



# Thrift Savings Plan BULLETIN for Agency TSP Representatives

**Subject:** Revision of Form TSP-19, Transfer of Information Between Agencies

**Date:** May 7, 2012

The Federal Retirement Thrift Investment Board (Agency) has revised [Form TSP-19](#), Transfer of Information Between Agencies, to include Roth contributions. This form, dated 05/2012, will supersede **all** prior versions of Form TSP-19. A copy of this form, which agencies must reproduce locally or download from the TSP website, is attached to this bulletin. This bulletin also explains the requirement to transfer TSP enrollment and loan information between agencies. Instructions for completing Form TSP-19 are on the form.

## I. Purpose of Form TSP-19

When FERS or CSRS employees transfer to FERS or CSRS positions in other Federal agencies, or when these employees change payroll offices, their TSP participation must continue without interruption. In addition, if these employees have TSP loans, their loan repayments must continue.

Consequently, when an employee (who is participating in the TSP) transfers or changes payroll offices, the gaining payroll office must establish the employee's account in its payroll system, submit an Employee Data (06) Record (EDR) to the TSP, and determine the employee's traditional and/or Roth contributions, including traditional and/or Roth catch-up contributions, and report them to the TSP. In addition, if the employee has a TSP loan or loans, the gaining payroll office must continue to deduct and report loan payments.

To allow gaining payroll offices to take these actions, the gaining personnel offices must obtain the relevant TSP information from the losing personnel offices; Form TSP-19 was developed for this purpose. All data elements included on the Form TSP-19 **MUST** be provided to the gaining agency by the losing agency, no matter how you provide the information from your electronic payroll system and

*(continued on next page)*

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- Inquiries:** Questions concerning this bulletin should be directed to the Federal Retirement Thrift Investment Board at **202-942-1450**.
- Chapter:** This bulletin may be filed in Chapter 3, Eligibility, or Chapter 6, Establishing and Maintaining Accounts
- Supersedes:** This bulletin supersedes TSP Bulletin 10-8, Revision of Form TSP-19, Transfer of Information Between Agencies, dated July 30, 2010.

forward to the gaining agency's Human Resources office (e.g., SF-75, Request for Preliminary Employment Data).

## **II. Verifying the Accuracy of Form TSP-19**

The gaining personnel office should verify the enrollment information it obtained from the losing agency when it receives the employee's OPF. If erroneous information was transferred, the gaining agency must take corrective action.

A handwritten signature in cursive script that reads "Gisile Goethe".

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

Attachment: Form TSP-19, Transfer of Information Between Agencies



# THRIFT SAVINGS PLAN

## TRANSFER OF INFORMATION BETWEEN AGENCIES

# TSP-19

Gaining agencies must obtain the Thrift Savings Plan (TSP) account information of employees who transfer from other Federal agencies or who change payroll offices. The losing agency must provide the relevant TSP information to the gaining agency, whether or not the employee is contributing to the TSP. The gaining agency should provide a copy of the completed form to the employee and forward the original to the payroll office. A copy may also be filed in the employee's Official Personnel Folder.

### Section A Employee Information

1. Name \_\_\_\_\_  
Last First Middle
2. Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
3. Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm dd yyyy
4. Effective Date of Transfer \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm dd yyyy

### Section B Information to Be Transferred

#### Enrollment Information

5. TSP Status Code (Enter the appropriate code): \_\_\_\_\_  
A = Automatic Enrollment  
 E = FERS eligible for agency contributions but not contributing  
 Y = Contributing and, if FERS, eligible for agency contributions  
 T = Stopped contributions and, if FERS, eligible for agency contributions
6. TSP Status Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm dd yyyy
7. TSP Service Computation Date (FERS only) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm dd yyyy
8. TSP Vesting Code \_\_\_\_\_
9. If TSP Status Code is **T** and employee is in the noncontribution period resulting from a financial hardship in-service withdrawal, indicate the ending day of this period. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm dd yyyy
10. **Contribution Election Information** — Enter the employee's tax-deferred contribution election in **a** and/or Roth contribution election in **b** below.
- a. Tax-Deferred: \_\_\_\_\_ .0% **OR** \$ \_\_\_\_\_ .00
- b. Roth: \_\_\_\_\_ .0% **OR** \$ \_\_\_\_\_ .00

11. Total employee contributions made for current year: \$ \_\_\_\_\_ as of \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm dd yyyy

#### Catch-up Contributions

12. If the employee is currently making catch-up contributions, enter the dollar amount per pay period and the attributable calendar year for each type of contribution:
- a. Tax-Deferred \$ \_\_\_\_\_ .00 for \_\_\_\_\_ year
- b. Roth \$ \_\_\_\_\_ .00 for \_\_\_\_\_ year
13. Total catch-up contributions made for current year: \$ \_\_\_\_\_ .00 as of \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm dd yyyy

#### Loan Information

14. Does employee have a TSP loan? (Check one.)  Yes (Complete Items below, as applicable.)  No (Skip to Item 22.)
- First Loan** 15. Account Number: \_\_\_\_\_ 16. Payment Amount \$ \_\_\_\_\_
- Second Loan** 17. Account Number: \_\_\_\_\_ 18. Payment Amount \$ \_\_\_\_\_
19. If employee is currently in nonpay status, indicate the beginning date of the nonpay: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm dd yyyy
20. Type of Nonpay:  Military  Other
21. Date Agency submitted Form TSP-41 to TSP: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm dd yyyy

### Section C Identification of Losing Agency

22. Agency Name and Location \_\_\_\_\_
23. Payroll Office \_\_\_\_\_  
8-digit Identifying Number
24. Name of Contact Person \_\_\_\_\_
25. Telephone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Area Code and Number

# INSTRUCTIONS

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The losing agency should use this form to provide required employee information to the gaining agency.

## SECTION A — Employee Information

- Items 1-3.** Enter the identifying information.
- Item 4.** Enter the effective date of the transfer.

## SECTION B — Information to Be Transferred

- Items 5-6.** Complete these items to reflect the employee's TSP Status Code and Status Date.
- Items 7-8.** Complete these items ONLY if the employee is covered by FERS.
- Item 9.** If the Status Code entered in item 5 is "T" AND the employee is serving the non-contribution period attributable to the financial hardship in-service withdrawal, enter the date the non-contribution period will end.
- Item 10 a.** Enter the employee's tax-deferred contribution election.
- 10 b.** Enter the employee's Roth contribution election.
- (NOTE: Employee may elect either tax-deferred or Roth contributions or both.)
- Item 11.** Enter the total amount of tax-deferred and/or Roth contributions that were deducted from the employee's pay for the current year.
- Item 12 a.** Enter the dollar amount of the employee's tax-deferred catch-up contribution election and the attributable calendar year.
- Item 12 b.** Enter the dollar amount of the employee's Roth catch-up contribution election and the attributable calendar year.
- Item 13.** Enter the total amount of tax-deferred and/or Roth catch-up contributions that were deducted from the employee's pay for the current year.
- Item 14.** Check the appropriate box.
- Item 15-18.** Enter the applicable information.
- Item 19.** Enter the beginning date of the nonpay period.
- Item 20.** Check the appropriate box.
- Item 21.** Date Form TSP-41, Notification To TSP Of Nonpay Status, was submitted. If Form TSP-41 has NOT been submitted to the TSP, submit it before transferring the employee to the gaining agency.

## SECTION C — Identification of Losing Agency

- Item 22-25.** Enter the identifying information.