



United States
Department of
Agriculture

Office of
Finance and
Management

National
Finance
Center

P.O. Box 61500
New Orleans
Louisiana 70161-1500

Title: 5, United States Code
Chapter: 84, Federal Employees' Retirement System, Subchapter III, Thrift Savings Plan
Bulletin: 87-19, Use of Electronic Funds Transfer for Thrift Savings Plan Deductions and Contributions
Date: March 27, 1987
To: TSP Agency Payroll Office Representatives
TSP Agency Personnel Office Representatives
TSP Automated Data Processing Representatives

The purpose of this bulletin is to provide agency offices guidance concerning the use of electronic funds transfer (EFT) for transmitting Thrift Savings Plan (TSP) deductions and contributions to the Treasury Department.

As the recordkeeper, the National Finance Center (NFC) anticipated the need to process funds from some entities outside the Treasury Department's disbursing authority. The Federal Retirement Thrift Investment Board, in conjunction with the Treasury Department, has adopted the policy of EFT as the most cost effective method of processing these collections and disbursements for the TSP. There are several reasons for selection of EFT over other methods of processing. EFT is cost effective, efficient, fully automated, and simple to process. To accommodate this, we received approval to use the Treasury Financial Communication System (TFCS) for these organizations. Use of the TFCS provides for rapid investment of these funds and, hence, maximizes earnings to the employees.

Attached is a Form TSP-4, Electronic Funds Transfer Message Format, including completion instructions, which will be used to provide specific information to depositors and financial institutions regarding funds transfer messages. A completed Form TSP-4 is also attached for reference. A completed Form TSP-2, Certification of Transfer of Funds and Journal Voucher, is attached to provide sample information that is required for the completion of Form TSP-4. Detailed completion instructions for Form TSP-2 are provided on the reverse of the form.

Local reproduction of Form TSP-4 is authorized. For your convenience, 25 copies will be distributed by the NFC to agency payroll office addresses receiving this bulletin.

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Expiration
Date: When superseded.

Additional copies of Form TSP-4 may be requested in writing from the following address:

National Finance Center
Thrift Savings Plan
P.O. Box 61500-1500
New Orleans, LA 70160

The original and one copy of Form TSP-4 should be forwarded to the depositor. The depositor will return the copy to the submitting agency to indicate date of processing. The second copy should be retained by the submitting agency for documentation purposes. Agency offices should check with the depositor they will be using to verify these procedures.


CLYDE G. McSHAN, II
Director

Attachments

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