



Thrift Savings Plan BULLETIN

for Agency TSP Representatives

Subject: Elimination of Form TSP-18, Validation of Retirement Information, and New Procedures for Submitting Form TSP-3, Designation of Beneficiary

Date: November 22, 1994

Beginning January 1, 1995, agencies will no longer submit Form TSP-18, Validation of Retirement Information, to the TSP recordkeeper, the National Finance Center (NFC). Also, beginning January 1, 1995, all TSP participants who complete Form TSP-3, Designation of Beneficiary, must submit the form directly to NFC.

This bulletin explains:

- the elimination of Form TSP-18;
- the revision of Form TSP-3;
- the new procedures for participants to submit Form TSP-3 directly to NFC; and
- the requirement for personnel office representatives to send to NFC all Forms TSP-3 that are received by agencies before January 1, 1995, and are filed in Official Personnel Folders.

I. Elimination of Form TSP-18, Validation of Retirement Information

Public Law 103-226, enacted March 30, 1994, amends the Federal Employees' Retirement System Act to give **all** separated participants the same TSP withdrawal options. Therefore, most of the retirement information that agencies have been providing the TSP on Form TSP-18 will no longer be needed.

Beginning January 1, 1995, the requirement that agency representatives submit Form TSP-18 to NFC when a participant separates from Federal service will be eliminated. At that time, the Employee Data Record (01-Record) will become the sole means for agencies to inform the TSP when participants separate from Federal

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Inquiries: Questions concerning this bulletin should be directed to the Federal Retirement Thrift Investment Board at **202-942-1460**.

Supersedes: This bulletin supersedes TSP Bulletin 90-33, Validation of Retirement Information, Form TSP-18 (November 9, 1990); and TSP Bulletin 87-57, Introduction of Form TSP-18, Validation of Retirement Information (October 13, 1987).

service. Because participants cannot withdraw their accounts before agencies inform the TSP of their separations, accurate and timely submission of Employee Data Records (01-Records) is essential. For more information about Employee Data Records, see TSP Bulletin 94-20, Changes to TSP-Separation Codes: Additional System Edits for TSP-Separation Codes and TSP-Date-of-Birth, dated August 29, 1994.

Agency representatives should continue to submit Forms TSP-18 to NFC through December 31, 1994.

For more information about the TSP withdrawal options, see TSP Bulletin 94-14, Changes to the TSP Withdrawal Program, dated June 1, 1994.

II. Form TSP-3, Designation of Beneficiary

A. Revision

1. The Federal Retirement Thrift Investment Board (Board) has revised Form TSP-3, Designation of Beneficiary. A copy of the revised form, dated November 1994, is included as Attachment 1 of this bulletin.
2. The revised form instructs participants to mail the form directly to NFC. Agencies should not accept these revised forms.
3. The revised form does **not** contain a section for agency representatives to certify receipt because the revised Form TSP-3 will not be valid until received by NFC.

B. Distribution

1. The Board has distributed the revised forms to agencies' central distribution points. Each central distribution point received a number equal to about 10 percent of the agency work force.
2. Upon receipt, central distribution points must distribute these forms to their servicing personnel offices. Agencies may obtain additional forms by following the procedures for ordering TSP materials contained in TSP Bulletin 92-22, Thrift Savings Plan Printed Materials, dated September 23, 1992.
3. **Agency personnel offices must begin distributing these forms to participants on January 1, 1995.** Personnel offices, however, should not distribute the November 1994 version of Form TSP-3 before January 1, 1995. Therefore, personnel offices should discard prior versions of the form **after they receive the November 1994 version but not before December 31, 1994.**

- C. New procedures for submitting Form TSP-3
1. Beginning January 1, 1995, all participants, whether employed or separated, who wish to designate a beneficiary must send Forms TSP-3 directly to NFC. The address is on the back of the form.
 2. Personnel offices should continue to accept the August 1988 version of Form TSP-3 through December 31, 1994.
 3. **Personnel offices should not accept either the old or new versions of Form TSP-3 from participants after December 31, 1994.** If the personnel office receives Form TSP-3 from a participant after December 31, 1994, the personnel office should return the form to the participant immediately and instruct the participant to send the form to NFC at the address on the November 1994 version of the form. In addition, if the participant submitted an old version of the form, the personnel office should give the participant the November 1994 version to complete and send to NFC.
 - a. If a participant submits the November 1994 version to the agency, the agency cannot certify receipt because no space is provided on the form to do so. For the form to be valid, it must be properly completed, witnessed, and received by NFC before the participant dies.
 - b. If a participant submits an earlier version of Form TSP-3 to the agency and the agency (contrary to these procedures) accepts it after December 31, 1994, the form will **not be valid until it is received by NFC**. It must be received by NFC before the participant dies.

III. Forwarding Pre-January 1995 Forms TSP-3 to NFC

- A. Immediate requirement (January 1 to September 30, 1995)

Beginning January 1, 1995, servicing personnel offices must forward all Forms TSP-3 that are currently filed in participants' Official Personnel Folders (OPFs) to NFC.

1. Personnel offices must review the OPFs of all their TSP participants and pull from each OPF **all Forms TSP-3**. This means that personnel offices must pull the current and any superseded forms from the OPF.
2. Personnel offices should then annotate each OPF that has been reviewed for Forms TSP-3. Form TSP-42, Documentation of Review for Forms TSP-3, Designation of Beneficiary, can be used for this purpose (see Attachment 2).

3. Personnel offices must forward all Forms TSP-3 (including superseded forms) to:

Thrift Savings Plan Service Office
National Finance Center
PO Box 61135
New Orleans, LA 70161-1135

4. Personnel offices should use Form TSP-43, Transmittal of Forms TSP-3, Designation of Beneficiary, to forward the forms to NFC (see Attachment 3). Agencies should record on the transmittal form the name of each participant for whom Form(s) TSP-3 is (are) being forwarded and the number of forms included for each participant. NFC will check this to ensure that it has received the correct number of forms.
5. Personnel offices should send to NFC the **original** Forms TSP-3, if available. If only a copy is available, the copy should be sent. If based upon the information on the transmittal sheet a form appears to be missing, NFC will contact the person indicated on the transmittal form. Consequently, personnel offices may wish to retain a copy of all the Forms TSP-3 that they transmit to NFC in a separate folder in the personnel office. These copies may be destroyed 6 months after the originals were sent to NFC.
6. **Personnel offices should send all Forms TSP-3 to NFC by September 30, 1995.**
7. Personnel offices must review an unannotated OPF for Forms TSP-3 when a participant separates from Government service or dies while still employed by the Government. If the OPF contains Form(s) TSP-3, the form(s) must be sent to NFC, as outlined above.

B. Continuing requirement

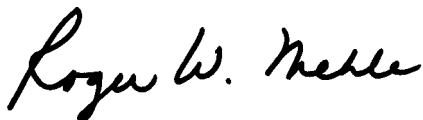
1. Personnel offices **must** review the OPF (if it has not been annotated as outlined in A.2 above) for Form(s) TSP-3 **when a participant separates from Federal service or dies while still employed by the Government**. If the OPF contains Form(s) TSP-3, the form(s) must be sent to NFC, as outlined in A.3-5 above.
2. Personnel offices should also review unannotated OPFs for Forms TSP-3 when they have pulled an OPF for any other reason (e.g., to file a pay adjustment).
 - (a) If the OPF contains Form(s) TSP-3, the form(s) should be sent to NFC, as outlined in A.3-5 above.
 - (b) The OPF should then be annotated as having been reviewed for Forms TSP-3.

- C. Requests from NFC for Forms TSP-3 that should have been submitted with Forms TSP-18 prior to January 1, 1995

Form TSP-18, which agencies must continue to submit until January 1, 1995, requires agencies to indicate whether a participant has filed Form TSP-3 and, if so, to submit the most recent Form TSP-3 with the Form TSP-18. If the agency completes Form TSP-18 and checks the box to indicate that the most recent Form TSP-3 is attached but does not attach the form, NFC will ask the agency to find and forward the missing Form TSP-3 or to submit a new Form TSP-18 if the first one was incorrect.

If NFC has made or makes such a request (before January 1, 1995), the agency must search for Form TSP-3, retrieving the OPF if necessary. If Form TSP-3 is found, the agency must submit it to NFC. If, after the OPF is reviewed, no Form TSP-3 is found, the agency should correct Form TSP-18 if the correction can be made before January 1, 1995. If the search extends beyond December 31, 1994, but no Form TSP-3 is found, the agency need not submit a corrected Form TSP-18. The agency should, however, inform NFC that no Form TSP-3 had been found.

Forms TSP-18 received after December 31, 1994, will not be processed. **However, agencies must forward Forms TSP-3 for participants who separate after December 31, 1994, to NFC by following the procedures (and using the transmittal sheet) explained in Section III.**



ROGER W. MEHLE
Executive Director

Attachments: Form TSP-3, Designation of Beneficiary, dated November 1994
Form TSP-42, Documentation of Review for Forms TSP-3, dated November 1994
Form TSP-43, Transmittal of Forms TSP-3, dated November 1994