



Thrift Savings Plan BULLETIN for Service TSP Representatives

Subject: Revision of Form TSP-U-1, Thrift Savings Plan Election Form and Form TSP-U-1-C, Catch-up Contribution Election Form

Date: January 10, 2012

The Federal Retirement Thrift Investment Board (Board) has revised the Thrift Savings Plan (TSP) Election Form (TSP-U-1) and Catch-up Contribution Election Form (TSP-U-1-C) for elections submitted by TSP members for the beginning of 2012. The TSP-U-1 is revised to reflect the increase to the Internal Revenue Code (IRC) annual elective deferral limit to \$17,000 in 2012. This revision also reflects the increase to the IRC annual additions limit to \$50,000 in 2012. The TSP-U-1-C is revised to reflect the same catch-up limit of \$5,500 for 2012.

A copy of the TSP-U-1 and TSP-U-1-C are attached to this bulletin. The revision of these forms supersedes all previous versions of Form TSP-U-1 and TSP-U-1-C, although services may continue to accept elections made on older versions of the form. Services and members may obtain the revised version from the TSP website. Services may also use electronic or web-based methods of allowing their members to make or change a TSP election for regular or catch-up contributions.

Services should note that the TSP-U-1 and TSP-U-1-C will be revised upon implementation of Roth TSP; at which time **all** previous versions of the Form TSP-U-1 and TSP-U-1-C will become obsolete. Advance copies of the updated Form TSP-U-1 and TSP-U-1-C, which include Roth TSP contribution elections, are attached to the TSP Bulletin 11-U-4, Implementation of Roth Thrift Savings Plan Contributions. Service Representatives will receive the final TSP-U-1 and TSP-U-1-C, along with additional information regarding Roth TSP related materials prior to implementation of Roth TSP (implementation is scheduled to occur in the second quarter of 2012).

(continued on next page)

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.

I. Making Contribution Elections

A. Member responsibilities

Members must file TSP contribution elections with their service. Members may make a paper contribution election or catch-up contribution election using Form TSP-U-1 or TSP-U-1-C. Or they may make an electronic contribution election or catch-up contribution election using their service's electronic process.

B. Service responsibilities

Services must inform members of the method(s) (e.g., TSP election forms and/or electronic TSP elections) it will accept to process TSP elections. Services must process contribution elections, answer questions from their members about making contribution elections, and resolve claims from their members regarding erroneous processing.

Services should not refer their members to the Board or to the TSP record keeper to resolve issues relating to contribution elections.

II. Processing Form TSP-U-1 and TSP-U-1-C

To process TSP contribution elections, services must:

- A.** Ensure that the election was made properly and establish the effective date of the election. Properly filed elections must be made effective *no later* than the first full pay period after they are received.

To contribute from incentive pay, special pay, or bonus pay, the member must elect to contribute from basic pay. If an election is to stop contributions from basic pay, contributions from these other elements of pay must be stopped also.

If an election cannot be processed, the member should be notified.

- B.** Notify the member of the effective date and retain information about the election.

If the election is made on the Form TSP-U-1 or TSP-U-1-C, the form should be filed in the member's official personnel or pay folder. If the election is electronic, services must have the capability to retrieve it so that TSP information may be provided to an appropriate service official if a member files a claim for error correction.

- C.** Enter the election into the payroll system.

After the election has been entered in the system, it should be reviewed to determine if it was entered correctly. If not, the entry should be corrected.

D. Determine and report TSP contributions.

Payroll offices must determine the TSP contributions of their members using the contribution elections and the pay earned for the pay period, and report these contributions to the TSP each pay period. To report TSP contributions, payroll offices must submit payment records, as described in the TSP bulletin 02-U-21, "Processing Submissions From Uniformed Services Payroll Offices in the New Record Keeping System."



PAMELA-JEANNE MORAN
Director
Office of Participant Services

Attachments: [Election Form \(TSP-U-1\)](#)
[Catch-Up Contribution Election Form \(TSP-U-1-C\)](#)



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. START OR CHANGE YOUR CONTRIBUTIONS *(Use whole percent- ages only.)*

To start or change the amount of your contributions, enter in Item 7 the percentage of your basic pay per pay period that you want to contribute.

7. _____ .0% **Basic Pay**
- If you contribute from basic pay**, you may also elect to contribute from incentive pay and special pay, including bonus pay, by completing Items 8–10. If you elect to contribute from any of these types of pay, your election will take effect whenever you become entitled to this pay.
8. _____ .0% **Incentive Pay**
9. _____ .0% **Special Pay (except bonus pay)**
10. _____ .0% **Bonus Pay**

III. STOP YOUR CONTRIBUTIONS

To stop all contributions to the TSP, check Item 11 and complete Section IV. If you want to stop only your contributions from incentive pay, special pay (except bonus pay), or bonus pay, check Items 12, 13, or 14, as appropriate, and complete Section IV. Your contributions will stop no later than the first full pay period after your service receives this form.

11. Stop my contributions from **basic pay**. I understand that checking this box will also cause my contributions from all other types of pay to stop.
12. Stop my contributions from **incentive pay**.
13. Stop my contributions from **special pay (except bonus pay)**.
14. Stop my contributions from **bonus pay**.

IV. SIGNATURE

15. _____
Service Member's Signature
16. ____/____/____
Date Signed (mm/dd/yyyy)

V. FOR SERVICE USE ONLY

17. _____
Payroll Office Number
18. ____/____/____
Receipt Date (mm/dd/yyyy)
19. ____/____/____
Effective Date (mm/dd/yyyy)
20. _____
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. We will use this information to identify your TSP account and to process this form. In addition, this information may be shared with other Federal agencies for statistical, auditing, or archiving purposes. We may share the information 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. We may disclose relevant portions of the information 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, we 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 (10/2011)
PREVIOUS EDITIONS OBSOLETE

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. Consequently, if you elect to contribute from bonus pay, your election will cover future installments or any other bonus pay to which you become entitled until you specify otherwise. (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). If you use the TSP website, you will need your TSP account number (or User ID) and 8-character Web password. If you use 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, Web password, and ThriftLine PIN 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

Complete this section to start or change the amount of your contributions.

Item 7, Percentage of Basic Pay per Pay Period. You may contribute up to the Internal Revenue Code (IRC) annual elective deferral limit (**\$16,500 in 2011 and \$17,000 in 2012**). Tax-exempt contributions (i.e., from pay earned in a combat zone) do not count against this IRC limit, but do count against the IRC 415(c) limit (**\$49,000 in 2011 and \$50,000 in 2012**). Since the deferral limits may be adjusted annually for inflation, check the TSP website for the most current information.

Items 8, 9, 10, Percentage of Incentive Pay, Special Pay, or Bonus Pay per Pay Period. If you elect to contribute from basic pay, you may also elect to contribute from 1% to 100% of any incentive pay and special pay, including bonus pay, that you receive (but your total contributions for the year cannot exceed the IRC limits). If you are not now receiving incentive pay or special pay, including bonus pay, your election will take effect whenever you become entitled to this pay.

SECTION III

Complete this section to stop your contributions. If you stop your contributions from basic pay (Item 11), 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)

In Item 18, enter the date that a **properly completed** form is received by the office responsible for TSP enrollment.

In Item 19, enter the effective date of the election. Elections should be made effective 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

Use this form to start, stop, or change your election to make "catch-up" contributions 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. (See back of form.) Catch-up contributions will be taken from your taxable basic pay each pay period; they are in addition to your regular TSP contributions. You cannot make catch-up contributions from incentive pay, special pay, or bonus pay, or from tax-exempt basic pay.

Before completing this form, read the information on the back. 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.

Note: Your catch-up contributions will be invested according to your most recent contribution allocation. (See instructions on the back.)

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. (_____) _____ - _____
Telephone (Area Code and Number)
5. ____/____/____
Date of Birth (mm/dd/yyyy)
6. _____
Office Identification (Service and Organization)

II. START OR CHANGE YOUR CATCH-UP CONTRIBUTIONS

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

To start or change your catch-up contributions, complete Items 7, 8, and 9. Use a whole dollar amount. (See additional instructions on the back of the form.)

7. I elect to contribute \$ _____ .00 per pay period. This 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.

I certify that I will make regular contributions to the TSP or an equivalent employer plan up to the maximum amount allowed by the IRC 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 YOUR CATCH-UP CONTRIBUTIONS

To stop your contributions, complete Items 10, 11, and 12.

10. I want to stop making catch-up contributions to my TSP account. I understand that I must make a new election to resume these contributions.

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 Employing Office 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. We will use this information to identify your TSP account and to process this form. In addition, this information may be shared with other Federal agencies for statistical, auditing, or archiving purposes. We may share the information 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. We may disclose relevant portions of the information 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, we 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 (10/2011)
PREVIOUS EDITIONS OBSOLETE

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 (according to TSP and/or IRC elective deferral limits) 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.

SECTION II

The IRC limit for catch-up contributions is **\$5,500 in 2011 and 2012**. Thereafter, the amount may be adjusted for inflation. Check the TSP website, www.tsp.gov, for updated information.

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 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 or your request to start or change your catch-up contributions will be rejected.

SECTION III

If you choose to stop 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

In Item 14, enter the receipt date. This 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.

In Item 15, enter the effective date of the election. Elections should be made effective 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.