



# 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. Loan Number: \_\_\_\_\_ 16. Payment Amount \$ \_\_\_\_\_
- Second Loan** 17. Loan 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.