

Thrift Savings Plan (TSP) Process: Identifying and assisting the beneficiary to receive the TSP payment

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Determine if Soldier/Veteran was enrolled in TSP?	<p>In order to be enrolled in TSP, the Soldier must have completed TSP-U-1 (Election Form) before their death.</p> <p>If the Soldier dies while on active duty, the Casualty Assistance Center (CAC) coordinates with TSP to determine if the Soldier was enrolled in TSP by contacting the supporting finance office.</p> <p>If the Soldier is a Veteran, a legal authority coordinates with TSP to determine if the Soldier was enrolled in TSP by contacting the supporting finance office.</p>	Thrift Savings Plan Website	TSP-U-1		
2	Identify beneficiary	If the Soldier dies while on active duty, CAC determines if there is a beneficiary by reviewing TSP-U-3 (Designation of Beneficiary). If casualty didn't complete TSP-U-3 (Designation of Beneficiary), the beneficiary is identified using the order of precedence.	Thrift Savings Plan Website	TSP-U-3		
3	Identify beneficiary	If the Soldier is a Veteran, the legal authority determines if there is a beneficiary by reviewing TSP-U-3 (Designation of Beneficiary). If casualty didn't complete TSP-U-3 (Designation of Beneficiary), the beneficiary is identified using the order of precedence.	Thrift Savings Plan Website	TSP-U-3		

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4	Obtain necessary documentation	Beneficiary obtains necessary documentation to receive TSP payment. Necessary documentation may include: - IRS Form W4-P (Withholding Certificate for Pension or Annuity Payments) - TSP-13-S-D (Spouse's Election of Payment Method for Death Benefit) - TSP-81 (Death Benefit Election for a Beneficiary Other Than a Spouse) (if appropriate) - TSP-U-17 (Information Relating to Deceased Participant)	Thrift Savings Plan Website	IRS Form W4-P TSP-13-S-D TSP-81 TSP-U-17		If the Soldier was on active duty at the time of the death, the Casualty Assistance Officer (CAO) assists the beneficiary in this step.
5	Complete necessary documentation	Beneficiary completes necessary documentation to receive TSP payment. Necessary documentation may include: - IRS Form W4-P (Withholding Certificate for Pension or Annuity Payments) - TSP-13-S-D (Spouse's Election of Payment Method for Death Benefit) - TSP-81 (Death Benefit Election for a Beneficiary Other Than a Spouse) (if appropriate) - TSP-U-17 (Information Relating to Deceased Participant)	Thrift Savings Plan Website	IRS Form W4-P TSP-13-S-D TSP-81 TSP-U-17		If the Soldier was on active duty at the time of the death, the CAO assists the beneficiary in this step.

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6	Submit necessary documentation	Beneficiary submits necessary documentation to receive TSP payment. Necessary documentation may include: - IRS Form W4-P (Withholding Certificate for Pension or Annuity Payments) - TSP-13-S-D (Spouse's Election of Payment Method for Death Benefit) - TSP-81 (Death Benefit Election for a Beneficiary Other Than a Spouse) (if appropriate) - TSP-U-17 (Information Relating to Deceased Participant)	Thrift Savings Plan Website	IRS Form W4-P TSP-13-S-D TSP-81 TSP-U-17		If the Soldier was on active duty at the time of the death, the CAO assists the beneficiary in this step.
7	Receive TSP payment	Beneficiary receives TSP payment. The timing of the payment may take several months.	Thrift Savings Plan Website	IRS Form W4-P TSP-13-S-D TSP-81 TSP-U-17		