



Thrift Savings Plan BULLETIN for Service TSP Representatives

Subject: Form TSP-U-1, Thrift Savings Plan Election Form, and Form TSP-U-1-C, Catch-Up Contribution Election Form, Revised for Roth Implementation of Army, Air Force, and Navy

Date: October 1, 2012

On May 7, 2012, the Federal Retirement Thrift Investment Board (Board) implemented Roth TSP and released the Thrift Savings Plan (TSP) Election Form (TSP-U-1) and Catch-Up Contribution Election Form (TSP-U-1-C) for elections submitted by uniformed service members. **Form TSP-U-1 was revised in October 2012 to include the Roth election options for active duty members of the Army, Air Force and Navy.** To accommodate the Defense Finance and Accounting Service (DFAS), members of the Army, Air Force and Navy electing Roth contributions must do so by designating a whole dollar amount. Members of the Coast Guard, Marine Corps, National Oceanic and Atmospheric Administration (NOAA), and Public Health Service continue to make Roth contribution elections by whole percentages. All service members will continue to make traditional (pre-tax) elections by percentage. No changes were made to the Catch-Up Contribution Election Form, TSP-U-1-C.

If a service is not able to accept Roth contributions, the service must inform members not to fill out the Roth section until members are notified of their ability to begin making Roth contribution elections. Reserve component members of the Army, Air Force, and Navy will be notified by DFAS when they may begin making Roth contributions.

Copies of Forms TSP-U-1 and TSP-U-1-C are attached to this bulletin. These versions of the forms supersede all previous versions. Services should **destroy or recycle** older versions of the blank forms. Services and members may always obtain the most current versions of forms from the TSP website. Services may also use electronic or Web-based methods to allow their members to make or change TSP elections for regular or catch-up contributions.

These revised forms include updated instructions and examples to assist members and service representatives responsible for processing both electronic and paper forms. Please note that not all sections of the form must be completed in order to be valid. It is possible for a member to submit a request with an election only in Section II, only in Section III, or in a combination of both sections. If a member's intent is not clear, the service must contact the member directly before rejecting the form. If the service then requires a new form to be submitted for clarification, the service should do so.

Lane Wood
Acting Deputy Director, Education and Agency Liaison
Office of Communications and Education

Attachments: TSP Election Form (TSP-U-1)
Catch-Up Contribution Election Form (TSP-U-1-C)

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 2, General Information.

Supersedes: This bulletin supersedes TSP Bulletin 12-U-10, Form TSP-U-1, Thrift Savings Plan Election Form, and Form TSP-U-1-C, Catch-up Contribution Election Form, Revised for Roth Implementation, dated May 7, 2012.



THRIFT SAVINGS PLAN ELECTION FORM

TSP-U-1

Use this form to start, stop, or change the amount of your contributions to the Thrift Savings Plan (TSP). Before completing this form, please read the *Summary of the Thrift Savings Plan* and the instructions on the back of this form. Type or print all information. **Return the completed form to the office of your service that is responsible for enrolling members in the TSP.** That office should return a copy to you after completing Section V. **Note:** To choose your investment funds, see the instructions in the General Information section on the back of this form.

I. INFORMATION ABOUT YOU

1. _____
Name (Last) (First) (Middle)

2. _____
Mailing Address (may be APO or FPO) City State Zip Code

3. _____ - _____ - _____
Social Security Number

4. (_____) _____ - _____
Daytime Phone (Area Code and Number)

5. ____/____/____
Date of Birth (mm/dd/yyyy)

6. _____
Office Identification (Service and Organization)

II. CHOOSE THE AMOUNT OF YOUR CONTRIBUTIONS

Your choice will cancel all previous elections.

To start or change the amount of your contributions, enter in Items 7–10 the percentage of your pay each pay period that you want as traditional (pre-tax) contributions. Enter in Items 11–14 the percentage of your pay each pay period (or dollar amount for Army, Air Force, and Navy) that you want as Roth (after-tax) contributions. **Note:** You **must** elect to contribute at least 1% of basic pay (or its equivalent) to be eligible to contribute from your other types of pay (see instructions). **Remember:** A blank line next to a type of contribution equals 0% contributed.

		Traditional (Pre-Tax) Contributions		Roth (After-Tax) Contributions	
		All Services	Marine Corps/Public Health/NOAA/Coast Guard	Army/Air Force/Navy	
Basic Pay	7.	_____ .0%	11.	_____ .0%	\$ _____ .00
Incentive Pay	8.	_____ .0%	12.	_____ .0%	\$ _____ .00
Special Pay	9.	_____ .0%	13.	_____ .0%	\$ _____ .00
Bonus Pay	10.	_____ .0%	14.	_____ .0%	\$ _____ .00

III. STOP YOUR CONTRIBUTIONS

When you stop your contributions from basic pay, contributions from incentive, special, and bonus pay will also stop.

To stop all contributions to the TSP, check Item 15 or 19 (or both, as applicable). If you want to stop only your contributions from incentive pay, special pay, or bonus pay, check the appropriate box(es). Your contributions will stop no later than the first full pay period after your service receives this form.

Stop My Traditional Contributions

15. From **basic pay**
16. From **incentive pay**
17. From **special pay**
18. From **bonus pay**

Stop My Roth Contributions

19. From **basic pay**
20. From **incentive pay**
21. From **special pay**
22. From **bonus pay**

IV. SIGNATURE

23. _____
Participant's Signature

24. ____/____/____
Date Signed (mm/dd/yyyy)

V. FOR SERVICE USE ONLY

25. _____
Payroll Office Number

26. ____/____/____
Receipt Date (mm/dd/yyyy)

27. ____/____/____
Effective Date (mm/dd/yyyy)

28. _____
Signature of Service Official

PRIVACY ACT NOTICE. We are authorized to request the information you provide on this form under 5 U.S.C. chapter 84, Federal Employees' Retirement System. Your service will use this information to identify your TSP account and to start, change, or stop your TSP contributions. In addition, this information may be shared with other Federal agencies for statistical, auditing, or archiving purposes. The information may also be shared with law enforcement agencies investigating a violation of civil or criminal law, or agencies implementing a statute, rule, or order.

It may be shared with congressional offices, private sector audit firms, spouses, former spouses, and beneficiaries, and their attorneys. Relevant portions of the information may also be disclosed to appropriate parties engaged in litigation and for other routine uses as specified in the Federal Register. You are not required by law to provide this information, but if you do not provide it, your agency or service will not be able to process your request.

ORIGINAL TO PERSONNEL FOLDER
Provide a copy to the member and to the Payroll/Finance Office.

Form TSP-U-1 (10/2012)
PREVIOUS EDITIONS OBSOLETE

TSP-U-1, INFORMATION AND INSTRUCTIONS

GENERAL INFORMATION

You may start, stop, or change your contributions at any time. Your TSP election will stay in effect until you submit another election or until you separate from the uniformed services. This form only applies to regular contributions. If you are age 50 or older and want to make catch-up contributions, use Form TSP-U-1-C, Catch-Up Contribution Election.

Basic pay for active duty is defined in 37 U.S.C. section 204; pay for the Ready Reserve (e.g., inactive duty for training (IDT) pay) is defined in 37 U.S.C. section 206. **Incentive pay** (e.g., flight pay, submarine pay, hazardous duty pay), **special pay** (e.g., medical and dental officer pay, hardship duty pay, career sea pay), and **bonus pay** (e.g., enlistment and reenlistment bonuses), are defined in 37 U.S.C. chapter 5. (Although bonus pay is a form of special pay, it is treated separately from special pay for TSP purposes.)

Important note for new TSP participants: All contributions to your account will be invested in the Government Securities Investment (G) Fund until you direct the TSP to allocate your contributions differently. The TSP publication *Summary of the Thrift Savings Plan* describes all of your investment choices and discusses their risks and advantages. For more information, you can also obtain a copy of the TSP Fund Information sheets. (The most current versions of TSP forms and publications are available on the TSP website at www.tsp.gov.)

To choose your investment fund(s), use the TSP website (www.tsp.gov) or the ThriftLine at 1-TSP-YOU-FRST (1-877-968-3778); outside the U.S. and Canada, call 404-233-4400. On the TSP website, you will need your TSP account number and 8-character Web password. Using the ThriftLine, you will need your TSP account number and your 4-digit ThriftLine Personal Identification Number (PIN). If you are a new participant, your TSP account number, ThriftLine PIN, and Web password will be mailed to you (separately) after your account has been established.

If you change your address, notify your service's personnel or benefits office that is responsible for your TSP enrollment so that your service can correct your records for your TSP account.

SECTION I

Complete all items in this section. In Item 4, provide your daytime telephone number.

SECTION II

Your choice will cancel and replace all previous elections.

Example

Previous Election:

Traditional	5%
Roth	2%

New Election:

Traditional	5%
Roth	10%

Members of the Army, Air Force, and Navy should consult Military Pay for special instructions.

Complete this section to start or change the amount of your contributions. Whatever you enter in this section will cancel all previous elections; therefore, be sure to indicate exactly what percentages you want to contribute, even if part of your election has not changed (see the example in the margin). You can elect to make traditional (pre-tax) and Roth (after-tax) contributions simultaneously. **Traditional contributions** come out of your pay **before** taxes are calculated; you pay taxes on these contributions and their earnings when you withdraw them. (If the contributions were from tax-exempt pay, you will owe taxes only on the earnings at withdrawal.) **Roth contributions** are made with after-tax or tax-exempt money, and the earnings grow in your account tax-deferred. Withdrawals of Roth contributions are tax-free. The earnings associated with Roth contributions are also tax-free, but only if 5 years have passed since January 1 of the calendar year in which you made your first Roth contribution, **and** you have reached age 59½, have a permanent disability, or have died.

Your contribution election. You must elect a percentage of your basic pay in Items 7 and/or 11 in order to be eligible to elect to contribute from incentive, special, and bonus pay (Items 8–10 and Items 12–14). You can then contribute from 1% to 100% of these other types of pay, even if you are not currently receiving them; your election will cover future payments to which you become entitled.

Tax-exempt contributions. Your pay earned while serving in a combat zone is tax-exempt. If you elect to make Roth contributions from this type of basic pay (Item 11), the earnings on your contributions will also be tax-free when you withdraw them (if you qualify). If you elect to make traditional contributions from your basic pay (Item 7), you will have to pay taxes on the earnings when you withdraw them.

Contribution limits. The **total** of your traditional and Roth contributions cannot exceed the Internal Revenue Code (IRC) 402(g) annual elective deferral limit (\$17,000 in 2012). Your tax-exempt contributions (from pay earned in a combat zone) are subject to the IRC 415(c) limit (\$50,000 in 2012). **Note:** If you elected to make Roth contributions from your tax-exempt pay, your contributions will stop when you hit the IRC annual elective deferral limit of \$17,000. In this situation, if you would like your tax-exempt contributions to continue up to the 415(c) limit, you would have to submit a new Form TSP-U-1 electing traditional contributions. IRC limits may be adjusted annually for inflation. Check the TSP website to make sure you have the most current limits.

SECTION III

Do not complete this section if you completed Section II.

Complete this section to stop your contributions. If you do not make contributions from basic pay (see Items 15 and 19), your service will automatically stop your contributions from incentive pay and special pay, including bonus pay. However, you may stop contributing from incentive pay, special pay (except bonus pay), or bonus pay and still continue your contributions from basic pay. You may restart your contributions at any time.

SECTION IV

You must complete this section.

SECTION V

(To be completed by service official)

The Receipt Date (Item 26) is the date that a **properly completed** form is received by the office responsible for TSP enrollment.

The Effective Date (Item 27) must be no later than the first full pay period after receipt of a properly completed form. You should provide the participant with a copy of this election for his or her records.



THRIFT SAVINGS PLAN CATCH-UP CONTRIBUTION ELECTION

TSP-U-1-C

Before completing this form, read the information on the back. Use this form to start, stop, or change your "catch-up" contribution election to your TSP account. You are eligible to make catch-up contributions **if you are age 50 or older** (or if you will become age 50 during the calendar year for which you are making this election), **and** you are already contributing a percentage which will result in reaching the Internal Revenue Code (IRC) elective deferral limit by the end of the year. Catch-up contributions will be taken from your basic pay each pay period and invested according to your most recent contribution allocation; they are in addition to your regular TSP contributions. You cannot make catch-up contributions from incentive pay, special pay, or bonus pay. **Note:** Special rules apply to tax-exempt basic pay. If you are making Roth catch-up contributions, they will continue if you begin to receive tax-exempt basic pay in a combat zone. However, if you choose to make traditional (pre-tax) catch-up contributions from taxable basic pay, your catch-up contributions will stop if you begin receiving tax-exempt basic pay.

Type or print all information. **Return the completed form to the office of your service that is responsible for enrolling members in the TSP.** Your service will return a copy to you after completing Section IV.

I. INFORMATION ABOUT YOU

1. _____
Name (Last) (First) (Middle)

2. _____
Mailing Address (may be APO or FPO) City State Zip Code

3. _____ - _____ - _____
Social Security Number

4. (_____) _____ - _____
Daytime Phone (Area Code and Number)

5. ____/____/____
Date of Birth (mm/dd/yyyy)

6. _____
Office Identification (Service and Organization)

II. CHOOSE THE AMOUNT OF YOUR CATCH-UP CONTRIBUTIONS

7. I elect to contribute the following catch-up contributions per pay period. **Remember:** A blank line next to a type of contribution is equal to \$0 contributed.

\$_____ .00 Traditional (Pre-Tax) } Use whole dollar amounts.
\$_____ .00 Roth (After-Tax) } Total cannot exceed \$5,500 for the calendar year.

You must be in pay status. (See back of form.)

I understand that my election will continue until:

- the end of the calendar year; or
- I reach the annual limit for catch-up contributions; or
- I submit a new election to stop or change these contributions.

Your choice will cancel all previous elections.

I certify that I will make regular contributions to the TSP or an equivalent employer plan up to the maximum amount allowed by the IRS and TSP plan rules. I understand that my catch-up contributions are in addition to my regular TSP contributions.

8. _____
Participant's Signature

9. ____/____/____
Date Signed (mm/dd/yyyy)

III. STOP SOME OR ALL OF YOUR CATCH-UP CONTRIBUTIONS

I understand that I must make a new election to resume these contributions.

10. I want to stop the catch-up contributions indicated below:

- All catch-up contributions
- Traditional (pre-tax) catch-up contributions only
- Roth (after-tax) catch-up contributions only

11. _____
Participant's Signature

12. ____/____/____
Date Signed (mm/dd/yyyy)

IV. FOR SERVICE USE ONLY

13. _____
Payroll Office Number

14. ____/____/____
Receipt Date (mm/dd/yyyy)

15. ____/____/____
Effective Date (mm/dd/yyyy)

16. _____
Signature of Service Official

PRIVACY ACT NOTICE. We are authorized to request the information you provide on this form under 5 U.S.C. chapter 84, Federal Employees' Retirement System. Your service will use this information to identify your TSP account and to start, change, or stop your TSP contributions. In addition, this information may be shared with other Federal agencies for statistical, auditing, or archiving purposes. The information may also be shared with law enforcement agencies investigating a violation of civil or criminal law, or agencies implementing a statute, rule, or order.

It may be shared with congressional offices, private sector audit firms, spouses, former spouses, and beneficiaries, and their attorneys. Relevant portions of the information may also be disclosed to appropriate parties engaged in litigation and for other routine uses as specified in the Federal Register. You are not required by law to provide this information, but if you do not provide it, your agency or service will not be able to process your request.

ORIGINAL TO PERSONNEL FOLDER
Provide a copy to the member and to the Payroll/Finance Office.

Form TSP-U-1-C (5/2012)
PREVIOUS EDITIONS OBSOLETE

TSP-U-1-C, INFORMATION AND INSTRUCTIONS

GENERAL INFORMATION

Catch-up contributions are in addition to your regular TSP contributions. Therefore, if you are not already contributing the maximum amount allowed by the Internal Revenue Code (\$17,000 in 2012) through your regular TSP contributions or by contributing to an equivalent employer plan (e.g., a 401(k) plan), you must elect to contribute the maximum amount before you are eligible to make catch-up contributions. This catch-up election **will not** affect your regular TSP contributions.

You may start, stop, or change your catch-up contributions at any time. Your election will stay in effect subject to the conditions in Section II below. You must make a new election for each calendar year.

Your catch-up contribution election will be effective no later than the first pay period after your service receives it. Contributions will be invested according to your most recent contribution allocation. If you wish to change your contribution allocation, you may do so on the TSP website at www.tsp.gov, or the ThriftLine at 1-TSP-YOU-FRST (1-877-968-3778; outside the U.S. and Canada, call 404-233-4400).

SECTION I

Complete all items in this section. In Item 4, provide your daytime telephone number.

SECTION II

Your choice will cancel all previous elections.

Your contribution election. You can elect to make traditional (pre-tax) and Roth (after-tax) catch-up contributions simultaneously. Whatever you enter in this section will cancel all previous elections; therefore, be sure to indicate exactly what amounts you want to contribute, even if part of your election has not changed. **Traditional contributions** come out of your pay **before** taxes are calculated; you pay taxes on these contributions and their earnings when you withdraw them. (If the contributions were from tax-exempt pay, you will owe taxes only on the earnings at withdrawal.) **Roth contributions** are made with after-tax or tax-exempt basic pay. Withdrawals of Roth contributions are tax-free. The earnings associated with Roth contributions are also tax-free, but only if 5 years have passed since January 1 of the calendar year in which you made your first Roth contribution, **and** you have reached age 59½, have a permanent disability, or have died.

Contribution limits. The IRC limit for catch-up contributions is \$5,500 in 2012. The **total** of your traditional and Roth catch-up contributions cannot exceed this limit. IRC limits may be adjusted annually for inflation. Check the TSP website, www.tsp.gov, to be sure that you have the most up-to-date limit amount (and the most recent version of this form).

Deductions will be made from your basic pay in the dollar amount you indicate. However:

- (1) Catch-up contributions will stop when you have reached the maximum allowable dollar amount for the calendar year.
- (2) The catch-up contribution amount you specified cannot exceed the amount of your pay after all other required deductions have been made. (Required deductions include regular TSP contributions and TSP loan payments.)
- (3) Your traditional catch-up contributions will stop if you begin to receive tax-exempt basic pay in a combat zone. (Your Roth catch-up contributions will continue, however.)
- (4) Your catch-up contributions will **not** continue into the next calendar year.

You are not eligible to make catch-up contributions if you are in nonpay status or if you are ineligible to make TSP contributions because you have made a financial hardship in-service withdrawal within the last 6 months. If you have elected to make catch-up contributions and you subsequently enter a noncontribution period, deductions will stop. Contributions will **not** restart automatically. You must make a new election when your noncontribution period ends.

You may stop your catch-up contributions at any time by submitting a new Form TSP-U-1-C to your service indicating that you want your election to stop. (See Section III.)

You must sign this section. If you do not, your request to start or change your catch-up contributions will be rejected.

SECTION III

If you choose to stop all or just one type of your catch-up contributions, you must complete and sign this section. Your election should be effective the first pay period after your service receives it. You can restart your catch-up contributions at any time, subject to the conditions above.

SECTION IV

(To be completed by service official)

The Receipt Date (Item 14) is the date that a **properly completed** form is received by the office processing the request. If the form has not been properly completed, it should be returned to the service member.

The Effective Date (Item 15) must be no later than the first full pay period after receipt of a properly completed form.

You should provide the participant with a copy of this completed election for his or her records.