

HELLO
my name is

TSP

Welcome to the Thrift Savings Plan (TSP)

We're a long-term retirement savings and investment plan similar to 401(k) plans offered in the private sector. Whether you're new to the government or returning to federal service, know that we'll be here for you throughout your career and during retirement.



What You Need To Know

- ▶ **You have been automatically enrolled in the TSP at 3% of your salary**, and contributions are automatically deducted from your paycheck into your TSP account.
- ▶ **You are eligible to receive matching contributions from your agency**, which could mean thousands of additional dollars in your TSP account over time. Consider contributing at least 5% to get the full match.
- ▶ **You are automatically enrolled in your age-appropriate Lifecycle (L) Fund.** The L Funds are a professionally designed mix of the five individual TSP investment funds. Once you access your account, you will be able to change how your money is invested.

Find out more at tsp.gov
or call 1-877-968-3778.



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youtube.com/tsp4gov



What To Look For Soon

Keep an eye out for your TSP account number, web password, and ThriftLine Personal Identification Number (PIN) in the mail.

- ▶ **Account number + PIN** = ThriftLine (telephone) Account Access
- ▶ **Account number + web password** = Online Account Access



What You Can Do Now

- ▶ **Increase your contributions** so that you get your agency's full match by logging into your agency's electronic payroll system.
- ▶ **Ask your benefits specialist** about receiving TSP training from one of our trainers.
- ▶ **Visit our** "Frequently Asked Questions" page at tsp.gov.
- ▶ **Visit us** on Facebook, Twitter, and YouTube for the latest TSP updates and educational content.

ADDITIONAL INFORMATION YOU MIGHT FIND USEFUL



- ▶ **Free Money:** Your federal agency will contribute the equivalent of 5% of your pay to your TSP account with each paycheck. But you only get the full amount if you contribute at least 5% too. You were automatically enrolled at 3% of your salary, so you're missing out on free money from your agency if you don't contribute 5%.
- ▶ **Five Minutes:** Log into your electronic payroll system (e.g., Employee Express, myPay, LiteBlue, EBIS, NFC EPP) to increase your contributions and take advantage of your agency's full match.
- ▶ **Fund Choices:** The TSP's strength is its simplicity. We offer individual funds you can mix and match, and Lifecycle (L) Funds that are professionally designed based on when you'll need your money. The TSP cannot guarantee the growth of your account, and past performance does not guarantee future results.



- ▶ **You can transfer money in from eligible plans.** This is something to consider because our low fees let you keep more of what you save. Visit tsp.gov and use Form TSP-60 to transfer traditional money, and TSP-60-R to transfer Roth money.
- ▶ **We offer two tax treatments for your TSP contributions.** You can make both traditional and/or Roth contributions. Traditional (pre-tax) contributions allow you to defer paying taxes on your contributions and their earnings until you withdraw them. With Roth (after-tax) contributions, you pay taxes on your contributions as you make them (unless you are making tax-exempt contributions), and your earnings are tax-free at withdrawal as long as you meet certain IRS requirements.



- ▶ **After you receive your login credentials in the mail,** log into My Account at tsp.gov to:
 - review your account,
 - add your contact information,
 - perform certain transactions, and
 - sign up for email notifications about topics that matter to you.
- ▶ If you wish to **immediately increase your automatic 3% contributions** and do not have access to your agency's electronic payroll system, fill out Form TSP-1, Election Form, and submit it to your agency. You should have access to your agency's payroll system within 2-4 weeks.

**If you need help or have a question, call the ThriftLine Monday–Friday
7:00 a.m. to 9:00 p.m., eastern time, at 1-877-968-3778 and press option 3
to speak to a Participant Service Representative.**

