



Thrift Savings Plan BULLETIN

for Agency TSP Representatives

Subject: Thrift Savings Plan Fact Sheet, Effect of Nonpay Status on Your TSP Account

Date: March 28, 2011

The Federal Retirement Thrift Investment Board has modified the attached Thrift Savings Plan (TSP) fact sheet, Effect of Nonpay Status on your TSP Account, to highlight procedures required by participants and agency representatives to suspend loan payments during the period that a participant is placed in nonpay status. Agency representatives should provide a copy of this fact sheet when a participant is placed in nonpay status.

For more information about agency procedures related to nonpay status and the TSP, see TSP Bulletin 03-18, "Effect of Nonpay Status on Thrift Savings Plan Participation," dated August 6, 2003.

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Attachment: Fact Sheet, [Effect of Nonpay Status on Your TSP Account](#)

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 3, Eligibility.

Effect of Nonpay Status on Your TSP Account

This fact sheet explains the effects a period of nonpay has on TSP loans, contributions, and withdrawals. It is for civilian employees who are placed in nonpay status (e.g., furlough or leave without pay) for one or more pay periods and for members of the uniformed services who are in the Ready Reserves and have been given approval by their command to skip scheduled drills, or whose yearly drill schedule is performed over a one- or two-month period.* It does not apply to employees who are in nonpay status performing an assignment with a state or local government agency under the provisions of the Intergovernmental Personnel Act (IPA) or to employees who are in nonpay status serving as full-time officers or employees of a union.**

1. Loans

After you have read this section, see the chart at the end of this fact sheet for a summary of the rules that apply to employees in nonpay status who have TSP loans.

Can I take a TSP loan while I am in nonpay status?

No. When the TSP issues you a loan, you are required to repay it through payroll deductions. Therefore, if you are not receiving pay, you will not be eligible for a TSP loan.

What if I already have a TSP loan when I am placed in nonpay status?

Because TSP loan payments are made through payroll deductions, a period without pay will result in missed payments (unless you make payments directly from your own funds). If you go into approved nonpay status, the Internal Revenue Code (IRC) allows you to suspend TSP loan payments for up to one year of the nonpay period.

A suspension of loan payments is not automatic. To suspend your payments, you (or your agency or service) **must** provide the

TSP with proper documentation of your nonpay status.

A special rule applies if you are a civilian entering nonpay status to perform military service. In this case, you will be permitted to suspend payments on your loan until you return to pay status, even if your civilian nonpay status lasts longer than one year. (You cannot repay your civilian TSP loan by having loan payments deducted from your uniformed services pay.)

How do I notify the TSP that I am in nonpay status?

When you begin your period of nonpay status, ask your **agency or service** to submit one of the following to the TSP:

- Form TSP-41 (for civilians) or Form TSP-U-41 (for members of the uniformed services), Notification to TSP of Nonpay Status; or
- Form SF-50, Notification of Personnel Action; or
- a letter on agency or service letterhead, signed by an appropriate agency official (or your commander or adjutant), and containing your name, date of birth, and Social Security number; the beginning date of the nonpay status; the type of nonpay (military or general); and the signature and title of

* Most uniformed services members will never be in nonpay status.

** Under these arrangements, your TSP contributions will continue. If you have a TSP loan, your loan payments must also continue. See your personnel or benefits office for information about your TSP account.

the agency or service representative providing the information.

Or you may submit the following documentation directly to the TSP:

- Form SF-50, Notification of Personnel Action; or
- a copy of your military orders.

When the TSP receives valid documentation that has been properly completed, we will place a nonpay hold on your account. You will receive a confirmation notice when this has been done. When you receive this notice, please verify that the beginning date of the nonpay status and the type of nonpay is correct. If it is not, ask your agency or service to submit corrected information. If you do not receive a confirmation notice within two weeks of when the nonpay documentation was submitted to the TSP, contact the TSP to verify receipt of the properly completed documentation.

What happens if the TSP is not notified that I am in nonpay status?

Until the TSP receives the proper nonpay documentation, loan payments will be required. Thus, it is very important that the TSP receives one of the documents listed in the previous section as soon as you go into nonpay status. If neither you nor your agency or service notifies the TSP promptly, your loan could be declared a taxable distribution. When this happens, the IRS will treat your current outstanding loan balance as taxable income and, if you are under age 59½, you may be subject to an additional 10% early withdrawal penalty tax. **Once a taxable distribution has been declared, your loan will be considered closed, and you will not be permitted to repay it.** Also, for 12 months following the date of the taxable distribution, you will not be eligible to apply for another loan from the account.

If, during your period of nonpay status, you receive miscellaneous civilian basic pay (e.g., for medical, annual, or military leave, or for a retroactive salary payment) in an amount large enough to cover a loan payment, your agency may deduct a loan payment from that pay.

How do I make direct payments on my loan while I am in nonpay status?

Because interest will accrue while your payments are suspended, you may want to make loan payments from your own funds directly to the TSP. You can do so by sending a personal check or money order to the TSP. Be sure to write your TSP account number and loan number on your check or money order and send it with a TSP Loan Payment Coupon to the TSP address on the coupon. (If this information is not provided, the payment will be returned to you.) The Loan Payment

Coupon is available from the TSP website (www.tsp.gov), or you can call the TSP ThriftLine and press 3 to request it from a Participant Service Representative.

Any payments you send will be applied first to accrued interest and then to principal. When your loan is reamortized, the TSP will take into account any loan payments you made during the nonpay period.

What happens to my loan when I return to pay status within one year?

Your TSP loan payments **must** resume when you return to pay status. If you have not chosen to make loan payments while in nonpay status, your loan will be reamortized automatically when you, your agency, or your service submits any one of the following documents to inform the TSP that you have returned to pay status: Form TSP-41 (or U-41), Form SF-50, or a letter from your agency or service, as described previously. Or, if you were on active military duty, you may submit Form DD214, Certificate of Release or Discharge from Active Duty. If you do not receive a confirmation notice that your loan has been reamortized within two weeks of your return to pay status, please ask your agency or service to submit one of these documents to the TSP, or submit the necessary information yourself.

If your loan payment amount at the time of the reamortization is sufficient to repay your loan in full by the maximum time limit allowed by the IRC and TSP regulations (5 years for a general purpose loan or 15 years for a residential loan), your loan payment amount will not be changed, but the term of your loan will be extended (up to the maximum time limit). (See IRC § 72(0)(2)(B) and 5 Code of Federal Regulations (CFR) § 1655.5.) However, if your loan payment amount is not sufficient to repay the loan in full by the maximum time limit, your loan payment will be increased. This increase could be quite large if you did not submit any loan payments during the period of nonpay status and/or your loan was initially taken for the maximum term. You will receive a confirmation notice of the reamortization, which will provide you with your new loan payment amount.

If you are a civilian TSP participant and you went into nonpay status to perform military service, the IRC maximum time limit of your loan will be extended by the length of your military service. However, accrued interest may still cause your loan payment amount to increase. (See IRC § 414(u)(4).)

What happens to my loan if I am in nonpay status for more than one year?

Your TSP loan payments **must** resume at the end of one year of nonpay status, **even if you still have not returned**

to pay status, unless you are in nonpay status to perform active military duty. Your loan will be automatically reamortized at the end of the calendar quarter (March, June, September, or December) following the expiration of your one-year limit. Once you have received confirmation of your reamortization, **you must make loan payments directly to the TSP from your personal funds.**

Note: The TSP will not automatically remove the nonpay hold on your account when your loan is reamortized after you reach the one-year limit. This will happen only when you return to pay status and you or your agency or service submits one of the documents listed earlier.

If you do not make the loan payments on your reamortized loan, your loan will be at risk of default. At the end of each calendar quarter, the TSP will notify you if you missed more than 2½ loan payments or if your loan payments were insufficient. This notice will provide you with the amount needed (the “cure” amount) to bring your loan up-to-date. If you do not submit this amount by the required date, the unpaid balance (including any accrued interest) will be declared a taxable distribution, as described earlier.

2. Contributions

Can I contribute to my TSP account while I am in nonpay status?

No. Employee contributions to TSP accounts must be made as deductions from civilian or uniformed services pay. Therefore, if you are in nonpay status for one or more full pay periods, you cannot contribute to your TSP account during that time.

If you are a civilian employee in nonpay status to perform military service, you may make contributions to your uniformed services TSP account. Your contributions will be deducted from your uniformed services pay. In addition, when you return to civilian pay status, you may be entitled to make up TSP contributions to your civilian account. See the fact sheet TSP Benefits That Apply to Members of the Military Who Return to Federal Civilian Service for more information about making up TSP contributions.

What if I am receiving Workers' Compensation?

Workers' Compensation benefits are payments made by the Department of Labor's Office of Workers' Compensation Programs (OWCP) and, by law, are not payments from which TSP contributions may be made. Consequently, while you are in nonpay status, you can neither contribute to your TSP account nor make loan payments from OWCP benefits.

*I am a FERS*** participant. Will I receive agency contributions while I am in nonpay status?*

No. Agency Automatic (1%) Contributions are calculated based on basic pay earned during each pay period. Agency Matching Contributions are calculated based on employee contributions from that basic pay. Consequently, if you are not earning basic pay for a particular pay period, you will not receive either type of agency contribution for that pay period.

I am a FERS participant performing military service. Will I receive agency contributions for the time I am in nonpay status?

If you are a civilian FERS employee in nonpay status to perform military service, you are entitled to receive restored **Agency Automatic (1%) Contributions** when you return to your civilian job. These contributions are based on the basic pay you would have received as a civilian if you had not been separated or placed in nonpay status to perform military service.

You are also entitled to restored **Agency Matching Contributions** for periods of military service if you:

- contributed to your uniformed services TSP account from military basic pay, or
- elected to make up employee contributions when you returned from military service.

See the TSP fact sheet, TSP Benefits That Apply to Members of the Military Who Return to Federal Civilian Service, for detailed information regarding your rights under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). For an explanation of how USERRA benefits apply to your specific situation, see your agency Human Resources office. Only your agency can determine your eligibility to receive restored agency contributions to your TSP account.

Can I make interfund transfers and contribution allocations while I am in nonpay status?

Yes. An interfund transfer is the movement of some or all of your **existing** account balance among the TSP investment funds. Therefore, you may make interfund transfers.

A contribution allocation affects the investment of **future** contributions (and loan payments) made to your account. You may make a contribution allocation while in nonpay status, but until future contributions and loan

***FERS refers to the Federal Employees' Retirement System, the Foreign Service Pension System, and other equivalent Government retirement plans.

payments are made to your account (or you roll over money from an IRA or other eligible employer plan), your contribution allocation will have no effect.

3. Withdrawals

Can I make an in-service withdrawal while I am in nonpay status?

Yes. While you are in nonpay status, you can request an in-service withdrawal. There are only two types of in-service withdrawals: age-based withdrawals for participants who are age 59½ or older, and withdrawals for financial hardship. If you request a financial hardship withdrawal, you must be able to certify (under penalty of perjury) that you have a financial hardship and that the amount of your request is not greater than the dollar amount of your financial hardship. Funds withdrawn are taxable, and an early withdrawal penalty tax may apply. For more information, read the TSP booklet *In-Service Withdrawals*.

Can I make a post-separation withdrawal while I am in nonpay status?

No. While you are in nonpay status, you are still a civilian employee or a member of the uniformed services. You are not eligible to make a post-separation withdrawal until the TSP is notified by your agency or service that you have separated from civilian service or the uniformed services.

Summary of Nonpay Status Rules

(Applicable after the TSP has been informed of your nonpay status)

TOPIC	What you need to know	
	If you are in nonpay status for reasons other than military service	If you are in nonpay status to perform military service
Effect of Length of Nonpay Status on TSP Loans	You are allowed to miss loan payments for up to one year of nonpay status.	You are allowed to miss loan payments throughout the entire time you are in nonpay status.
Accrual of Interest	Interest continues to accrue on your loan during the nonpay period.	Interest continues to accrue on your loan during the nonpay period.
Making Loan Payments	Payments are not required during a nonpay period of one year or less. If you want to make loan payments, use a Loan Payment Coupon* and send payments directly to the TSP.	Payments are not required during a nonpay period. If you want to make loan payments, use a Loan Payment Coupon* and send payments directly to the TSP.
Returning to Pay Status	You or your agency or service must notify the TSP when you return to pay status and provide the ending date of your nonpay status.	You or your agency must notify the TSP when you return to pay status and provide documentation of the ending date of your nonpay status.
Recalculating Your Loan (i.e., reamortizing your loan)	If your loan is not up-to-date, the TSP will recalculate your loan when you return to pay status or at the end of your one-year time limit, whichever comes first.	If your loan is not up-to-date, the TSP will recalculate your loan when you return to pay status. The maximum time allowed to pay off your loan will be extended by your period of military nonpay status.
Effect of Recalculation on Your Loan Payments	If your current loan payments will not pay off your loan by the maximum repayment period, your loan payments will increase and you will be notified of the new payment amount.	If your current loan payments will not pay off your loan by the extended maximum repayment period, your loan payments will increase and you will be notified of the new payment amount.
Resuming Loan Payments	If loan payments do not resume through payroll deductions after your loan has been reamortized, you must submit payments yourself (along with Loan Payment Coupons*) to keep your loan from going into default.	If loan payments do not resume through payroll deductions after your loan has been reamortized, you must submit payments yourself (along with Loan Payment Coupons*) to keep your loan from going into default.
Defaulting on a Loan	If you miss payments after you return to pay status or your loan has been reamortized due to the one-year limit and you default on your loan, a taxable distribution will be declared and you will be subject to tax on the outstanding loan balance (including any accrued interest). You may also be subject to an early withdrawal penalty tax.	If you miss payments after you return to pay status and you default on your loan, a taxable distribution will be declared and you will be subject to tax on the outstanding loan balance (including any accrued interest). You may also be subject to an early withdrawal penalty tax.

* The Loan Payment Coupon is available under Forms & Publications on the TSP website at www.tsp.gov.