Use this form to request the restoration of service contributions that were forfeited from a participant’s Thrift Savings Plan (TSP) account and to verify that corrected employee data have been submitted to the TSP.

Fax the form to: Thrift Savings Plan Agency Technical Support
FAX: (703) 788-2936

## I. PARTICIPANT INFORMATION

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Last</td>
<td>First</td>
</tr>
<tr>
<td>2.</td>
<td>Social Security Number</td>
<td></td>
</tr>
</tbody>
</table>

## II. VERIFICATION OF CORRECTIONS MADE TO PARTICIPANT’S TSP ACCOUNT

3. **Corrected Employee Data.** Corrected employee data (e.g., Retirement Code, Vesting Code, TSP-Service Computation Date, Employment Code, or Employment Code Date) were submitted to the TSP with:
   - a. JV Report Number
   - b. Report Date
     - mm / dd / yyyy

Note: Form TSP-U-5-R will not be processed if this section is not completed. Employee data must be corrected before forfeited funds will be restored.

## III. SERVICE IDENTIFYING DATA

<p>| | |</p>
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Name of Service</td>
</tr>
<tr>
<td>5.</td>
<td>Payroll Office Number</td>
</tr>
<tr>
<td>6.</td>
<td>Service Contact Person</td>
</tr>
<tr>
<td>7.</td>
<td>Telephone (Area Code and Number)</td>
</tr>
</tbody>
</table>

## IV. CERTIFICATION AND REQUEST TO RESTORE FUNDS

I hereby request that forfeited funds be restored for the above participant. In addition, I certify that the information provided in Section II is correct and that the participant is entitled to have the forfeited amounts restored to his or her TSP account.

8. Typed or Printed Name of Authorized Certifying Official

9. Signature of Authorized Certifying Official

10. Date Signed
**INSTRUCTIONS AND INFORMATION**

**GENERAL INFORMATION**
Form TSP-U-5-R must be submitted to the TSP to certify that a participant is entitled to have forfeited funds restored and to initiate the restoration process. A separate Form TSP-U-5-R must be submitted for each participant. Before a forfeiture can be restored, however, the service must also submit an Employee Data Record to correct the data that caused the forfeiture.

**I. PARTICIPANT INFORMATION**

1–2: Complete both items in this section. This information is needed by the TSP to identify the participant’s account.

**II. VERIFICATION OF CORRECTIONS MADE TO PARTICIPANT’S TSP ACCOUNT**

3: Complete this item to provide the Journal Voucher (JV) Report Number and date that the corrected Employee Data Record was submitted. **Form TSP-U-5-R will not be processed if Item 2 is not completed.**

**III. SERVICE IDENTIFYING DATA**

Complete this section to provide information about the service that is requesting the restoration and the person to contact if there are any questions about the request.

4: Enter the name of the service that is requesting that the forfeiture be restored.

5: Enter the payroll office number of the service that is requesting that the forfeiture be restored.

6: Type or print the name of the person who is the service’s point of contact for the request to restore the forfeiture.

7: Enter the telephone number of the service’s contact person.

**IV. CERTIFICATION AND REQUEST TO RESTORE FUNDS**

8–10: The agency’s authorized certifying official who is responsible for the accuracy of the information on Form TSP-U-5-R must complete this section to request that the forfeited funds be restored. The certifying official must certify that an Employee Data Record has been submitted to correct data in the participant’s TSP account.