



Thrift Savings Plan

Temporary waiver of notary requirement

We will temporarily accept and process certain TSP withdrawal and loan forms without requiring notarized signatures in order to support participants in physical distancing measures during the COVID-19 pandemic. All signatures must be handwritten and submitted as directed in the form instructions, but you may leave the notary section blank.

Submitting forms online

Once you complete this form, you may submit it online. For instructions on how to prepare your file for upload, log in to My Account and select **Upload Form** from the menu.

TSP-25, GENERAL INFORMATION AND INSTRUCTIONS

Who Should Use This Form?

Use this form if you were automatically enrolled in the TSP and you want a refund of the contributions to your account that were deducted from your wages. This could apply in two different scenarios:

Federal Employees (Civilians): Since August 2010, newly hired or rehired civilian federal workers have been automatically enrolled in the TSP, with 3% of their pay deducted each pay period and contributed to their TSP accounts.

Uniformed Services Members: Starting January 1, 2018, all new members of the uniformed services will be automatically enrolled at the 3% contribution rate. This takes place 60 days after the member joins the service. This is a requirement of the Blended Retirement System (BRS).

If you fall into one of these two categories, you have the opportunity to opt out of automatic enrollment before it starts by using Form TSP-1 or TSP-U-1 to stop all contributions, subject to your agency's or service's processing deadlines. If you fail to do this, you may use this form (TSP-25) to request a refund of your contributions (plus earnings or minus losses). You may not request a refund of contributions resulting from automatic reenrollment, which happens if you are not contributing to your TSP account at the end of a given year. **Important Note:** Submitting Form TSP-25 does not stop contributions from being deducted from your pay. Your contributions will continue unless you file Form TSP-1 to stop them.

Deadline for Requesting a Refund. You must submit this form directly to the TSP within 90 days of the date of the first contribution of your automatic enrollment. To determine your refund deadline date, you may call us at 1-877-968-3778 and choose option 3 to speak to a Participant Service Representative. This deadline date was also provided in your welcome letter.

Limit on What Can Be Refunded. We will only refund your employee/member contributions (plus earnings or minus losses) associated with the **automatic enrollment period**. If you make a contribution election to change your automatic contributions in any way, you are no longer in the automatic enrollment period, and you cannot request a refund of contributions you made after the change. If you have made a change, you will only be able to request a refund of automatic contributions made up to the day before that change.

Matching and Automatic Contributions. If you are a FERS employee or a uniformed services member covered by the Blended Retirement System (BRS) when the refund is paid, Agency/Service Matching Contributions (including any earnings) associated with the refunded employee/member contributions will be forfeited to the TSP. Agency/Service Automatic (1%) Contributions will remain in your TSP account.

Multiple Automatic Enrollments (Rehired and Reenrolled Participants). In accordance with the Internal Revenue Code, when you receive a refund, you enter into a period of ineligibility for refunds that lasts for the remainder of the current calendar year—starting from the date of your last automatic contribution—plus the entire calendar year

(January – December) that follows. That means you cannot receive a refund in two consecutive years. This affects people who leave the uniformed services for civilian jobs or vice versa. To determine your refund deadline date, you may contact us at 1-877-968-3778 and choose option 3 to speak to a Participant Service Representative. In the unlikely case that you were automatically enrolled, separated, and rehired before the 90-day period was over, you may use this form to request a refund, but only of the automatic employee contributions from your latest period of employment.

Separated Participants. If you separate from service within the first 90 days of becoming automatically enrolled, and your balance is less than \$200, your full balance will be disbursed to you automatically. If it is \$200 or more, you can either request a refund of your automatic contributions by submitting this form or request a withdrawal from your account by submitting Form TSP-70, *Request for Full Withdrawal*. Your decision in this scenario will be based partly on which retirement system you're in:

FERS and Blended Retirement System (BRS) Participants.

TSP-25: You can use Form TSP-25 (this form) and receive your own contributions (plus earnings or minus losses), but you'll forfeit your Agency/Service Matching Contributions. (Agency/Service Automatic (1%) Contributions will remain in your account.) Your refund is subject to 10% withholding by the IRS for federal income tax, but you will pay no penalty for early withdrawal.

TSP-70: You can instead submit Form TSP-70, *Request for Full Withdrawal*, in which case you will receive your own contributions (plus earnings or minus losses) and all Agency/Service Matching Contributions (plus earnings or minus losses). There will be 20% tax withholding by the IRS, and you may be subject to the 10% IRS early withdrawal penalty tax. You will forfeit your Agency/Service Automatic (1%) Contributions, unless you were "vested" (entitled to keep them).

CSRS Participants. Use this form (TSP-25) to request your refund. You will receive your own contributions (plus earnings or minus losses), there will be 10% withholding for federal income tax, and you will pay no penalty tax for early withdrawal. Because you do not have Agency Matching Contributions, you will not be forfeiting anything. So there is no advantage to using Form TSP-70.

Before completing your refund request, you should read the booklet *Summary of the Thrift Savings Plan* and our tax notice *Important Tax Information About Payments From Your TSP Account*. You can download these materials from our website (tsp.gov) or ask your agency or service for a copy.

Section I. Complete Items 1–10. Check whether you are requesting a refund from a civilian or uniformed services account in Item 1. Check only one box. You cannot request refunds from both accounts using one form.

If you are currently employed, we will mail your refund to the address on file in your TSP account (unless you request direct deposit). To update your mailing address, contact your employing agency or service. If you are separated from

federal service, the address provided on this form will be used to update your TSP account and pay the refund to you.

If you have a foreign address, check the box in Item 6 and enter the foreign address as follows in Items 7 and 8:

First address line: Enter the street address or post office box number, and any apartment number.

Second address line: Enter the city or town name, other principal subdivision (e.g., province, state, county), and postal code, if known. (The postal code should precede the city or town.)

City/State/Zip Code fields: Enter the entire country name in the City field; leave the State and Zip Code fields blank.

If you use an **Air/Army Post Office (APO) or Fleet Post Office (FPO)** address, enter that address in the two available address lines. (Include the unit designation.) Enter APO or FPO, as appropriate, in the City field. In the State field, enter AE as the state abbreviation for Zip Codes beginning with 090–098, AA for Zip Codes beginning with 340, and AP for Zip Codes beginning with 962–966. Then enter the appropriate Zip Code.

Section II. This section is optional. You may use it to

- request a waiver of the automatic 10% withholding for federal income tax by checking the box after the first statement in Item 11; **or**
- request additional withholding for federal income tax by filling in the amount you want withheld in the boxes provided after the second statement in Item 11.

The refund paid is considered ordinary income earned in the year it is paid to you. It is not subject to the IRS 10% early withdrawal penalty tax. Read the TSP tax notice *Important Tax Information About Payments From Your TSP Account* for detailed tax rules.

Section III. Complete this section only if you want us to send

your refund directly to your checking or savings account by means of a direct deposit (electronic funds transfer [EFT]). Provide all of the requested information in this section. If you do not know the 9-digit ACH Routing Number or your checking or savings account number, contact your financial institution. Direct deposits will be made only to financial institutions in the United States.

Section IV. Read the certification carefully and sign and date the form. By signing the certification, you are certifying that the information you have provided is true and complete to the best of your knowledge. Your signature (Item 16) must also be notarized (Item 18); otherwise, your request cannot be processed. Because the form will be filed with a federal agency in Washington, D.C., the notary must complete the notarization in Item 18. No other acknowledgement is acceptable.

After you complete the form, make a copy for your records.

Mail the original to:

**Thrift Savings Plan
P.O. Box 385021
Birmingham, AL 35238**

Or fax to: 1-866-817-5023

Note: Do **not** mail **and** fax your request. We will automatically cancel the second request we receive. If you need to make a change or correction on your form, call us to cancel your first request.

If you have questions, call the toll-free ThriftLine at 1-877-968-3778 or the TDD at 1-877-847-4385. Outside the U.S. and Canada, please call 404-233-4400 (not toll free).

