



THRIFT SAVINGS PLAN
CERTIFICATION OF REDESIGNATION
OF RECORDS AND JOURNAL VOUCHER

TSP-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 — yy D — 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 90-Records		
7. Number of Traditional to Roth 91-Records		
8. Total Number of Records		
III. REDESIGNATION AMOUNTS BY RECORD TYPE		
9. Total Amount to be Redesignated as Traditional (90-Records)	\$	
10. Total Amount to be Redesignated as Roth (91-Records)	\$	
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	14. (_____) _____ — _____ Telephone (Area Code and Number)
13. _____ Signature of Authorized Administrative or Certifying Officer	15. (_____) _____ — _____ Telefax (Area Code and Number)
	16. _____ Date Certified



Use this form to request the redesignation of employee contributions from Roth contributions to traditional contributions or vice versa due to agency processing error. **Important note:** As of January 1, 2021, agencies should submit catch-up contributions on the same record used to submit the equivalent regular contribution.

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 90-Records.** Enter the total number of 90-Records submitted.
7. **Number of Traditional to Roth 91-Records.** Enter the total number of 91-Records submitted.
8. **Total Number of Records.** Enter the total number of records being submitted. This is equal to the sum of Blocks 6 – 7 and equal to the number of records reported on the trailer record if submitting electronically.

REDESIGNATION AMOUNTS BY RECORD TYPE

9. **Total Amount to be Redesignated as Traditional (90-Records).** Enter the dollar amounts of the contributions being redesignated by 90-Records.
10. **Total Amount to be Redesignated as Roth (91-Records).** Enter the dollar amounts of the contributions being redesignated by 91-Records.
11. **Control Total.** Enter the total dollar amount of the contributions being redesignated. This is equal to the sum of Blocks 9 – 10.

CERTIFICATION

12. **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.
13. **Signature of Authorized Administrative or Certifying Officer.** Signature of person named in Block 16.
14. **Telephone Number.** Enter the telephone number of the certifying officer, including area code.
15. **Telefax Number.** Enter telefax number of the certifying officer, including area code.
16. **Date Certified.** Enter date the document is signed.