed, we will transmit our imaged copy of your check to your bank.
- ✓ Do not send correspondence or other TSP forms with this coupon or the processing of your check will be delayed.
- ✓ Mail this coupon and your check to:

Thrift Savings Plan
P.O. Box 979004
St. Louis, MO 63197-9000

Send overnight deliveries to: U.S. Bank, Box 9004, Government Lockbox SL-MO-C2GL, 1005 Convention Plaza, St. Louis, MO 63101

cut here

THRIFT SAVINGS PLAN
LOAN PAYMENT COUPON

Type or print using black or dark blue ink. See checklist above.

Check Number

Date of Check (mm/dd/yyyy) __ __ / __ __ / 2 0 __ __

Check Code: **CHK**

Last Name | First Name | Middle Name

TSP Account Number | Loan Number – Letter | $ Payment Amount

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PREVIOUS EDITIONS OBSOLETE