



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: 87-38, Procedures for Establishing or Modifying TSP Agency Clearing Accounts for the Thrift Savings Plan
Date: September 17, 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 representatives procedures for establishing or modifying Thrift Savings Plan (TSP) agency clearing accounts submitted on Form TSP-2, Certification of Transfer of Funds and Journal Voucher.

Agencies were instructed in Treasury's notice of February 24, 1987, Transmittal of Advanced Accounting Instructions for the Implementation of the Thrift Savings Plan, to provide to the National Finance Center (NFC) the Salary and Expense or Budget Clearing account symbol which would be submitted on Form TSP-2. These account symbols are established and maintained by the NFC as a check to ensure that the correct accounts are charged on an agency's Form TSP-2. Changes to established accounts can only be made by submitting the new account information to the NFC. Agencies who wish to modify an established Salary and Expense or Budget Clearing account should notify the NFC using the attached form. Completed forms should be forwarded to the following address:

National Finance Center
Thrift Savings Plan
Accounting and Asset Reporting Section
P.O. Box 61500
New Orleans, LA 70161-1500

Entering the new account symbol in Block 14, Agency Clearing Account, of the Form TSP-2 will not generate a change.

At the end of each fiscal year, the NFC will change all Salary and Expense current year appropriation accounts to the next fiscal year appropriations by changing the digit in the account code which represents the fiscal year.

Agencies who wish to establish a different Salary and Expense account for the new fiscal

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Expiration
Date: When superseded.

year should complete the attached form and return it to the NFC. Agencies should be aware that the TSP System only handles charges to one clearing account for any one pay period; therefore, pay periods which include data for two fiscal years will be charged to only one clearing account. Any required accounting adjustments should be reported to the Treasury Department by the appropriate agency office.

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CLYDE G. McSHAN, II
Director

Attachment

TO: National Finance Center
Thrift Savings Plan
Accounting and Asset Reporting Section
P. O. Box 61500
New Orleans, LA 70161-1500

FROM: Payroll Office Number: _____

TSP Clearing Account Currently Charged: _____

TSP Clearing Account To Be Charged: _____

Effective Date of Change: _____

Fiscal Data Mailing Address:

Agency Name _____

Agency Contact _____

1st Line Address _____

2nd Line Address _____

3rd Line Address _____

City _____

State or Country _____ Zip Code _____

Telephone Number (_____) _____

Signature of Agency Contact _____

Title of Agency Contact _____ Date _____