



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.)

Your choice will cancel all previous elections.

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.

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 (10/2012)
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 and \$17,500 in 2013) 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 Internal Revenue Code (IRC) limit for catch-up contributions is \$5,500 in 2012 and 2013. 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.