THRIFT SAVINGS PLAN
ELECTION FORM

TSP-U-1

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 the office of your service that is responsible for enrolling members in the TSP.** That office 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.

I. INFORMATION ABOUT YOU

1. _____
Name *(Last)* *(First)* *(Middle)*

2. _____
Mailing Address *(may be APO or FPO)* City State Zip Code

3. _____ – _____ – _____
Social Security Number

4. (_____) _____ – _____
Daytime Phone *(Area Code and Number)*

5. ____/____/____
Date of Birth *(mm/dd/yyyy)*

6. _____
Office Identification *(Service and Organization)*

II. CHOOSE THE AMOUNT OF YOUR CONTRIBUTIONS

Your choice will cancel all previous elections.

To start or change the amount of your contributions, enter in Items 7–10 the percentage of your pay each pay period that you want as traditional (pre-tax) contributions. Enter in Items 11–14 the percentage of your pay each pay period that you want as Roth (after-tax) contributions. **Note:** You **must** elect to contribute at least 1% of basic pay (or its equivalent) to be eligible to contribute from your other types of pay (see instructions). **Remember:** A blank line next to a type of contribution equals 0% contributed.

	Traditional (Pre-Tax) Contributions All Services	Roth (After-Tax) Contributions All Services
Basic Pay	**7.** _____.0%	**11.** _____.0%
Incentive Pay	**8.** _____.0%	**12.** _____.0%
Special Pay	**9.** _____.0%	**13.** _____.0%
Bonus Pay	**10.** _____.0%	**14.** _____.0%

III. STOP YOUR CONTRIBUTIONS

When you stop your contributions from basic pay, contributions from incentive, special, and bonus pay will also stop.

To stop all contributions to the TSP, check Item 15 or 19 (or both, as applicable). If you want to stop only your contributions from incentive pay, special pay, or bonus pay, check the appropriate box(es). Your contributions will stop no later than the first full pay period after your service receives this form.

Stop My Traditional Contributions

15. ☐ From **basic pay**
16. ☐ From **incentive pay**
17. ☐ From **special pay**
18. ☐ From **bonus pay**

Stop My Roth Contributions

19. ☐ From **basic pay**
20. ☐ From **incentive pay**
21. ☐ From **special pay**
22. ☐ From **bonus pay**

IV. SIGNATURE

23. _____
Participant's Signature

24. ____/____/____
Date Signed *(mm/dd/yyyy)*

V. FOR SERVICE USE ONLY

25. _____
Payroll Office Number

26. ____/____/____
Receipt Date *(mm/dd/yyyy)*

27. ____/____/____
Effective Date *(mm/dd/yyyy)*

28. _____
Signature of Service 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. Your 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 member and to the Payroll/Finance Office.

TSP-U-1, INFORMATION AND INSTRUCTIONS

GENERAL INFORMATION

You may start, stop, or change your contributions at any time. Your TSP election will stay in effect until you submit another election or until you separate from the uniformed services. This form only applies to regular contributions. If you are age 50 or older and want to make catch-up contributions, use Form TSP-U-1-C, Catch-Up Contribution Election.

Basic pay for active duty is defined in 37 U.S.C. section 204; pay for the Ready Reserve (e.g., inactive duty for training (IDT) pay) is defined in 37 U.S.C. section 206. **Incentive pay** (e.g., flight pay, submarine pay, hazardous duty pay), **special pay** (e.g., medical and dental officer pay, hardship duty pay, career sea pay), and **bonus pay** (e.g., enlistment and reenlistment bonuses), are defined in 37 U.S.C. chapter 5. (Although bonus pay is a form of special pay, it is treated separately from special pay for TSP purposes.)

Important note for new TSP participants: All contributions to your account will be invested in the Government Securities Investment (G) Fund until you direct the TSP to allocate your contributions differently. The TSP publication *Summary of the Thrift Savings Plan* describes all of your investment choices and discusses their risks and advantages. For more information, you can also obtain a copy of the TSP Fund Information sheets. (The most current versions of TSP forms and publications are available on the TSP website at tsp.gov.)

To choose your investment fund(s), use the TSP website (tsp.gov) or the ThriftLine at 1-TSP-YOU-FRST (1-877-968-3778); outside the U.S. and Canada, call 404-233-4400. On the TSP website, you will need your TSP account number (or user ID) and Web password. Using the ThriftLine, you will need your TSP account number and your ThriftLine Personal Identification Number (PIN). If you are a new participant, your TSP account number, ThriftLine PIN, and Web password will be mailed to you (separately) after your account has been established.

If you change your address, notify your service's personnel or benefits office that is responsible for your TSP enrollment so that your service can correct your records for your TSP account.

SECTION I

Complete all items in this section. In Item 4, provide your daytime telephone number.

SECTION II

Your choice will cancel and replace all previous elections.

Example

Previous Election:

Traditional	**5%**
Roth	**2%**

New Election:

Traditional	**5%**
Roth	**10%**

Complete this section to start or change the amount of your contributions. Whatever you enter in this section will cancel all previous elections; therefore, be sure to indicate exactly what percentages you want to contribute, even if part of your election has not changed (see the example in the margin). You can elect to make traditional (pre-tax) and Roth (after-tax) contributions simultaneously. **Traditional contributions** come out of your pay **before** taxes are calculated; you pay taxes on these contributions and their earnings when you withdraw them. (If the contributions were from tax-exempt pay, you will owe taxes only on the earnings at withdrawal.) **Roth contributions** are made with after-tax or tax-exempt money, and the earnings grow in your account tax-deferred. Withdrawals of Roth contributions are tax-free. The earnings associated with Roth contributions are also tax-free, but only if 5 years have passed since January 1 of the calendar year in which you made your first Roth contribution, **and** you have reached age 59½, have a permanent disability, or have died.

Your contribution election. You must elect a percentage of your basic pay in Items 7 and/or 11 in order to be eligible to elect to contribute from incentive, special, and bonus pay (Items 8–10 and Items 12–14). You can then contribute from 1% to 100% of these other types of pay, even if you are not currently receiving them; your election will cover future payments to which you become entitled.

Tax-exempt contributions. Your pay earned while serving in a combat zone is tax-exempt. If you elect to make Roth contributions from this type of basic pay (Item 11), the earnings on your contributions will also be tax-free when you withdraw them (if you qualify). If you elect to make traditional contributions from your basic pay (Item 7), you will have to pay taxes on the earnings when you withdraw them.

Contribution limits. The **total** of your traditional and Roth contributions cannot exceed the Internal Revenue Code (IRC) 402(g) annual elective deferral limit of $18,000 in 2015. Your tax-exempt contributions (from pay earned in a combat zone) are subject to the IRC 415(c) limit ($53,000 in 2015). **Note:** If you elected to make Roth contributions from your tax-exempt pay, your contributions will stop when you hit the IRC 402(g) annual elective deferral limit of $18,000 in 2015. In this situation, if you would like your tax-exempt contributions to continue up to the 415(c) limit, you would have to submit a new Form TSP-U-1 electing traditional contributions. IRC limits may be adjusted annually for inflation. Check the TSP website to make sure you have the most current limits.

SECTION III

*Do **not** complete this section if you completed Section II.*

Complete this section to stop your contributions. If you do not make contributions from basic pay (see Items15 and 19), your service will automatically stop your contributions from incentive pay and special pay, including bonus pay. However, you may stop contributing from incentive pay, special pay (except bonus pay), or bonus pay and still continue your contributions from basic pay. You may restart your contributions at any time.

SECTION IV

You must complete this section.

SECTION V

(To be completed by service official)

The Receipt Date (Item 26) is the date that a **properly completed** form is received by the office responsible for TSP enrollment.

The Effective Date (Item 27) must be 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 election for his or her records.