



Thrift Savings Plan BULLETIN for Service TSP Representatives

Subject: Journal Voucher Submission Requirement after Implementation of Roth TSP and Notification by Services of Date They Are Ready to Receive Reports and Submit Contributions in the New Roth Format

Date: May 7, 2012

This bulletin outlines the requirements service payroll offices will have upon implementation of Roth TSP with regard to the data/contribution submission and receipt of reports from those submissions. As outlined in TSP Bulletin 12-U-8, Implementation of Roth TSP, effective May 7, 2012, the TSP will accept Roth TSP contributions in its record keeping system. Although service payroll offices who will not implement Roth on this date may still submit contributions and receive reports in the current (non-Roth) format, all service payroll offices are required to use the new Journal Vouchers (JV)'s dated May 2012.

This bulletin also provides service payroll offices with a copy of each of the JVs that are used to authorize and submit TSP data. In addition, service payroll offices that generate their JVs through the TSP data submission program (DSub) will note that the May 2012 versions of the JVs will display to complete and submit.

I. Submission of TSP Journal Vouchers

- A. To assist service payroll offices who will still submit records in the current (non-Roth) layout, below are guidelines to follow when completing the May 2012 versions of the JVs (Form TSP-U-2, Certification of Transfer of Funds and Journal Voucher, and Form TSP-U-2-G, Certification of Transfer of Funds And Journal Voucher For Contributions Requiring G Fund Breakage):
1. Section II. RECORDS SUBMITTED: Leave the Roth column blank.
 2. Section III. RECORDS BY CONTRIBUTION SOURCE: Leave numbers 16 and 21 blank.

(continued on next page)

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 2, General Information.

II. Reports generated via Electronic Data Transmission System (EDTS)

Service payroll offices that are not able to receive the new Roth-formatted reports via EDTS beginning on May 7, 2012, must contact their designated TSP Agency Technical Service (ATS) Analyst when they have the ability to receive and process the Roth-formatted version of the EDTS reports, even if they are not yet ready to begin submitting Roth contribution records.

III. Submission of Roth TSP Records

The TSP has contacted active payroll offices to determine which payroll offices are ready to begin TSP data submissions with Roth records along with the effective date of the first submission for those payroll offices that will begin Roth record submissions within the next 60 days. Those payroll offices that are not able to submit Roth contributions beginning May 7, 2012, must notify their designated ATS analyst at least **two** days prior to their first submission of Roth contribution records.



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

Attachment: [Form TSP-U-2](#)
[Form TSP-U-2-G](#)
[Form TSP-U-2-D](#)
[Form TSP-U-2-R](#)



THRIFT SAVINGS PLAN

CERTIFICATION OF TRANSFER OF FUNDS AND JOURNAL VOUCHER

TSP-U-2

I. IDENTIFICATION

To: TSP Agency Technical Services Fairfax Post Office ATS — P.O. Box 4570 Fairfax, VA 22038-9998 Telephone: (888) 802-0179 Fax Number: (703) 788-2936	1. From:		
2. Payroll Office Number	3. Journal Voucher Report Number	4. Current Pay Date (mm/dd/yyyy)	5. Type of Media <input type="checkbox"/> Electronic Submission <input type="checkbox"/> Web-based application

II. RECORDS SUBMITTED

	Traditional	Roth	Total
6. Number of Employee Data Records			
7. Number of Current Payment Records – Traditional (Tax-deferred) and/or Roth			
8. Number of Current Payment Records – Tax-exempt			
9. Number of Late Payment Records – Traditional (Tax-deferred) and/or Roth			
10. Number of Late Payment Records – Tax-exempt			
11. Number of Negative Adjustment Records – Traditional (Tax-deferred) and/or Roth			
12. Number of Negative Adjustment Records – Tax-exempt			
13. Total Number of Records			

III. RECORDS BY CONTRIBUTION SOURCE

	Total Current and Late Payments (in dollars)	Total Negative Adjustments (in dollars)
Employee Contributions – Tax-deferred	14. \$	19. \$
Employee Contributions – Tax-exempt	15. \$	20. \$
Employee Contributions – Roth	16. \$	21. \$
Service Matching Contributions	17. \$	22. \$
Totals	18. \$	23. \$
Control Total		24. \$

IV. CERTIFICATION

I certify that (1) prudent measures have been taken to ensure that the TSP transactions associated with this voucher are correct according to applicable law and TSP procedures; (2) the amount in Block 18 is available to be credited to the TSP receipt account and, if transactions submitted exceed this amount, the excess is also available to be credited to the TSP receipt account; and (3) the amount in Block 23 may be credited to this service's account if found to be correct. I understand that (1) the amount of the credit may be reduced by any investment losses computed by the TSP in connection with the money to be returned to the service and by any amounts that, under applicable law or TSP procedures, may not be returned to this service; (2) if this payroll submission reports makeup or late contributions, the TSP System will calculate the associated breakage and charge this service's Treasury account the attributable expense; and (3) if this payroll submission is processed more than 30 days after the "Current Pay Date," the TSP System will calculate breakage on employee makeup contributions as of the "Current Pay Date" and charge this service's Treasury account with the attributable expense. Such additional charges will be reversed only if it is established that the late processing was caused by TSP record keeper error.

25. _____ Typed or Printed Name of Authorized Administrative or Certifying Officer	27. (_____) _____ – _____ Telephone (Area Code and Number)
26. _____ Signature of Authorized Administrative or Certifying Officer	28. (_____) _____ – _____ Telefax (Area Code and Number)
	29. _____ Date Certified



Data may be submitted electronically or via the TSP web-based data submission and reports retrieval application. Journal vouchers should be completed via the web-based application. If this is not possible, notify the ATS and fax the completed form to the number on the front of this form.

Current payment records (Blocks 14–17) are 13-, 17-, or 18-Records used to submit current contributions and makeup contributions and 83- and 87-Records used to submit current and makeup catch-up contributions, except those that are attributable to a back pay award or other retroactive pay adjustment. **Late payment records** (Blocks 14–17) are 43-, 47-, and 48-Records used to submit late contributions and makeup contributions, and 85- and 89-Records used to submit late catch-up contributions, attributable to a back pay award or other retroactive pay adjustment. **Negative adjustment records** (Blocks 19–23) are 23-, 27-, and 28-Records used to remove erroneous regular contributions previously reported and 30- and 33-Records used to remove erroneous catch-up contributions.

I. IDENTIFICATION

Block 1, From. Enter address of sender. Include payroll office name, address, and Zip Code.

Block 2, Payroll Office Number. Enter assigned 8-position payroll office number in XX-XX-XXXX format.

Block 3, Journal Voucher Report Number. Enter 6-position report number. The first two positions represent the calendar year of the reporting pay period. The last four positions represent a sequential

number beginning with 001. This number will serve as a control over receipt of the reports. For example, 030001 would be the first JV report number submitted in the year 2003.

Block 4, Current Pay Date. Enter date payroll paid in mm/dd/yyyy format.

Block 5, Type of Media. Indicate whether you are submitting electronically or using the TSP web-based application.

II. RECORDS SUBMITTED

Block 6, Number of Employee Data Records. Enter total number of 06-Records submitted.

Block 7, Number of Current Payment Records—Traditional (Tax-deferred) and/or Roth. Enter total number of 13-, 17-, 83-, and 87-Records submitted.

Block 8, Number of Current Payment Records—Tax-exempt. Enter total number of 18-Records submitted.

Block 9, Number of Late Payment Records—Traditional (Tax-deferred) and/or Roth. Enter total number of 43-, 47-, 85-, and 89-Records submitted.

Block 10, Number of Late Payment Records—Tax-exempt. Enter total number of 48-Records submitted.

Block 11, Number of Negative Adjustment Records—Traditional (Tax-deferred) and/or Roth. Enter total number of 23-, 27-, 30-, and 33-Records submitted.

Block 12, Number of Negative Adjustment Records—Tax-exempt. Enter total number of 28-Records submitted.

Block 13, Total Number of Records. Enter the total number of records submitted. This is equal to the sum of Blocks 6, 7, 8, 9, 10, 11, and 12.

III. RECORDS BY CONTRIBUTION SOURCE

Block 14, Employee Contributions—Tax-deferred. Enter total employee contributions from 17-, 47-, 87-, and 89-Records.

Block 15, Employee Contributions—Tax-exempt. Enter total employee contributions from 18- and 48-Records.

Block 16, Employee Contributions—Roth. Enter total employee contributions from 13-, 43-, 83-, and 85-Records.

Block 17, Service Matching Contributions. Enter total matching contributions from 17-, 18-, 47-, and 48-Records.

Block 18, Total Current and Late Payments Amount. This is equal to the sum of Blocks 14, 15, 16, and 17.

Block 19, Employee Contributions—Traditional. Enter total adjustments to employee contributions from 27- and 30-Records.

Block 20, Employee Contributions—Tax-exempt. Enter total adjustments to employee contributions from 28-Records.

Block 21, Employee Contributions—Roth. Enter total adjustments to employee contributions from 23- and 33-Records.

Block 22, Service Matching Contributions. Enter total adjustments to matching contributions from 27- and 28-Records.

Block 23, Total Negative Adjustment Amounts. Enter total adjustments to employee and service contributions. This is equal to the sum of Blocks 19, 20, 21, and 22.

Block 24, Control Total. Subtract Block 23 from Block 18 and enter amount here. (This figure is used only for verification of data entry.)

IV. CERTIFICATION

Block 25, Typed or Printed Name of Authorized Administrative or Certifying Officer. Type or print name of official who is responsible for the accuracy of this voucher and the data it transmits.

Block 26, Signature of Authorized Administrative or Certifying Officer. Signature of person named in Block 25.

Block 27, Telephone Number. Enter commercial telephone number of certifying officer, including area code.

Block 28, Telefax Number. Enter commercial telefax number of certifying officer, including area code.

Block 29, Date Certified. Enter date the document is signed.



THRIFT SAVINGS PLAN

CERTIFICATION OF TRANSFER OF FUNDS AND JOURNAL VOUCHER FOR CONTRIBUTIONS REQUIRING G FUND BREAKAGE

TSP-U-2-G

I. IDENTIFICATION

To: TSP Agency Technical Services Fairfax Post Office ATS — P.O. Box 4570 Fairfax, VA 22038-9998 Telephone: (888) 802-0179 Fax Number: (703) 788-2936	1. From:		
2. Payroll Office Number	3. Journal Voucher Report Number G	4. Current Pay Date (mm/dd/yyyy)	5. Type of Media <input type="checkbox"/> Electronic Submission <input type="checkbox"/> Web-based application

II. RECORDS SUBMITTED

	Traditional	Roth	Total
6. Number of Employee Data Records			
7. Number of Current Payment Records – Traditional (Tax-deferred) and/or Roth			
8. Number of Current Payment Records – Tax-exempt			
9. Number of Late Payment Records – Traditional (Tax-deferred) and/or Roth			
10. Number of Late Payment Records – Tax-exempt			
11. Number of Negative Adjustment Records – Traditional (Tax-deferred) and/or Roth			
12. Number of Negative Adjustment Records – Tax-exempt			
13. Total Number of Records			

III. RECORDS BY CONTRIBUTION SOURCE

	Total Current and Late Payments (in dollars)	Total Negative Adjustments (in dollars)
Employee Contributions – Tax-deferred	14. \$	19. \$
Employee Contributions – Tax-exempt	15. \$	20. \$
Employee Contributions – Roth	16. \$	21. \$
Service Matching Contributions	17. \$	22. \$
Totals	18. \$	23. \$
Control Total		24. \$

IV. CERTIFICATION

I certify that (1) prudent measures have been taken to ensure that the TSP transactions associated with this voucher are correct according to applicable law and TSP procedures; (2) the amount in Block 18 is available to be credited to the TSP receipt account and, if transactions submitted exceed this amount, the excess is also available to be credited to the TSP receipt account; and (3) the amount in Block 23 may be credited to this service's account if found to be correct. I understand that (1) the amount of the credit may be reduced by any investment losses computed by the TSP in connection with the money to be returned to the service and by any amounts that, under applicable law or TSP procedures, may not be returned to this service; (2) if this payroll submission reports makeup or late contributions, the TSP System will calculate the associated breakage and charge this service's Treasury account the attributable expense; and (3) if this payroll submission is processed more than 30 days after the "Current Pay Date," the TSP System will calculate breakage on employee makeup contributions as of the "Current Pay Date" and charge this service's Treasury account with the attributable expense. Such additional charges will be reversed only if it is established that the late processing was caused by TSP record keeper error.

25. _____ Typed or Printed Name of Authorized Administrative or Certifying Officer	27. (_____) _____ – _____ Telephone (Area Code and Number)
26. _____ Signature of Authorized Administrative or Certifying Officer	28. (_____) _____ – _____ Telefax (Area Code and Number)
	29. _____ Date Certified



Use this form **only** to submit late payment records (Traditional and Roth) that report makeup contributions resulting from a back pay award or other retroactive pay adjustment for which breakage must be calculated using **the Government Securities Investment (G) Fund share prices**.

Current payment records (Blocks 14–17) are 13-, 17-, or 18-Records used to submit current contributions and makeup contributions and 83- and 87-Records used to submit current and makeup catch-up contributions, except those that are attributable to a back pay award or other retroactive pay adjustment. **Late payment records** (Blocks 14–17) are 43-, 47-, and 48-Records used to submit late contributions and makeup contributions, and 85- and 89-Records used to submit late catch-up contributions, attributable to a back pay award or other retroactive pay adjustment. **Negative adjustment records** (Blocks 19–23) are 23-, 27-, and 28-Records used to remove erroneous regular contributions previously reported and 30- and 33-Records used to remove erroneous catch-up contributions.

I. IDENTIFICATION

Block 1, From. Enter address of sender. Include payroll office name, address, and Zip Code.

Block 2, Payroll Office Number. Enter assigned 8-position payroll office number in XX-XX-XXXX format.

Block 3, Journal Voucher Report Number. Enter 6-position report number. The first position is "G". The next two positions represent the calendar year of the reporting pay period. The last three positions

represent a sequential number beginning with 001. This number will serve as a control over receipt of the reports. For example, G03001 would be the first JV report number submitted in the year 2003.

Block 4, Current Pay Date. Enter date payroll paid in mm/dd/yyyy format.

Block 5, Type of Media. Indicate whether you are submitting electronically or using the TSP web-based application.

II. RECORDS SUBMITTED

Block 6, Number of Employee Data Records. Enter total number of 06-Records submitted.

Block 7, Number of Current Payment Records—Traditional (Tax-deferred) and/or Roth. Enter total number of 13-, 17-, 83-, and 87-Records submitted.

Block 8, Number of Current Payment Records—Tax-exempt. Enter total number of 18-Records submitted.

Block 9, Number of Late Payment Records—Traditional (Tax-deferred) and/or Roth. Enter total number of 43-, 47-, 85-, and 89-Records submitted.

Block 10, Number of Late Payment Records—Tax-exempt. Enter total number of 48-Records submitted.

Block 11, Number of Negative Adjustment Records—Traditional (Tax-deferred) and/or Roth. Enter total number of 23-, 27-, 30-, and 33-Records submitted.

Block 12, Number of Negative Adjustment Records—Tax-exempt. Enter total number of 28-Records submitted.

Block 13, Total Number of Records. Enter the total number of records submitted. This is equal to the sum of Blocks 6, 7, 8, 9, 10, 11, and 12.

III. RECORDS BY CONTRIBUTION SOURCE

Block 14, Employee Contributions—Tax-deferred. Enter total employee contributions from 17-, 47-, 87-, and 89-Records.

Block 15, Employee Contributions—Tax-exempt. Enter total employee contributions from 18- and 48-Records.

Block 16, Employee Contributions—Roth. Enter total employee contributions from 13-, 43-, 83-, and 85-Records.

Block 17, Service Matching Contributions. Enter total matching contributions from 17-, 18-, 47-, and 48-Records.

Block 18, Total Current and Late Payments Amount. This is equal to the sum of Blocks 14, 15, 16, and 17.

Block 19, Employee Contributions—Traditional. Enter total adjustments to employee contributions from 27- and 30-Records.

Block 20, Employee Contributions—Tax-exempt. Enter total adjustments to employee contributions from 28-Records.

Block 21, Employee Contributions—Roth. Enter total adjustments to employee contributions from 23- and 33-Records.

Block 22, Service Matching Contributions. Enter total adjustments to matching contributions from 27- and 28-Records.

Block 23, Total Negative Adjustment Amounts. Enter total adjustments to employee and service contributions. This is equal to the sum of Blocks 19, 20, 21, and 22.

Block 24, Control Total. Subtract Block 23 from Block 18 and enter amount here. (This figure is used only for verification of data entry.)

IV. CERTIFICATION

Block 25, Typed or Printed Name of Authorized Administrative or Certifying Officer. Type or print name of official who is responsible for the accuracy of this voucher and the data it transmits.

Block 26, Signature of Authorized Administrative or Certifying Officer. Signature of person named in Block 25.

Block 27, Telephone Number. Enter commercial telephone number of certifying officer, including area code.

Block 28, Telefax Number. Enter commercial telefax number of certifying officer, including area code.

Block 29, Date Certified. Enter date the document is signed.



THRIFT SAVINGS PLAN

CERTIFICATION OF REDESIGNATION OF RECORDS AND JOURNAL VOUCHER

TSP-U-2-D

I. IDENTIFICATION

To: TSP Agency Technical Services ATS — P.O. Box 4570 Fairfax, VA 22038-9998 Telephone: (888) 802-0179 Fax Number: (703) 788-2936		1. From:	
2. Payroll Office Number	3. Journal Voucher Report Number ___ D ___ yy xxx	4. Submission Date (mm/dd/yyyy)	5. Type of Media <input type="checkbox"/> Electronic Submission <input type="checkbox"/> Web-based application

II. RECORDS SUBMITTED

6. Number of Roth to Traditional (Tax-deferred) 94-Records	
7. Number of Traditional (Tax-deferred) to Roth 95-Records	
8. Number of Roth to Tax-exempt 96-Records	
9. Number of Tax-exempt to Roth 97-Records	
10. Number of Roth Catch-up to Traditional (Tax-deferred) Catch-up 98-Records	
11. Number of Traditional (Tax-deferred) Catch-up to Roth Catch-up 99-Records	
12. Total Number of Records	

III. REDESIGNATION AMOUNTS BY RECORD TYPE

13. Total Amount to be Redesignated as Traditional (Tax-deferred) (94-Records)	\$
14. Total Amount to be Redesignated as Roth (95-Records)	\$
15. Total Amount to be Redesignated as Tax-exempt (96-Records)	\$
16. Total Amount to be Redesignated as Roth (97-Records)	\$
17. Total Amount to be Redesignated as Traditional (Tax-deferred) Catch-up (98-Records)	\$
18. Total Amount to be Redesignated as Roth Catch-up (99-Records)	\$
19. Control Total	\$

IV. CERTIFICATION

I certify that prudent measures have been taken to ensure that the TSP transactions associated with this voucher are correct according to applicable law.

20. _____ Typed or Printed Name of Authorized Administrative or Certifying Officer	22. (_____) _____ - _____ Telephone (Area Code and Number)
21. _____ Signature of Authorized Administrative or Certifying Officer	23. (_____) _____ - _____ Telefax (Area Code and Number)
	24. _____ Date Certified



Use this form to request the redesignation of employee contributions from Roth contributions to Traditional (tax-deferred or tax-exempt) contributions or vice versa due to agency processing error. The record used will depend upon the tax category of the original contribution (tax-deferred, tax-exempt, or Roth). Note that Roth catch-up contributions cannot be redesignated as tax-exempt catch-up contributions because tax-exempt catch-up contributions are not permitted by law.

IDENTIFICATION

1. **From.** Enter the address of the sender. Include the payroll office name, address, and Zip Code.
2. **Payroll Office Number.** Enter the 8-position assigned payroll office number in XX-XX-XXXX format.
3. **Journal Voucher Report Number.** Enter 6-position report number in YYDXXX format. The first two positions represent the last 2-digits of the calendar year. The third position is "D." The last 3 positions represent a sequential number beginning with 001 and increasing sequentially. This number will serve as a control over receipt of the reports. For example, 02D001 would be the first JV report number submitted in the year 2002.
4. **Submission Date.** Enter date in mm/dd/yyyy format.
5. **Type of Media.** Indicate whether you are submitting electronically or using the TSP Web-based application.

RECORDS SUBMITTED

6. **Number of Roth to Traditional (Tax-deferred) 94-Records.** Enter the total number of 94-Records submitted.
7. **Number of Traditional (Tax-deferred) to Roth 95-Records.** Enter the total number of 95-Records submitted.
8. **Number of Roth to Tax-exempt 96-Records.** Enter the total number of 96-Records submitted.
9. **Number of Tax-exempt to Roth 97-Records.** Enter the total number of 97-Records submitted.
10. **Number of Roth Catch-up to Traditional (Tax-deferred) Catch-up 98-Records.** Enter the total number of 98-Records submitted.
11. **Number of Traditional (Tax-deferred) Catch-up to Roth Catch-up 99-Records.** Enter the total number of 99-Records submitted.
12. **Total Number of Records.** Enter the total number of records being submitted. This is equal to the sum of Blocks 6-11 and equal to the number of records reported on the trailer record if submitting electronically.

REDESIGNATION AMOUNTS BY RECORD TYPE

13. **Total Amount to be Redesignated as Traditional (Tax-deferred) (94-Records).** Enter the dollar amounts of the contributions being redesignated by 94-Records.
14. **Total Amount to be Redesignated as Roth (95-Records).** Enter the dollar amounts of the contributions being redesignated by 95-Records.
15. **Total Amount to be Redesignated as Tax-exempt (96-Records).** Enter the dollar amounts of the contributions being redesignated by 96-Records.
16. **Total Amount to be Redesignated as Roth (97-Records).** Enter the dollar amounts of the contributions being redesignated by 97-Records.
17. **Total Amount to be Redesignated as Traditional (Tax-deferred) Catch-up (98-Records).** Enter the dollar amounts of the contributions being redesignated by 98-Records.
18. **Total Amount to be Redesignated as Roth Catch-up (99-Records).** Enter the dollar amounts of the contributions being redesignated by 99-Records.
19. **Control Total.** Enter the total dollar amount of the contributions being redesignated. This is equal to the sum of Blocks 13-18.

CERTIFICATION

20. **Typed or Printed Name of Authorized Administrative or Certifying Officer.** Type or print the name of the official who is responsible for the accuracy of this voucher and the data that it transmits.
21. **Signature of Authorized Administrative or Certifying Officer.** Signature of person named in Block 20.
22. **Telephone Number.** Enter the telephone number of the certifying officer, including area code.
23. **Telefax Number.** Enter telefax number of the certifying officer, including area code.
24. **Date Certified.** Enter date the document is signed.



THRIFT SAVINGS PLAN
CERTIFICATION OF RECHARACTERIZATION
OF RECORDS AND JOURNAL VOUCHER

TSP-U-2-R

I. IDENTIFICATION

To: TSP Agency Technical Services ATS — P.O. Box 4570 Fairfax, VA 22038-9998 Telephone: (888) 802-0179 Fax Number: (703) 788-2936		1. From:	
2. Payroll Office Number	3. Journal Voucher Report Number — yy R — xxx	4. Submission Date (mm/dd/yyyy)	5. Type of Media <input type="checkbox"/> Electronic Submission <input type="checkbox"/> Web-based application

II. RECORDS SUBMITTED

6. Number of Tax-exempt to Traditional (tax-deferred) (67) Records		
7. Number of Traditional (tax-deferred) to Tax-exempt (68) Records		
8. Total Number of Records		
III. RECHARACTERIZATION AMOUNTS BY RECORD TYPE		
9. Total Amount to be Recharacterized to Traditional (tax-deferred)	\$	
10. Total Amount to be Recharacterized to Tax-exempt	\$	
11. Control Total	\$	

IV. CERTIFICATION

I certify that prudent measures have been taken to ensure that the TSP transactions associated with this voucher are correct according to applicable law.

12. _____ Typed or Printed Name of Authorized Administrative or Certifying Officer	13. (_____) _____ — _____ Telephone (Area Code and Number)
14. _____ Signature of Authorized Administrative or Certifying Officer	15. (_____) _____ — _____ Telefax (Area Code and Number)
	16. _____ Date Certified



Use this form to request the tax recharacterization of employee contributions previously submitted. Do NOT use this form to redesignate regular employee contributions (traditional or tax-exempt) to Roth contributions or vice versa. Use Form TSP-U-2-D for that purpose.

IDENTIFICATION

1. **From.** Enter the address of the sender. Include the payroll office name, address, and Zip Code.
2. **Payroll Office Number.** Enter the 8-position assigned payroll office number in XX-XX-XXXX format.
3. **Journal Voucher Report Number.** Enter 6-position report number in YYRXXX format. The first two positions represent the last 2-digits of the calendar year. The third position is "R." The last 3 positions represent a sequential number beginning with 001 and increasing sequentially. This number will serve as a control over receipt of the reports. For example, 02R001 would be the first JV report number submitted in the year 2002.
4. **Submission Date.** Enter date in mm/dd/yyyy format.
5. **Type of Media.** Indicate whether you are making an electronic submission or using the TSP Web-based application.

RECORDS SUBMITTED

6. **Number of Tax-exempt to Traditional (tax-deferred) (67) Records.** Enter total number of records submitted.
7. **Number of Traditional (tax-deferred) to Tax-exempt (68) Records.** Enter total number of records submitted.
8. **Total Number of Records.** Enter the total number of records submitted. This is equal to the sum of Items 6 and 7 and excludes magnetic media header and trailer records.

RECHARACTERIZATION AMOUNTS BY RECORD TYPE

9. **Total Amount to Be Recharacterized to Traditional (tax-deferred).** Enter total employee contributions from 67-Records.
10. **Total Amount to Be Recharacterized to Tax-exempt.** Enter total employee contributions from 68-Records.
11. **Control Total.** Enter total contributions. This is equal to the sum of Items 9 and 10.

CERTIFICATION

12. **Name of Authorized Administrative or Certifying Officer.** Type or print name of official who is responsible for the accuracy of this voucher and the data it transmits.
13. **Telephone Number.** Enter telephone number of certifying officer, including area code.
14. **Signature of Authorized Administrative or Certifying Officer.** Signature of person named in Item 12.
15. **Telefax Number.** Enter telefax number of certifying officer, including area code.
16. **Date Certified.** Enter date the document is signed.