Revised Thrift Saving Plan Election Form, TSP-1

The Thrift Saving Plan (TSP) Election Form, TSP-1 has been updated. The latest edition of this form is ‘October 2020’ and previous editions are obsolete.

The best way to make your TSP elections are to visit My Employee Personal Page (MyEPP) on the National Finance Center (NFC) website or click here. Human Capital (HC) strongly recommends you utilize the electronic version of this form on MyEPP to start, stop, or change your TSP elections to avoid errors and timely processing.

However, as an alternative, you can complete the newly revised paper version of the TSP-1 Election Form.

To access MyEPP click here. If you are unable to access MyEPP and need to complete the TSP Election Form, TSP-1, please follow the instructions below:

Section I – Information About You

- Complete all items in this section.

Section II – Choose the Amount of Your Contributions

- Enter either a whole percentage of your basic pay per pay period or a whole dollar amount per pay period for each type of contribution you elect. You may choose a percentage for one type of contribution and a dollar amount for the other type of contribution.
  
  Note: Your choice will cancel all previous elections.

Section III – Stop Some or All of Your Contributions

- To stop all or just one type of your contributions to the TSP, check the box in Item 10 that applies and complete Section IV.
  
  Your payroll contributions will stop no later than the first full pay period after the form is received.

Section IV – Signature

- Participant Signature and Date Signed is required.

Section V – For Employing Office Use Only

- Information to be completed by office officials.
Questions?

Due to the current COVID-19 pandemic, live agents are not available to answer telephone calls received at the HCAccess Help Desk. Employees can contact the HCAccess Help Desk by e-mail at HelpDesk@mailserver-hraccess.tsa.dhs.gov or at this link, by fax at 1-877-872-7993, or by phone at 1-877-872-7990 and leave a voicemail. Employees can visit the HCAccess website for valuable Human Resources (HR) information on a wide variety of topics at this link and visit Human Capital online at this link.