

Checklist for Submitting Payments From Non SF-224 Agencies

- ✓ If you do not complete all items on the coupon, your check will be returned.
- ✓ The CCAID is the last day of the calendar year in which the check is being submitted in yymmdd format (e.g., 141231 for 2014; 131231 for 2013).
- ✓ Make your check payable to the "Thrift Savings Plan" and write your payroll office number on the check.
- ✓ Do not include the journal voucher or other correspondence when you submit your check and this coupon, or the processing of your check may be delayed. (Submit the associated journal voucher using the web-based TSP data submission application found at tsp.gov.)
- ✓ Mail this coupon and your check to:

**Thrift Savings Plan
P.O. Box 979004
St. Louis, MO 63197-9000**

Send overnight deliveries to:

U.S. Bank
Box 9004
Government Lockbox SL-MO-C2GL
1005 Convention Plaza
St. Louis, MO 63101



THRIFT SAVINGS PLAN COUPON FOR PAYMENTS FROM NON SF-224 AGENCIES

Check Code: **ACK**

CCAID:

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Payroll Office Number

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Journal Voucher Number

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Payment Amount