Thrift Savings Plan
BULLETIN for Agency TSP Representatives

Subject: Journal Voucher Submission Requirement after Implementation of Roth TSP and Notification by Agencies of Date They Are Ready to Receive Reports and Submit Contributions in the New Roth Format

Date: May 7, 2012

This bulletin outlines the requirements agency payroll offices will have upon implementation of Roth TSP with regard to the data/contribution submission and receipt of reports from those submissions. As outlined in TSP Bulletin 12-9, Implementation of Roth TSP, effective May 7, 2012, the TSP will accept Roth TSP contributions in its record keeping system. Although agency payroll offices who will not implement Roth on this date may still submit contributions and receive reports in the current (non-Roth) format, all agency payroll offices are required to use the new Journal Vouchers (JV)'s dated May 2012.

This bulletin also provides agency payroll offices with a copy of each of the JVs that are used to authorize and submit TSP data. In addition, agency payroll offices that generate their JVs through the TSP data submission program (DSub) will note that the May 2012 versions of the JVs will display to complete and submit.

I. Submission of TSP Journal Vouchers

A. To assist agency payroll offices who will still submit records in the current (non-Roth) layout, below are guidelines to follow when completing the May 2012 versions of the JVs (Form TSP-2, Certification of Transfer of Funds and Journal Voucher, and Form TSP-2-G, Certification of Transfer of Funds And Journal Voucher For Contributions Requiring G Fund Breakage):

1. Section II. RECORDS SUBMITTED: Leave the Roth column blank.

2. Section III. RECORDS BY CONTRIBUTION SOURCE: Leave numbers 12 and 17 blank.

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.

Federal Retirement Thrift Investment Board • 77 K Street, NE • Washington, DC 20002

II. Reports generated via Electronic Data Transmission System (EDTS)

Agency payroll offices that are not able to receive the new Roth-formatted reports via EDTS beginning on May 7, 2012, must contact their designated TSP Agency Technical Service (ATS) Analyst when they have the ability to receive and process the Roth-formatted version of the EDTS reports, even if they are not yet ready to begin submitting Roth contribution records.

III. Submission of Roth TSP Records

The TSP has contacted active payroll offices to determine which payroll offices are ready to begin TSP data submissions with Roth records along with the effective date of the first submission for those payroll offices that will begin Roth record submissions within the next 60 days. Those payroll offices that are not able to submit Roth contributions beginning May 7, 2012, must notify their designated ATS analyst at least **two** days prior to their first submission of Roth contribution records.

Gisile Goethe
Deputy Director, Education & Agency Liaison
Office of Communications and Education

Attachments: Form TSP-2
                 Form TSP-2-G
                 Form TSP-2-D

THRIFT SAVINGS PLAN

CERTIFICATION OF TRANSFER OF FUNDS AND JOURNAL VOUCHER

TSP-2

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	**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			
8. Number of Late Payment Records			
9. Number of Negative Adjustment Records			
10. Total Number of Records			

III. RECORDS BY CONTRIBUTION SOURCE

	Total Current and Late Payments (in dollars)	Total Negative Adjustments (in dollars)
Traditional Employee Contributions	**11.** $	**16.** $
Roth Employee Contributions	**12.** $	**17.** $
Agency Automatic (1%) Contributions	**13.** $	**18.** $
Agency Matching Contributions	**14.** $	**19.** $
Totals	**15.** $	**20.** $
Control Total		**21.** $

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 15 is available to be credited to the TSP receipt account; and (3) the amount in Block 20 may be credited to this agency'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 agency and by any amounts that, under applicable law or TSP procedures, may not be returned to this agency; (2) the TSP System will calculate the associated breakage and charge this agency's Treasury account with 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 agency'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.

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

23. _____
Signature of Authorized Administrative or Certifying Officer

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

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

26. _____
Date Certified

Reproduce Locally

Data may be submitted electronically or via the TSP web-based data submission and reports retrieval application. Journal vouchers should be completed via the web-based application. If this is not possible, notify the ATS and fax the completed form to the number on the front of this form.

Current payment records are used to submit current contributions and certain makeup contributions: 16-Record, Traditional; 12-Record, Roth; 86-Record, Traditional Catch-up; and 82-Record, Roth Catch-up. **Late payment records** are used to submit late contributions: 46-Record, Traditional; 42-Record, Roth; 88-Record, Traditional Catch-up; and 84-Record, Roth Catch-up. **Negative adjustment records** are used to remove erroneous contributions previously reported: 26-Record, Traditional; 22-Record, Roth; 29-Record, Traditional Catch-up; and 25-Record, Roth Catch-up.

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 two positions represent the calendar year of the reporting pay period. The last four positions represent a sequential

number beginning with 001. This number will serve as a control over receipt of the reports. For example, 030001 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. Enter number of current Traditional payment records in the Traditional column; the number of current Roth payment records in the Roth column; and the total number of all current payment records in the Total column.

Block 8, Number of Late Payment Records. Enter number of late Traditional payment records in the Traditional column; the number of late Roth payment records in the Roth column; and the total number of all late payment records in the Total column.

Block 9, Number of Negative Adjustment Records. Enter number of Traditional negative adjustment records in the Traditional column; the number of Roth negative adjustment records in the Roth column; and the total of all negative adjustment records in the Total column.

Block 10, Total Number of Records. Enter total number of records in each column. The number of records in the Total column of Block 10 equals the total number of records reported on the trailer record for this submission.

III. RECORDS BY CONTRIBUTION SOURCE

Block 11, Total Traditional Employee Contributions. Enter total dollars of Traditional employee contributions (regular and catch-up) submitted.

Block 12, Total Roth Employee Contributions. Enter total dollars of Roth employee contributions (regular and catch-up) submitted.

Block 13, Total Agency Automatic (1%) Contributions. Enter total dollars submitted.

Block 14, Total Agency Matching Contributions. Enter total dollars submitted.

Block 15, Total Current and Late Payments Amount. Enter total employee contributions (Traditional and Roth) and agency contributions. This is equal to the sum of Blocks 11-14.

Block 16, Total Traditional Negative Adjustments. Enter total dollars of adjustments to Traditional employee (regular and catch-up) contributions.

Block 17, Total Roth Negative Adjustments. Enter total dollars of adjustments to Roth employee (regular and catch-up) contributions.

Block 18, Total Agency Automatic (1%) Contributions Negative Adjustments. Enter total dollars submitted.

Block 19, Total Agency Matching Contributions Negative Adjustments. Enter total dollars submitted.

Block 20, Total Negative Adjustments. Enter total adjustments to Traditional and Roth employee (regular and catch-up) contributions and agency contributions. This is equal to the sum of Blocks 16-19.

Block 21, Control Total. Subtract Block 20 from Block 15 and enter amount. This figure is used only for verification of data entry.

IV. CERTIFICATION

Block 22, 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 23, Signature of Authorized Administrative or Certifying Officer. Signature of person named in Block 22.

Block 24, Telephone Number. Enter telephone number of certifying officer, including area code.

Block 25, Telefax Number. Enter telefax number of certifying officer, including area code.

Block 26, Date Certified. Enter date the document is signed.

THRIFT SAVINGS PLAN

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

TSP-2-G

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			
8. Number of Late Payment Records			
9. Number of Negative Adjustment Records			
10. Total Number of Records			

III. RECORDS BY CONTRIBUTION SOURCE

	Total Current and Late Payments (in dollars)	Total Negative Adjustments (in dollars)
Traditional Employee Contributions	**11.** $	**16.** $
Roth Employee Contributions	**12.** $	**17.** $
Agency Automatic (1%) Contributions	**13.** $	**18.** $
Agency Matching Contributions	**14.** $	**19.** $
Totals	**15.** $	**20.** $
Control Total		**21.** $

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 15 is available to be credited to the TSP receipt account; and (3) the amount in Block 20 may be credited to this agency'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 agency and by any amounts that, under applicable law or TSP procedures, may not be returned to this agency; (2) the TSP System will calculate the associated breakage and charge this agency's Treasury account with 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 agency'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.

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

23. _____
Signature of Authorized Administrative or Certifying Officer

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

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

26. _____
Date Certified

Reproduce Locally

INSTRUCTIONS
TSP-2-G

Use this form **only** to submit payment records of **makeup contributions** (Traditional or Roth) resulting from the performance of military service, employment with an international organization, or a back pay award for an erroneous separation for which breakage must be calculated using **the Government Securities Investment (G) Fund share prices**. Employee Data Records for employees receiving such makeup contributions may also be submitted with this form, but do **not** submit any other payment records with this form.

Current payment records are used to submit current contributions and certain makeup contributions: 16-Record, Traditional; 12-Record, Roth; 86-Record, Traditional Catch-up; and 82-Record, Roth Catch-up. **Late payment records** are used to submit late contributions: 46-Record, Traditional; 42-Record, Roth; 88-Record, Traditional Catch-up; and 84-Record, Roth Catch-up. **Negative adjustment records** are used to remove erroneous contributions previously reported: 26-Record, Traditional; 22-Record, Roth; 29-Record, Traditional Catch-up; and 25-Record, Roth Catch-up.

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 employee data records (Record Type 06) submitted.

Block 7, Number of Current Payment Records. Enter number of current Traditional payment records in the Traditional column; the number of current Roth payment records in the Roth column; and the total number of all current payment records in the Total column.

Block 8, Number of Late Payment Records. Enter number of late Traditional payment records in the Traditional column; the number of late Roth payment records in the Roth column; and the total number of all late payment records in the Total column.

Block 9, Number of Negative Adjustment Records. Enter number of Traditional negative adjustment records in the Traditional column; the number of Roth negative adjustment records in the Roth column; and the total of all negative adjustment records in the Total column.

Block 10, Total Number of Records. Enter total number of records in each column. The number of records in the Total column of Block 10 equals the total number of records reported on the trailer record for this submission.

III. RECORDS BY CONTRIBUTION SOURCE

Block 11, Total Traditional Employee Contributions. Enter total dollars of Traditional employee contributions (regular and catch-up) submitted.

Block 12, Total Roth Employee Contributions. Enter total dollars of Roth employee contributions (regular and catch-up) submitted.

Block 13, Total Agency Automatic (1%) Contributions. Enter total dollars submitted.

Block 14, Total Agency Matching Contributions. Enter total dollars submitted.

Block 15, Total Current and Late Payments Amount. Enter total employee contributions (Traditional and Roth) and agency contributions. This is equal to the sum of Blocks 11-14.

Block 16, Total Traditional Negative Adjustments. Enter total dollars of adjustments to Traditional employee (regular and catch-up) contributions.

Block 17, Total Roth Negative Adjustments. Enter total dollars of adjustments to Roth employee (regular and catch-up) contributions.

Block 18, Total Agency Automatic (1%) Contributions Negative Adjustments. Enter total dollars submitted.

Block 19, Total Agency Matching Contributions Negative Adjustments. Enter total dollars submitted.

Block 20, Total Negative Adjustments. Enter total adjustments to Traditional and Roth employee (regular and catch-up) contributions and agency contributions. This is equal to the sum of Blocks 16-19.

Block 21, Control Total. Subtract Block 20 from Block 15 and enter amount. This figure is used only for verification of data entry.

IV. CERTIFICATION

Block 22, 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 23, Signature of Authorized Administrative or Certifying Officer. Signature of person named in Block 22.

Block 24, Telephone Number. Enter telephone number of certifying officer, including area code.

Block 25, Telefax Number. Enter telefax number of certifying officer, including area code.

Block 26, Date Certified. Enter date the document is signed.

THRIFT SAVINGS PLAN

TSP-2-D

CERTIFICATION OF REDESIGNATION
OF RECORDS AND JOURNAL VOUCHER

I. IDENTIFICATION

To: TSP Agency Technical Services
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

_____ **D** _____
yy   xxx

4. Submission Date
(mm/dd/yyyy)

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

II. RECORDS SUBMITTED

6. Number of Roth to Traditional 90-Records	
7. Number of Traditional to Roth 91-Records	
8. Number of Roth Catch-up to Traditional Catch-up 92-Records	
9. Number of Traditional Catch-up to Roth Catch-up 93-Records	
10. Total Number of Records	

III. REDESIGNATION AMOUNTS BY RECORD TYPE

11. Total Amount to be Redesignated as Traditional (90-Records)	$
12. Total Amount to be Redesignated as Roth (91-Records)	$
13. Total Amount to be Redesignated as Traditional Catch-up (92-Records)	$
14. Total Amount to be Redesignated as Roth Catch-up (93-Records)	$
15. Control Total	**$**

IV. CERTIFICATION

I certify that prudent measures have been taken to ensure that the TSP transactions associated with this voucher are correct according to applicable law.

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

17. _____
Signature of Authorized Administrative or Certifying Officer

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

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

20. _____
Date Certified

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Form TSP-2-D (5/2012)

Use this form to request the redesignation of employee contributions from Roth contributions to Traditional contributions or vice versa due to agency processing error.

IDENTIFICATION	**1. From.** Enter the address of the sender. Include the payroll office name, address, and Zip Code.
	2. Payroll Office Number. Enter the 8-position assigned payroll office number in XX-XX-XXXX format.
	3. Journal Voucher Report Number. Enter 6-position report number in YYDXXX format. The first two positions represent the last 2-digits of the calendar year. The third position is "D." The last 3 positions represent a sequential number beginning with 001 and increasing sequentially. This number will serve as a control over receipt of the reports. For example, 02D001 would be the first JV report number submitted in the year 2002.
	4. Submission Date. Enter date in mm/dd/yyyy format.
	5. Type of Media. Indicate whether you are submitting electronically or using the TSP Web-based application.
RECORDS SUBMITTED	**6. Number of Roth to Traditional 90-Records.** Enter the total number of 90-Records submitted.
	7. Number of Traditional to Roth 91-Records. Enter the total number of 91-Records submitted.
	8. Number of Roth Catch-up to Traditional Catch-up 92-Records. Enter the total number of 92-Records submitted.
	9. Number of Traditional Catch-up to Roth Catch-up 93-Records. Enter the total number of 93-Records submitted.
	10. Total Number of Records. Enter the total number of records being submitted. This is equal to the sum of Blocks 6-9 and equal to the number of records reported on the trailer record if submitting electronically.
REDESIGNATION AMOUNTS BY RECORD TYPE	**11. Total Amount to be Redesignated as Traditional (90-Records).** Enter the dollar amounts of the contributions being redesignated by 90-Records.
	12. Total Amount to be Redesignated as Roth (91-Records). Enter the dollar amounts of the contributions being redesignated by 91-Records.
	13. Total Amount to be Redesignated as Traditional Catch-up (92-Records). Enter the dollar amounts of the contributions being redesignated by 92-Records.
	14. Total Amount to be Redesignated as Roth Catch-up (93-Records). Enter the dollar amounts of the contributions being redesignated by 93-Records.
	15. Control Total. Enter the total dollar amount of the contributions being redesignated. This is equal to the sum of Blocks 11-14.
CERTIFICATION	**16. Typed or Printed Name of Authorized Administrative or Certifying Officer.** Type or print the name of the official who is responsible for the accuracy of this voucher and the data that it transmits.
	17. Signature of Authorized Administrative or Certifying Officer. Signature of person named in Block 16.
	18. Telephone Number. Enter the telephone number of the certifying officer, including area code.
	19. Telefax Number. Enter telefax number of the certifying officer, including area code.
	20. Date Certified. Enter date the document is signed.