



# THRIFT SAVINGS PLAN REQUEST FOR A TRANSFER INTO THE TSP

## TSP-60

Use this form to request a transfer (also known as a "direct rollover") or an indirect rollover of **tax-deferred** money from an eligible retirement plan into the **traditional (non-Roth)** balance of your Thrift Savings Plan (TSP) account. Funds received by the TSP will not be invested until a properly completed Form TSP-60 has been received.

### I. INFORMATION ABOUT YOU—This request applies to my: ☐ Civilian Account **OR** ☐ Uniformed Services Account

1. <input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	First Name	Middle Name
2. <input type="text"/>	3. <input type="text"/>	4. <input type="text"/>
TSP Account Number	Date of Birth (mm/dd/yyyy)	Daytime Phone (Area Code and Number)
5. <input type="checkbox"/> Foreign address? Check here.	6. <input type="text"/>	
	Street Address or Box Number (For a foreign address, see instructions on back.)	
	<input type="text"/>	
	Street Address Line 2	
7. <input type="text"/>	8. <input type="text"/>	9. <input type="text"/>
City	State	Zip Code

### II. INFORMATION ABOUT YOUR REQUEST

10. This request is for a:

☐ **Transfer (Direct Rollover)**  
Your IRA or plan must complete  
the certification in Section III.

**OR** ☐ **Indirect Rollover**

Please check if applicable:

☐ I am rolling over a plan loan default that resulted from employee or plan termination.

☐ I am repaying a distribution under special legislation passed for:

\_\_\_\_\_

11. This distribution is originally from my: ☐ Traditional IRA ☐ SIMPLE IRA ☐ Eligible Employer Plan ☐ TSP Account

12. Gross amount of tax-deferred distribution I received: \$

13.   
Date of Distribution (mm/dd/yyyy)

### III. INFORMATION FROM IRA OR PLAN—For transfers (direct rollovers) only. This section must be completed by the trustee (or custodian) of the IRA or by the administrator of the eligible employer plan from which the distribution is being made.

**To the trustee or administrator:** By signing in Item 16, you are certifying that the funds are being distributed from an eligible retirement plan as defined in IRC § 402(c)(8)(B) and as described in the General Information section of this form. If this distribution is from a SIMPLE IRA, you must provide written documentation showing the period of participation.

14. <input type="text"/>	15. <input type="text"/>
Typed or Printed Name of Financial Institution Representative or Plan Administrator	Daytime Phone (Direct Number)
16. <input type="text"/>	17. <input type="text"/>
Signature of Financial Institution Representative or Plan Administrator	Date Signed (mm/dd/yyyy)
18. <input type="text"/>	
Name of Financial Institution	

### IV. PARTICIPANT CERTIFICATION—I certify to the best of my knowledge that the money I am transferring or rolling over into the TSP is all or a portion of a distribution from an IRA or an eligible employer plan (whichever is applicable) and that it meets the requirements described in the General Information section of the instructions to this form. If applicable, I certify that the withdrawal I'm repaying meets the criteria of the special legislation indicated in Item 10 above. I further certify that I have read this form (and instructions) in its entirety and that the information I have provided is true and complete to the best of my knowledge. **Warning:** Any intentional false statement in this request or willful misrepresentation concerning it is a violation of law that is punishable by a fine or imprisonment for as long as 5 years, or both (18 U.S.C. § 1001).

19. <input type="text"/>	20. <input type="text"/>
Participant's Signature	Date Signed (mm/dd/yyyy)



## FORM TSP-60 INSTRUCTIONS

Use this form to request a transfer (also known as a “direct rollover”) or an indirect rollover of **tax-deferred** money from an eligible retirement plan into the **traditional (non-Roth) balance** of your Thrift Savings Plan (TSP) account. You can also use this form to repay a withdrawal under special legislation. You must have an open TSP account with a balance when your request is received by the TSP. **Note:** Money cannot be transferred or rolled over into a beneficiary participant account.

You must complete Section I, II, and IV of this form.

If you are making a transfer (direct rollover), you must then provide the **entire package** to your IRA trustee or plan administrator to complete Section III and send us the completed form with a check.

If you are making an indirect rollover, you must send us the form and a check along with a letter (on the letterhead of the plan or IRA) or a distribution statement that shows the date and the gross amount of the tax-deferred distribution. **Be sure to send us the entire package soon enough for the rollover to be completed in the allowable time period.** For most rollovers, the deadline is 60 days from distribution date. If the rollover is a result of a loan offset—a taxable distribution due to termination of employment or plan termination—you have until your tax filing deadline (including extensions) for the year the taxable distribution was declared.

In order for your request to be processed, we must receive a completed Form TSP-60 and a check made payable to the **Thrift Savings Plan** with your name and TSP account number (or Social Security number) on the check. If we cannot identify the account to which the funds should be deposited, we will return the check to the sender.

**Note:** If you intend to make a withdrawal from your TSP account, please wait until you receive confirmation that your transfer or rollover has been completed before requesting the withdrawal.

**SECTION I. Complete Items 1–9.** Check whether this request applies to your civilian or uniformed services account. **Check only one box.** You cannot transfer or roll over money into multiple accounts using one form. If you have more than one TSP account and you do not check a box, your form will not be processed. If you are currently a federal employee or a member of the uniformed services and the address you provide on this form is different from the address in your TSP record, have your agency or service submit an address change for you. If you are separated from federal service or the uniformed services, you can update your address on [tsp.gov](https://tsp.gov). The address on this form **cannot** be used to update your TSP record.

If you have a **foreign address**, check the box in Item 5 and enter the foreign address as follows in **Items 6–9**:

First address line: Enter the street address or post office box number, and any apartment number.

Second address line: Enter the city or town name, other principal subdivision (e.g., province, state, county), and postal code, if known. (The postal code may precede the city or town.)

City/State/Zip Code fields: Enter the entire country name in the City field; leave the State and Zip Code fields blank.

### SECTION II. Complete Items 10–13.

**Item 10.** Check the “Transfer (Direct Rollover)” box if the funds are being transferred directly to the TSP. Check the “Indirect Rollover” box if you have already received the distribution and you are sending a check for all or a portion of it to the TSP.

If you are rolling over a loan balance on which you defaulted because you separated from your job or because your retirement plan was terminated, check the first box under Indirect Rollover.

If you are repaying a distribution under the terms of a special law such as the CARES Act, check the second box and name the law in the space provided. If this applies to you, you must meet the criteria for that law, which can be found on [tsp.gov](https://tsp.gov).

**Item 11.** Check the appropriate box to indicate whether the distribution is from a traditional IRA, SIMPLE IRA, eligible employer plan, or your TSP account. Complete this information whether the distribution is being transferred or rolled over. **Note:** If this distribution is from a SIMPLE IRA, you must provide written documentation showing the period of participation.

**Item 12.** Indicate the total gross amount of the tax-deferred distribution you received from the IRA or plan. This is not necessarily the amount being transferred or rolled over.

**Item 13.** If this request is for an **indirect rollover**, provide the date of the distribution.

### SECTION III. The instructions for Section III are intended for the IRA or plan representative.

The TSP is a retirement savings and investment plan for federal employees and members of the uniformed services. Congress established the TSP in the Federal Employees’ Retirement System Act of 1986. The TSP is to be treated as a trust described in 26 U.S.C. § 401(a), which is exempt from taxation under 26 U.S.C. § 501(a). TSP regulations are published in title 5 of the Code of Federal Regulations, Parts 1600–1690, and are periodically supplemented and amended in the Federal Register.

If you are unwilling to complete this section, submit an IRS Letter of Determination or a letter on the organization’s letterhead confirming that the funds are being transferred from a qualified plan. Otherwise, we cannot deposit the funds into the participant’s account.

You must mail the completed Form TSP-60 and a check for the amount being transferred to the address shown below. The check should be made payable to the **Thrift Savings Plan** and contain the participant’s name and TSP account number (or Social Security number). If this information cannot be provided on the check, a document must be enclosed that provides this information.

**SECTION IV.** Read the General Information section of this form and, if you are repaying a withdrawal under special legislation, the criteria for that legislation, which can be found on [tsp.gov](https://tsp.gov). If you can certify that your transfer, rollover, or repayment meets all applicable criteria and requirements, sign and date in **Items 19 and 20**. If you cannot make this certification, you **cannot** transfer or roll over your distribution into the TSP. If you have questions, call the ThriftLine toll-free at 1-877-968-3778 or the TDD at 1-877-847-4385. Outside the U.S. and Canada, please call 404-233-4400 (not toll-free).

### SUBMISSION OPTIONS

**Mail:** TSP Rollover and Transfer Processing Unit  
P.O. Box 385200  
Birmingham, AL 35238-5200

**Fax:** 1-844-985-1597 (toll-free) or 205-929-8445  
(outside the U.S. and Canada)

**Online:** Log in to My Account and select Upload Form from the menu.

## FORM TSP-60 GENERAL INFORMATION

Form TSP-60 should accompany your transfer or rollover check to avoid complications. Sending the form and check separately could delay the processing of the transaction. A Form TSP-60 is required for each check that you, your IRA trustee, or your plan administrator sends to the TSP.

If the TSP does not receive a Form TSP-60, but receives a check without a participant's identification (name and TSP account number or Social Security number), the original check will be returned to the sender—that is, to the financial institution if the check was a direct transfer, or to the participant if the check was a rollover.

If the TSP receives a check with appropriate identification, but without Form TSP-60, the original check will be held for up to 15 days (without earnings) pending receipt of the completed form (and supporting documentation, if necessary). After that time, if the form (and any other necessary documentation) is not received, the check will be returned to the sender.

Be sure to read all of the General Information and Instructions before you complete this form.

### What tax-deferred distributions will the TSP accept?

The TSP will accept both transfers and rollovers of tax-deferred money from any eligible retirement plan as defined in Internal Revenue Code (IRC) § 402(c)(8)(B). An eligible retirement plan includes a traditional individual retirement account (IRA), a SIMPLE IRA to which the participant has contributed for at least 2 years, and an eligible employer plan. To be accepted by the TSP, distributions must meet different requirements depending on whether they are from an IRA or an eligible employer plan.

Before submitting this form, a TSP participant who would like to transfer or roll over money into the TSP should check with a representative of his or her IRA or plan to determine what portion of a distribution (if any) meets the applicable requirements, as described below.

**Note:** Participants are required to certify in Section IV of this form that the distribution they are seeking to transfer or roll over into the TSP meets the applicable requirements. If a participant cannot sign the certification, the TSP cannot accept the transfer or rollover.

**Traditional IRA.** This is an individual retirement account described in IRC § 408(a) or an individual retirement annuity described in IRC § 408(b). The traditional IRA category does not include a Roth IRA, an inherited IRA, or a Coverdell Education Savings Account (formerly known as an education IRA); distributions from these types of IRAs will not be accepted by the TSP.

The TSP will accept all or a portion of a distribution from a traditional IRA **except** a distribution that

- is a minimum distribution required by IRC § 401(a)(9); or
- consists of after-tax balances (i.e., money that has already been subjected to federal income tax).

**SIMPLE IRA.** This is a Savings Incentive Match Plan for Employers, an employer sponsored retirement plan available to small businesses. A TSP participant can transfer an amount from a SIMPLE IRA to the TSP, as long as he or she participated in the SIMPLE IRA for at least 2 years. **Note:** The TSP must receive written documentation showing the period of participation in a SIMPLE IRA.

**Eligible Employer Plan.** This is a plan qualified under IRC § 401(a) (including a § 401(k) plan, profit-sharing plan, defined benefit plan, stock bonus plan, money purchase plan, and the TSP); an IRC § 403(a) annuity plan; an IRC § 403(b) tax-sheltered annuity; or an IRC § 457(b) plan maintained by a governmental employer.

To be accepted into the TSP, the distribution from an eligible employer plan must be an “eligible rollover distribution.” An eligible rollover distribution is a distribution to a participant of all or a portion of his or her account. However, it **cannot** be

- one of a series of substantially equal periodic payments made over the life expectancy of the employee (or the joint lives of the employee and designated beneficiary, if applicable), or for a period of 10 years or more;
- a minimum distribution required by IRC § 401(a)(9);
- a hardship distribution;
- a plan loan that is deemed to be a taxable distribution because of default; or
- a return of excess elective deferrals.

Examples of eligible rollover distributions include a lump sum distribution after terminating employment, an age-based in-service withdrawal, installment payments lasting less than 10 years, death benefit payments, payments made to a spouse or former spouse pursuant to a qualified domestic relations order (QDRO), or a plan loan offset due to termination of employment or plan termination. For federal civilian employees, an eligible rollover distribution may also include some retirement benefits administered by the Office of Personnel Management (for example, a taxable portion of the Alternative Form of Annuity (AFA) or interest on lump sum retirement credits).

All of the money transferred into the TSP must be money that would have been included in the participant's gross income had it been distributed without being transferred or rolled over.

### What is the difference between a “transfer” and a “rollover”?

A **transfer** (also known as a “direct rollover”) occurs when the participant instructs the distributing plan to send all or part of his or her eligible rollover distribution directly to the TSP instead of issuing it to the participant.

An **indirect rollover** occurs when the distributing plan makes a payment to the participant (after withholding any applicable federal income tax) and the participant deposits all or any part of the gross amount of the payment into the TSP within 60 days of receiving it. In the case of a loan offset due to termination of employment or plan termination, funds can be rolled over by the participant's tax filing deadline (including extensions) for the year of the loan offset.

### How much tax-deferred money can a participant transfer or roll over into the TSP?

There is no limit to the number of transfers or rollovers of tax-deferred money that a participant can make. A participant can transfer or roll over all or any part of a tax-deferred distribution that meets the applicable requirements described earlier in these instructions that does not include after-tax or tax-exempt balances. If the distribution is made to the participant, an IRA may withhold taxes; an eligible employer plan must withhold any

## FORM TSP-60 GENERAL INFORMATION (CONTINUED)

required taxes before making the distribution. The participant can roll over the entire amount of the distribution, including any amount that was withheld for taxes, by making up with personal funds the amount that was withheld. If, at a later date, it is determined that the funds were not eligible for transfer or rollover, the funds will be removed from the account and returned to the sender.

**Note:** Any portion of the distribution that the participant chooses not to transfer or roll over will be taxed as ordinary income. In addition, if the participant is younger than 59½ at the time of distribution, he or she may have to pay a 10% early withdrawal penalty tax on the amount that was not transferred or rolled over.

### How does the IRC annual elective deferral limit affect transfers and rollovers?

Money that is transferred or rolled over into the TSP is not applied to the annual elective deferral limit that is imposed on regular employee contributions.

### How does a transfer or rollover affect installment payments?

If a TSP participant is receiving installment payments of a **fixed dollar amount** at the time of a transfer or a rollover, and the amount being transferred or rolled over is \$1,000 or more, the TSP will recalculate the duration of the installment payments. The recalculation will take place at the time the transfer or rollover is processed. If the payment duration goes from less than 10 years to 10 years or more, the payments will no longer be eligible for transfer or rollover to an IRA or eligible employer plan. Tax withholding options will also change.

Participants receiving installment payments **based on life expectancy** have their payment amounts recalculated annually at the time of their first payment of the year. Transfers and rollovers into the TSP affect this recalculation by increasing the account balance—and therefore the payment amount—but there is no recalculation done at the time of the transfer or rollover into the TSP. Transfers and rollovers of life-expectancy-based payments to IRAs or eligible employer plans are never permitted. Tax withholding options for life-expectancy-based payments are not affected by the annual recalculation.

For more information, see the TSP tax notice *Tax Information for TSP Participants Receiving Installment Payments*.

### What happens to the money once it reaches the TSP?

Money that is transferred or rolled over into the TSP is allocated to the TSP investment funds according to the participant's current contribution allocation on file. Once the money is deposited into the participant's TSP account, it is treated like employee contributions and will be subject to the same plan rules as all other employee contributions in the account. These rules may be different from the rules of the IRA or plan from which the money was distributed.

**When you send us a rollover check**, it will be converted into an electronic funds transfer (EFT). We will make an electronic image of your check and use the account information on it to debit your bank account electronically for the amount of the check. Although the debit will be reflected on your bank statement, you will not receive the canceled check because the original will be destroyed after we image it. If for some technical reason the data from the EFT cannot be processed, we will transmit our imaged copy of your check to your bank.

**Note:** Because the conditions under which the TSP will accept transfers and rollovers are strict and there may be tax consequences, we recommend that you consult your tax advisor before you move money into the TSP.

### What Roth distributions will the TSP accept?

The TSP will only accept **transfers (direct rollovers)** of qualified and nonqualified Roth distributions from any applicable retirement plan, as defined in IRC § 402(e)(1), under which an employee may elect to make Roth contributions. An applicable retirement plan includes a plan qualified under IRC § 401(a) (e.g., a 401(k) plan); an IRC § 403(b) tax-sheltered annuity; or an IRC § 457(b) plan maintained by a governmental employer. **It does not include a Roth IRA.**

The TSP will **not** accept **indirect rollovers** of qualified or nonqualified Roth distributions.

If you would like to transfer Roth money into the **Roth balance** of your TSP account, **do not** complete this form; instead, complete **Form TSP-60-R, Request for a Roth Transfer Into the TSP**.

**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 your request. 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.