

GENERAL INFORMATION

You can start, change, or allocate your contributions only during the TSP open seasons (May 15 - July 31 and November 15 - January 31). **However**, you may submit the form at any time to **stop** your contributions (see Section III). Your Form TSP-1 will stay in effect until you submit another one or leave Federal service. You may not withdraw your TSP account balance while you are still employed by the Federal Government.

If you change your address, notify your agency employing office immediately so that they can correct your records for your TSP account.

INSTRUCTIONS FOR SECTION I

Complete all items in this section.

INSTRUCTIONS FOR SECTION II

Complete Part A to start, continue, or change your TSP contributions.

Item 7, Percentage of Basic Pay Per Pay Period. If you are covered by FERS or an equivalent retirement plan, you may contribute up to 10% of your basic pay each pay period. If you are covered by CSRS or an equivalent retirement plan, you may contribute up to 5% of your basic pay each pay period.

Item 8, Dollar Amount Per Pay Period. The dollar amount you contribute cannot exceed the percentages shown above. You can contribute as little as \$1 per pay period.

Complete Part B only if you are covered by FERS **and** you choose not to contribute or are not eligible to contribute to your account at this time (that is, if you are submitting this form only to allocate your Agency Automatic (1%) Contributions in Section IV).

INSTRUCTIONS FOR SECTION III

Complete this section to stop your contributions. If you stop contributing during an open season, you will not be able to start again until the next TSP open season. If you stop contributing outside of an open season, you will not be able to start again until the second open season after this form is accepted by your agency employing office.

If you are a FERS employee who is stopping your contributions, you must also complete Section IV to show how you want your Agency Automatic (1%) Contributions to be divided among the G, F, and C Funds. You may submit another Form TSP-1 to change your allocation in any subsequent open season, even if you are not contributing to your account.

INSTRUCTIONS FOR SECTION IV

Complete this section to indicate how you want future contributions to be invested in the three TSP Funds. All participants may invest all or any portion of the contributions to their accounts in any of the three Funds. If you do not complete this section, your form will be returned to you unprocessed (unless you are a CSRS employee and you are submitting this form to stop your contributions).

INSTRUCTIONS FOR SECTION V

Complete this section if you invest in the F or C Fund. There is a risk of investment loss in both the F and C Funds. Read the acknowledgement of risk carefully before you sign it.

INSTRUCTIONS FOR SECTION VI

You must complete this section (even if you completed Section V).

INSTRUCTIONS FOR SECTION VII

(to be completed by employing office)

Enter the effective date of the action in Item 19. If this form is accepted during the portion of the open season that precedes the election period, the form should be made effective as of the first pay period that begins on or after the first day of the election period. (The election period is the last month of the open season.) If the form is accepted during the election period, it should be made effective as soon as administratively feasible, but no later than the first day of the pay period following acceptance of the form.

If a participant chooses to stop contributing to the TSP (Section III), deductions should stop at the end of the pay period in which the form is accepted, and the allocations should begin at the start of the following period.

Enter the acceptance date in Item 22. This is the date that the form is accepted by the agency employing office and is certified for processing. Item 23 is the date on which a participant may resume contributing to the TSP after stopping his or her contributions.

PRIVACY ACT NOTICE

We are authorized to request this information under Title 5, U.S. Code Chapter 84, Federal Employees' Retirement System, Subchapter III, Thrift Savings Plan. Executive Order 9397 authorizes us to ask for your Social Security number, which will be used to identify your account. We will use the information you give us to process your Thrift Savings Plan Election Form (TSP-1). This information will be placed in your Official Personnel Folder. This information may be shared with other Federal agencies in order to administer your account or for statistical, auditing, or archiving purposes. It may also be shared with Federal, state, and local agencies to determine benefits under their programs, to obtain information necessary under this program, or to report income for tax purposes. In addition, we may share this information with the Parent Locator Service, Department of Health and Human Services, for the purpose of enforcing child support obligations against the TSP participant. We may share this information with law enforcement agencies when they are investigating a violation of civil or criminal law. We may give this information to financial institutions, private sector audit firms, annuity vendors, current spouses and, to a limited extent, former spouses and beneficiaries. Finally, this information may also be disclosed to others on your written request. While the law does not require you to give any of the information we are asking for on this form, it may not be possible to process the actions you request by this form if you do not give us this information.