



Thrift Savings Plan BULLETIN

for Agency TSP Representatives

Subject: New Requirement for Submission of Forms TSP-3, Designation of Beneficiary, and Revision of Form TSP-43, Transmittal of Forms TSP-3

Date: November 16, 1995

Thrift Savings Plan (TSP) Bulletin 94-29, Elimination of Form TSP-18, Validation of Retirement Information, and New Procedures for Submitting Form TSP-3, Designation of Beneficiary, dated November 22, 1994, instructs agencies to forward all Forms TSP-3 that are filed in participants' Official Personnel Folders (OPFs) to the TSP recordkeeper, the National Finance Center (NFC). Agencies were asked to complete this task by September 30, 1995.

The NFC has received thousands of these forms and we thank agency representatives for their efforts. This bulletin, however, is to remind those agencies who have not yet submitted Forms TSP-3 of this task. In addition, this bulletin is to ask those agencies who have not yet submitted all Forms TSP-3 to (1) annotate the January 1987 versions of the forms with the participants' Social Security numbers and (2) use the attached Form TSP-43 to send all Forms TSP-3 to NFC.

Beginning in November 1995, the TSP Participant Statements will indicate whether or not Forms TSP-3 are on file with the TSP recordkeeper. See TSP Bulletin 95-33, Thrift Savings Plan Participant Statements, dated November 1, 1995, for more information about this.

Additional requirement and revision of Form TSP-43. It has been difficult to identify accounts of those participants who completed the January 1987 version of the form because that version of the form does not contain the participant's Social Security number. Previously, when agencies transmitted this version of Form TSP-3 to NFC, the form was accompanied by Form TSP-18, on which agencies provided the participant's Social Security number. Form TSP-18 has been eliminated, but we still need the participant's Social Security number. **Therefore, we are asking those agencies who have not yet submitted Forms TSP-3 to annotate all January 1987 versions of the forms with the participants' Social Security numbers.** This will ensure that the information on Form TSP-3 is recorded to the appropriate participant in the TSP system.

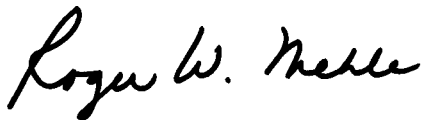
Inquiries: Questions concerning this bulletin should be directed to the Federal Retirement Thrift Investment Board at **202-942-1460**.

Chapter: This bulletin may be filed in Chapter 10, Death Benefits.

We have also revised Form TSP-43, Transmittal of Forms TSP-3, Designation of Beneficiary, to include Social Security numbers of the participants whose forms are being submitted. Agencies should now use this revised form to send Forms TSP-3 to NFC.

Responding to questions from participants who have had January 1987 versions of Form TSP-3 returned to them by NFC. NFC erroneously returned to participants some of the January 1987 versions of the Forms TSP-3 that agencies had submitted, along with a letter requesting that the participant submit a new Form TSP-3. (The forms were returned to the address on the form.) The returned forms were stamped "void." These forms, however, may be valid, and we regret any inconvenience this action has caused participants or agency representatives.

Although NFC retained a microfilm copy of the forms it returned, we recommend that these participants complete a new Form TSP-3, using the November 1994 version of the form. This action will not only ensure proper identification based on the participant's reported Social Security number, but will also ensure that the participant's current preferences are reflected in his or her designations. Alternatively, the participant may annotate the January 1987 version of the form with his or her Social Security number and return the form to the Thrift Savings Plan Service Office, National Finance Center, P.O. Box 61135, New Orleans, LA 70161-1135. Before resubmitting an annotated January 1987 version of the form, however, the participant should ensure that all other information on the form is still accurate.



ROGER W. MEHLE
Executive Director

Attachment: Form TSP-43, Transmittal of Forms TSP-3, Designation of Beneficiary,
dated 7/95

