

## Bulletin for All TSA Employees – 10/13/2020

### 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.

Thrift Saving Plan: TSP-1\_Election Form



## THRIFT SAVINGS PLAN ELECTION FORM

## TSP-1

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Use this form to start, stop, or change the amount of your contributions to the Thrift Savings Plan (TSP).

Before completing this form, please read the Summary of the Thrift Savings Plan and the instructions on the back of this form. Type or print all information. **Return the completed form to your agency personnel or benefits office.** Your agency should return a copy to you after completing Section V.

**Note:** To choose your investment funds, see the instructions in the General Information section on the back of this form.

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**I.  
INFORMATION  
ABOUT YOU**

1. \_\_\_\_\_  
Name (Last) (First) (Middle)

2. \_\_\_\_\_  
Street Address City State Zip Code

3. \_\_\_\_\_ 4. (\_\_\_\_\_) \_\_\_\_\_  
Social Security Number Daytime Phone (Area Code and Number)

5. \_\_\_\_\_  
Office Identification (Agency and Organization)

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**II.  
CHOOSE THE  
AMOUNT OF  
YOUR  
CONTRIBUTIONS**

Your choice will cancel all previous elections.

To start or change the amount of traditional (pre-tax) or Roth (after-tax) contributions to your TSP account, 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.) **Remember:** A blank line next to a type of contribution equals 0% or \$0 contributed.

6. Traditional (Pre-Tax) Contributions \_\_\_\_\_ .0% **OR** 7. \$ \_\_\_\_\_ .00

8. Roth (After-Tax) Contributions \_\_\_\_\_ .0% **OR** 9. \$ \_\_\_\_\_ .00

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**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 your agency employing office receives this form. (If you are a Federal Employees Retirement System [FERS] employee and you stop your contributions, your Agency Matching Contributions will stop, but Agency Automatic [1%] Contributions will continue. Read the instructions on the back.)

10.  I choose not to save for my retirement. Please stop all my payroll contributions to my TSP account.

Stop only my traditional (pre-tax) payroll contributions to my TSP account.

Stop only my Roth (after-tax) payroll contributions to my TSP account.

If you are a newly hired (or rehired) employee, you can generally stop your automatic employee contributions before they start if you submit this form to your agency before the end of your first full pay period. (See note on back.)

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**IV.  
SIGNATURE**

11. \_\_\_\_\_ 12. \_\_\_\_\_  
Participant's Signature Date Signed (mm/dd/yyyy)

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**V.  
FOR  
EMPLOYING  
OFFICE USE  
ONLY**

13. \_\_\_\_\_ 14. \_\_\_\_\_ 15. \_\_\_\_\_  
Payroll Office Number Receipt Date (mm/dd/yyyy) Effective Date (mm/dd/yyyy)

16. \_\_\_\_\_  
Signature of Agency Official

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**PRIVACY ACT NOTICE.** We are authorized to request the information you provide on this form under 5 U.S.C. chapter 54, Federal Employees' Retirement System. Your agency or service will use this information to identify your TSP account and to start, change, or stop your TSP contributions. In addition, this information may be shared with other federal agencies for statistical, auditing, or archiving purposes. The information may also be shared 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. Relevant portions of the information may also be disclosed 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, your agency or service 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 (10/2020)  
PREVIOUS EDITIONS OBSOLETE

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](mailto: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](#).