



# THRIFT SAVINGS PLAN CATCH-UP CONTRIBUTION ELECTION

## TSP-1-C

Use this form to start, stop, or change your election to make "catch-up" contributions to your TSP account. You are eligible to make catch-up contributions **if you are age 50 or older** (or if you will become age 50 during the calendar year for which you are making this election), **and** you are already contributing a percentage or a dollar amount which will result in reaching the Internal Revenue Code (IRC) elective deferral limit by the end of the year. (See back of form.) Catch-up contributions will be taken from your basic pay each pay period; they are in addition to your regular TSP contributions.

Before completing this form, read the information on the back. Type or print all information. **Return the completed form to your agency.**

**Note:** Your catch-up contributions will be invested according to your most recent contribution allocation. (See instructions on the back.)

### I. INFORMATION ABOUT YOU

1. \_\_\_\_\_  
Name (Last) (First) (Middle)
2. \_\_\_\_\_  
Street Address City State Zip Code
3. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Social Security Number
4. (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Daytime Phone (Area Code and Number)
5. \_\_\_\_\_  
Office Identification (Agency and Organization)

### II. START OR CHANGE YOUR CATCH-UP CONTRIBUTIONS

(You must be in pay status. See back of form.)

To start or change your catch-up contributions, complete Items 6, 7, and 8. Use a whole dollar amount. (See additional instructions on the back of the form.)

6.  I elect to contribute \$ \_\_\_\_\_ .00 per pay period. This election will continue until:
  - the end of the calendar year; or
  - I reach the annual limit for catch-up contributions; or
  - I submit a new election to stop or change these contributions.

I certify that I will make regular contributions to the TSP or an equivalent employer plan up to the maximum amount allowed by the IRC and TSP plan rules. I understand that my catch-up contributions are in addition to my regular TSP contributions.

7. \_\_\_\_\_  
Participant's Signature
8. \_\_\_\_\_  
Date Signed (mm/dd/yyyy)

### III. STOP YOUR CATCH-UP CONTRIBUTIONS

To stop your contributions, complete Items 9, 10, and 11.

9.  I want to stop making catch-up contributions to my TSP account. I understand that I must make a new election to resume these contributions.

10. \_\_\_\_\_  
Participant's Signature
11. \_\_\_\_\_  
Date Signed (mm/dd/yyyy)

### IV. FOR EMPLOYING OFFICE USE ONLY

12. 10 00 5697  
Payroll Office Number
13. \_\_\_\_\_  
Receipt Date (mm/dd/yyyy)
14. \_\_\_\_\_  
Effective Date (mm/dd/yyyy)
15. \_\_\_\_\_  
Signature of Agency Official

**PRIVACY ACT NOTICE.** We are authorized to request the information you provide on this form under 5 U.S.C. chapter 84, Federal Employees' Retirement System. We will use this information to identify your TSP account and to process this form. In addition, this information may be shared with other Federal agencies for statistical, auditing, or archiving purposes. We may share the information with law enforcement agencies investigating a violation of civil or criminal law, or agencies implementing a

statute, rule, or order. It may be shared with congressional offices, private sector audit firms, spouses, former spouses, and beneficiaries, and their attorneys. We may disclose relevant portions of the information to appropriate parties engaged in litigation and for other routine uses as specified in the Federal Register. You are not required by law to provide this information, but if you do not provide it, we will not be able to process your request.

**ORIGINAL TO PERSONNEL FOLDER**  
Provide a copy to the employee and to the payroll office.

Form TSP-1-C (10/2011)  
PREVIOUS EDITIONS OBSOLETE

## INFORMATION AND INSTRUCTIONS

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### GENERAL INFORMATION

Catch-up contributions are in addition to your regular TSP contributions. Therefore, if you are not already contributing the maximum amount allowed (according to TSP and/or IRC elective deferral limits) through your regular TSP contributions or by contributing to an equivalent employer plan (e.g., a 401(k) plan), you must elect to contribute the maximum amount before you are eligible to make catch-up contributions. This catch-up election **will not** affect your regular TSP contributions.

You may start, stop, or change your catch-up contributions at any time. Your election will stay in effect subject to the conditions in Section II below. You must make a new election for each calendar year.

You do not receive matching contributions from your agency for any catch-up contributions.

Your catch-up contribution election will be effective no later than the first full pay period after your agency receives it. Contributions will be invested according to your most recent contribution allocation. If you wish to change your contribution allocation, you may do so on the TSP website at [www.tsp.gov](http://www.tsp.gov) or the ThriftLine at 1-TSP-YOU-FRST (1-877-968-3778; outside the U.S. and Canada, call 404-233-4400).

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### SECTION I

Complete all items in this section.

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### SECTION II

The IRC limit for catch-up contributions is **\$5,500 in 2011 and 2012**. Thereafter, the amount may be adjusted for inflation. Check the TSP website, [www.tsp.gov](http://www.tsp.gov), for updated information.

Deductions will be made from your basic pay in the dollar amount you indicate. However:

- (1) Catch-up contributions will stop when you have reached the maximum allowable dollar amount for the calendar year.
- (2) The catch-up contribution amount you specified cannot exceed the amount of your pay after all other required deductions have been made. (Required deductions include regular TSP contributions and TSP loan payments.)
- (3) Your catch-up contributions will **not** continue into the next calendar year.

You are not eligible to make catch-up contributions if you are in nonpay status or if you are ineligible to make TSP contributions because you have made a financial hardship in-service withdrawal within the last 6 months. If you have elected to make catch-up contributions and you subsequently enter a noncontribution period, deductions will stop. Contributions will **not** restart automatically. You must make a new election when your noncontribution period ends.

You may stop your catch-up contributions at any time by submitting a new Form TSP-1-C to your agency indicating that you want your election to stop. (See Section III.)

You must sign this section or your request to start or change your catch-up contributions will be rejected.

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### SECTION III

If you choose to stop your catch-up contributions, you must complete and sign this section. Your election should be effective the first pay period after your agency receives it. You can restart your catch-up contributions at any time, subject to the conditions above.

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### SECTION IV

In Item 13, enter the receipt date. This is the date that a **properly completed** form is received by the agency personnel office. If the form has not been properly completed, it should be returned to the employee.

In Item 14, enter the effective date of the election. Elections should be made effective no later than the first full pay period after receipt of a properly completed form.

You should provide the participant with a copy of this completed election for his or her records.