

FEDERAL RETIREMENT THRIFT INVESTMENT BOARD  
1250 H Street, NW Washington, DC 20005

November 1, 2005

MEMORANDUM TO PAYROLL OFFICES THAT DO NOT USE THE TREASURY  
SF-224 PROCESS TO SUBMIT FUNDS TO THE TSP

FROM: Pamela-Jeanne Moran  
Director, Office of Benefits Services

SUBJECT: Submission of Checks to the Thrift Savings Plan

The address to which payroll offices should send checks to the Thrift Savings Plan (TSP) has changed. Last year, the TSP established a lock box to facilitate the receipt and processing of checks. We began the conversion to the lock box with participant checks for supplemental loan payments, but eventually we planned to have those payroll offices who submit agency checks for payment of TSP contributions and loans to send the checks directly to the lock box. Right after Hurricane Katrina struck, we temporarily asked these payroll offices to send their checks to the Federal Retirement Thrift Investment Board's office in Washington, D.C. However, we have now made arrangements for agency checks to go directly to the lock box. Consequently, effective immediately, payroll offices must send their checks to the lock box, as discussed below.

To ensure the proper credit of the funds, the payroll office **must** include the payroll office number on the check and **must** include a completed coupon with each check. A copy of the coupon, which can be reproduced locally, is attached to this memorandum. The CCAID is the last day of the calendar year in which the funds are being submitted in yymmdd format. (For 2005, the CCAID is 051231; for 2006, it will be 061231). Other items required by the coupon are the payroll office number, the journal voucher number to which the funds apply, and the amount of the check.

Payroll offices must send checks and completed coupons to one of the addresses that are shown on the attachment directly above the coupon. (The first address is for regular mail; the second address is for overnight deliveries.)

If you have any questions regarding this new procedure for submitting checks to the TSP, please contact the Agency Technical Support Section at 1-888-802-0179.

Attachment