# THRIFT SAVINGS PLAN

**TSP-U-2**

CERTIFICATION OF TRANSFER OF FUNDS
AND JOURNAL VOUCHER

## I. IDENTIFICATION

To: TSP Agency Technical Services
Fairfax Post Office
ATS — P.O. Box 4570
Fairfax, VA 22038-9998
Telephone: (888) 802-0179
Fax Number: (703) 788-2936

**1.** From:

| **2.** Payroll Office Number | **3.** Journal Voucher Report Number | **4.** Current Pay Date (mm/dd/yyyy) | **5.** Type of Media |
|---|---|---|---|
| | | | ☐ Electronic Submission<br>☐ Web-based application |

## II. RECORDS SUBMITTED

| | Traditional | Roth | Total |
|---|---|---|---|
| **6.** Number of Employee Data Records | | | |
| **7.** Number of Current Payment Records – Traditional (Tax-deferred) and/or Roth | | | |
| **8.** Number of Current Payment Records – Tax-exempt | | | |
| **9.** Number of Late Payment Records – Traditional (Tax-deferred) and/or Roth | | | |
| **10.** Number of Late Payment Records – Tax-exempt | | | |
| **11.** Number of Negative Adjustment Records – Traditional (Tax-deferred) and/or Roth | | | |
| **12.** Number of Negative Adjustment Records – Tax-exempt | | | |
| **13.** Total Number of Records | | | |

## III. RECORDS BY CONTRIBUTION SOURCE

| | Total Current and Late Payments (in dollars) | Total Negative Adjustments (in dollars) |
|---|---|---|
| Employee Contributions – Tax-deferred | **14.** $ | **20.** $ |
| Employee Contributions – Tax-exempt | **15.** $ | **21.** $ |
| Employee Contributions – Roth | **16.** $ | **22.** $ |
| Service Automatic (1%) Contributions | **17.** $ | **23.** $ |
| Service Matching Contributions | **18.** $ | **24.** $ |
| **Totals** | **19.** $ | **25.** $ |
| **Control Total** | | **26.** $ |

## IV. CERTIFICATION

I certify that (1) prudent measures have been taken to ensure that the TSP transactions associated with this voucher are correct according to applicable law and TSP procedures; (2) the amount in Block 19 is available to be credited to the TSP receipt account and, if transactions submitted exceed this amount, the excess is also available to be credited to the TSP receipt account; and (3) the amount in Block 25 may be credited to this service's account if found to be correct. I understand that (1) the amount of the credit may be reduced by any investment losses computed by the TSP in connection with the money to be returned to the service and by any amounts that, under applicable law or TSP procedures, may not be returned to this service; (2) if this payroll submission reports makeup or late contributions, the TSP System will calculate the associated breakage and charge this service's Treasury account the attributable expense; and (3) if this payroll submission is processed more than 30 days after the "Current Pay Date," the TSP System will calculate breakage on employee makeup contributions as of the "Current Pay Date" and charge this service's Treasury account with the attributable expense. Such additional charges will be reversed only if it is established that the late processing was caused by TSP record keeper error.

**27.** _____
Typed or Printed Name of Authorized Administrative or Certifying Officer

**28.** _____
Signature of Authorized Administrative or Certifying Officer

**29.** ( _____ ) _____ – _____
Telephone (Area Code and Number)

**30.** ( _____ ) _____ – _____
Telefax (Area Code and Number)

**31.** _____
Date Certified

**Reproduce Locally**

Form TSP-U-2 (1/2018)

Data may be submitted electronically or via the TSP web-based data submission and reports retrieval application. Journal vouchers should be completed via the web-based application. If this is not possible, notify the ATS and fax the completed form to the number on the front of this form.

**Current payment records** (Blocks 14–18) are 13-,17-, or 18-Records used to submit current contributions and makeup contributions and 83- and 87-Records used to submit current and makeup catch-up contributions, except those that are attributable to a back pay award or other retroactive pay adjustment. **Late payment records** (Blocks 14–18) are 43-, 47-, and 48-Records used to submit late contributions and makeup contributions, and 85- and 89-Records used to submit late catch-up contributions, attributable to a back pay award or other retroactive pay adjustment. **Negative adjustment records** (Blocks 20–24) are 23-, 27-, and 28-Records used to remove erroneous regular contributions previously reported and 30- and 33-Records used to remove erroneous catch-up contributions.

## I. IDENTIFICATION

**Block 1, From.** Enter address of sender. Include payroll office name, address, and Zip Code.

**Block 2, Payroll Office Number.** Enter assigned 8-position payroll office number in XX-XX-XXXX format.

**Block 3, Journal Voucher Report Number.** Enter 6-position report number. The first two positions represent the calendar year of the reporting pay period. The last four positions represent a sequential

number beginning with 001. This number will serve as a control over receipt of the reports. For example, 030001 would be the first JV report number submitted in the year 2003.

**Block 4, Current Pay Date.** Enter date payroll paid in mm/dd/yyyy format.

**Block 5, Type of Media.** Indicate whether you are submitting electronically or using the TSP web-based application.

## II. RECORDS SUBMITTED

**Block 6, Number of Employee Data Records.** Enter total number of 06-Records submitted.

**Block 7, Number of Current Payment Records–Traditional (Tax-deferred) and/or Roth.** Enter total number of 13-,17-, 83-, and 87-Records submitted.

**Block 8, Number of Current Payment Records–Tax-exempt.** Enter total number of 18-Records submitted.

**Block 9, Number of Late Payment Records–Traditional (Tax-deferred) and/or Roth.** Enter total number of 43-, 47-, 85-, and 89-Records submitted.

**Block 10, Number of Late Payment Records–Tax-exempt.** Enter total number of 48-Records submitted.

**Block 11, Number of Negative Adjustment Records–Traditional (Tax-deferred) and/or Roth.** Enter total number of 23-, 27-, 30-, and 33-Records submitted.

**Block 12, Number of Negative Adjustment Records–Tax-exempt.** Enter total number of 28-Records submitted.

**Block 13, Total Number of Records.** Enter the total number of records submitted. This is equal to the sum of Blocks 6, 7, 8, 9, 10, 11, and 12.

## III. RECORDS BY CONTRIBUTION SOURCE

**Block 14, Employee Contributions–Tax-deferred.** Enter **total** employee contributions from 17-, 47-, 87-, and 89-Records.

**Block 15, Employee Contributions–Tax-exempt.** Enter **total** employee contributions from 18- and 48-Records.

**Block 16, Employee Contributions– Roth.** Enter total employee contributions from 13-, 43-, 83-, and 85-Records.

**Block 17, Service Automatic (1%) Contributions.** Enter **total** Service Automatic (1%) Contributions from 17-, 18-, 47-, and 48-Records.

**Block 18, Service Matching Contributions.** Enter **total** matching contributions from 17-, 18-, 47-, and 48-Records.

**Block 19, Total Current and Late Payments Amount.** This is equal to the sum of Blocks 14, 15, 16, 17, and 18.

**Block 20, Employee Contributions–Traditional.** Enter **total** adjustments to employee contributions from 27- and 30-Records.

**Block 21, Employee Contributions–Tax-exempt.** Enter total adjustments to employee contributions from 28-Records.

**Block 22, Employee Contributions– Roth.** Enter total adjustments to employee contributions from 23- and 33-Records.

**Block 23, Service Automatic (1%) Contributions.** Enter total adjustments to Service Automatic (1%) Contributions from 27- and 28-Records.

**Block 24, Service Matching Contributions.** Enter total adjustments to matching contributions from 27- and 28-Records.

**Block 25, Total Negative Adjustment Amounts.** Enter total adjustments to employee and service contributions. This is equal to the sum of Blocks 20, 21, 22, 23, and 24.

**Block 26, Control Total.** Subtract Block 25 from Block 19 and enter amount here. (This figure is used only for verification of data entry.)

## IV. CERTIFICATION

**Block 27, Typed or Printed Name of Authorized Administrative or Certifying Officer.** Type or print name of official who is responsible for the accuracy of this voucher and the data it transmits.

**Block 28, Signature of Authorized Administrative or Certifying Officer.** Signature of person named in Block 26.

**Block 29, Telephone Number.** Enter commercial telephone number of certifying officer, including area code.

**Block 30, Telefax Number.** Enter commercial telefax number of certifying officer, including area code.

**Block 31, Date Certified.** Enter date the document is signed.