THRIFT SAVINGS PLAN

TSP-U-2-G

CERTIFICATION OF TRANSFER OF FUNDS AND JOURNAL VOUCHER FOR CONTRIBUTIONS REQUIRING G FUND BREAKAGE

I. IDENTIFICATION

To: TSP Agency Technical Services
Fairfax Post Office
ATS — P.O. Box 4570
Fairfax, VA 22038-9998
Telephone: (888) 802-0179
Fax Number: (703) 788-2936

1. From:

2. Payroll Office Number

3. Journal Voucher Report Number

G

4. Current Pay Date (mm/dd/yyyy)

5. Type of Media
- ☐ Electronic Submission
- ☐ Web-based application

II. RECORDS SUBMITTED

	Traditional	Roth	Total
6. Number of Employee Data Records			
7. Number of Current Payment Records – Traditional (Tax-deferred) and/or Roth			
8. Number of Current Payment Records – Tax-exempt			
9. Number of Late Payment Records – Traditional (Tax-deferred) and/or Roth			
10. Number of Late Payment Records – Tax-exempt			
11. Number of Negative Adjustment Records – Traditional (Tax-deferred) and/or Roth			
12. Number of Negative Adjustment Records – Tax-exempt			
13. Total Number of Records			

III. RECORDS BY CONTRIBUTION SOURCE

	Total Current and Late Payments (in dollars)	Total Negative Adjustments (in dollars)
Employee Contributions – Tax-deferred	**14.** $	**19.** $
Employee Contributions – Tax-exempt	**15.** $	**20.** $
Employee Contributions – Roth	**16.** $	**21.** $
Service Matching Contributions	**17.** $	**22.** $
Totals	**18.** $	**23.** $
Control Total		**24.** $

IV. CERTIFICATION

I certify that (1) prudent measures have been taken to ensure that the TSP transactions associated with this voucher are correct according to applicable law and TSP procedures; (2) the amount in Block 18 is available to be credited to the TSP receipt account and, if transactions submitted exceed this amount, the excess is also available to be credited to the TSP receipt account; and (3) the amount in Block 23 may be credited to this service's account if found to be correct. I understand that (1) the amount of the credit may be reduced by any investment losses computed by the TSP in connection with the money to be returned to the service and by any amounts that, under applicable law or TSP procedures, may not be returned to this service; (2) if this payroll submission reports makeup or late contributions, the TSP System will calculate the associated breakage and charge this service's Treasury account the attributable expense; and (3) if this payroll submission is processed more than 30 days after the "Current Pay Date," the TSP System will calculate breakage on employee makeup contributions as of the "Current Pay Date" and charge this service's Treasury account with the attributable expense. Such additional charges will be reversed only if it is established that the late processing was caused by TSP record keeper error.

25. _____
Typed or Printed Name of Authorized Administrative or Certifying Officer

26. _____
Signature of Authorized Administrative or Certifying Officer

27. (_____) _____ – _____
Telephone (Area Code and Number)

28. (_____) _____ – _____
Telefax (Area Code and Number)

29. _____
Date Certified

Reproduce Locally

Use this form **only** to submit late payment records (Traditional and Roth) that report makeup contributions resulting from a back pay award or other retroactive pay adjustment for which breakage must be calculated using **the Government Securities Investment (G) Fund share prices**.

Current payment records (Blocks 14–17) are 13-,17-, or 18-Records used to submit current contributions and makeup contributions and 83- and 87-Records used to submit current and makeup catch-up contributions, except those that are attributable to a back pay award or other retroactive pay adjustment. **Late payment records** (Blocks 14–17) are 43-, 47-, and 48-Records used to submit late contributions and makeup contributions, and 85- and 89-Records used to submit late catch-up contributions, attributable to a back pay award or other retroactive pay adjustment. **Negative adjustment records** (Blocks 19–23) are 23-, 27-, and 28-Records used to remove erroneous regular contributions previously reported and 30- and 33-Records used to remove erroneous catch-up contributions.

I. IDENTIFICATION

Block 1, From. Enter address of sender. Include payroll office name, address, and Zip Code.

Block 2, Payroll Office Number. Enter assigned 8-position payroll office number in XX-XX-XXXX format.

Block 3, Journal Voucher Report Number. Enter 6-position report number. The first position is "G". The next two positions represent the calendar year of the reporting pay period. The last three positions

represent a sequential number beginning with 001. This number will serve as a control over receipt of the reports. For example, G03001 would be the first JV report number submitted in the year 2003.

Block 4, Current Pay Date. Enter date payroll paid in mm/dd/yyyy format.

Block 5, Type of Media. Indicate whether you are submitting electronically or using the TSP web-based application.

II. RECORDS SUBMITTED

Block 6, Number of Employee Data Records. Enter total number of 06-Records submitted.

Block 7, Number of Current Payment Records–Traditional (Tax-deferred) and/or Roth. Enter total number of 13-,17-, 83-, and 87-Records submitted.

Block 8, Number of Current Payment Records–Tax-exempt. Enter total number of 18-Records submitted.

Block 9, Number of Late Payment Records–Traditional (Tax-deferred) and/or Roth. Enter total number of 43-, 47-, 85-, and 89-Records submitted.

Block 10, Number of Late Payment Records–Tax-exempt. Enter total number of 48-Records submitted.

Block 11, Number of Negative Adjustment Records–Traditional (Tax-deferred) and/or Roth. Enter total number of 23-, 27-, 30-, and 33-Records submitted.

Block 12, Number of Negative Adjustment Records–Tax-exempt. Enter total number of 28-Records submitted.

Block 13, Total Number of Records. Enter the total number of records submitted. This is equal to the sum of Blocks 6, 7, 8, 9, 10, 11, and 12.

III. RECORDS BY CONTRIBUTION SOURCE

Block 14, Employee Contributions–Tax-deferred. Enter **total** employee contributions from 17-, 47-, 87-, and 89-Records.

Block 15, Employee Contributions–Tax-exempt. Enter **total** employee contributions from 18- and 48-Records.

Block 16, Employee Contributions– Roth. Enter total employee contributions from 13-, 43-, 83-, and 85-Records.

Block 17, Service Matching Contributions. Enter **total** matching contributions from 17-, 18-, 47-, and 48-Records.

Block 18, Total Current and Late Payments Amount. This is equal to the sum of Blocks 14, 15, 16, and 17.

Block 19, Employee Contributions–Traditional. Enter **total** adjustments to employee contributions from 27- and 30-Records.

Block 20, Employee Contributions–Tax-exempt. Enter total adjustments to employee contributions from 28-Records.

Block 21, Employee Contributions– Roth. Enter total adjustments to employee contributions from 23- and 33-Records.

Block 22, Service Matching Contributions. Enter total adjustments to matching contributions from 27- and 28-Records.

Block 23, Total Negative Adjustment Amounts. Enter total adjustments to employee and service contributions. This is equal to the sum of Blocks 19, 20, 21, and 22.

Block 24, Control Total. Subtract Block 23 from Block 18 and enter amount here. (This figure is used only for verification of data entry.)

IV. CERTIFICATION

Block 25, Typed or Printed Name of Authorized Administrative or Certifying Officer. Type or print name of official who is responsible for the accuracy of this voucher and the data it transmits.

Block 26, Signature of Authorized Administrative or Certifying Officer. Signature of person named in Block 25.

Block 27, Telephone Number. Enter commercial telephone number of certifying officer, including area code.

Block 28, Telefax Number. Enter commercial telefax number of certifying officer, including area code.

Block 29, Date Certified. Enter date the document is signed.