



# THRIFT SAVINGS PLAN

## TRANSFER OF INFORMATION BETWEEN AGENCIES

# TSP-19

Gaining agencies must obtain the Thrift Savings Plan (TSP) account information of employees who transfer from other federal agencies or who change payroll offices. The losing agency must provide the relevant TSP information to the gaining agency, whether or not the employee is contributing to the TSP. The gaining agency should provide a copy of the completed form to the employee and forward the original to the payroll office. A copy may also be filed in the employee's Official Personnel Folder.

### Section A Employee Information

1. Name \_\_\_\_\_  
Last First Middle
2. Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ 3. Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm dd yyyy
4. Effective Date of Transfer \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm dd yyyy

### Section B Information to Be Transferred

#### Enrollment Information

5. TSP Status Code (Enter the appropriate code): \_\_\_\_\_  
A = Automatic Enrollment  
E = FERS eligible for agency contributions but not contributing  
Y = Contributing and, if FERS, eligible for agency contributions  
T = Stopped contributions and, if FERS, eligible for agency contributions
6. TSP Status Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm dd yyyy
7. TSP Service Computation Date (FERS only) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm dd yyyy
8. TSP Vesting Code \_\_\_\_\_
9. **Contribution Election Information** — Enter the employee's traditional contribution election in **a** and/or Roth contribution election in **b** below.
- a. Traditional: \_\_\_\_\_ .0% **OR** \$ \_\_\_\_\_ .00  
b. Roth: \_\_\_\_\_ .0% **OR** \$ \_\_\_\_\_ .00
10. Total employee contributions made for current year (including contributions toward the catch-up limit): \$ \_\_\_\_\_ as of \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm dd yyyy

#### Loan Information

11. Does employee have a TSP loan? (Check one.) ☐ Yes (Complete Items below, as applicable.) ☐ No (Skip to Item 19.)
- First Loan** 12. Loan Number: \_\_\_\_\_ 13. Payment Amount \$ \_\_\_\_\_
- Second Loan** 14. Loan Number: \_\_\_\_\_ 15. Payment Amount \$ \_\_\_\_\_
16. If employee is currently in nonpay status, indicate the beginning date of the nonpay: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm dd yyyy
17. Type of Nonpay: ☐ Military ☐ Other
18. Date Agency submitted Form TSP-41 to TSP: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm dd yyyy

### Section C Identification of Losing Agency

19. Agency Name and Location \_\_\_\_\_ 20. Payroll Office \_\_\_\_\_  
8-digit Identifying Number
21. Name of Contact Person \_\_\_\_\_ 22. Telephone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Area Code and Number

# INSTRUCTIONS

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The losing agency should use this form to provide required employee information to the gaining agency.

## SECTION A —Employee Information

- Items 1 – 3.** Enter the identifying information.
- Item 4.** Enter the effective date of the transfer.

## SECTION B —Information to Be Transferred

- Items 5 – 6.** Complete these items to reflect the employee's TSP Status Code and Status Date.
- Items 7 – 8.** Complete these items ONLY if the employee is covered by FERS.
- Item 9 a.** Enter the employee's traditional contribution election.
- 9 b.** Enter the employee's Roth contribution election.
- (NOTE: Employee may elect either traditional or Roth contributions or both.)
- Item 10.** Enter the total amount of traditional and/or Roth contributions that were deducted from the employee's pay for the current year (including contributions toward the catch-up limit).
- Item 11.** Check the appropriate box.
- Item 12 – 15.** Enter the applicable information.
- Item 16.** Enter the beginning date of the nonpay period.
- Item 17.** Check the appropriate box.
- Item 18.** Date Form TSP-41, *Notification to TSP of Nonpay Status*, was submitted. If Form TSP-41 has NOT been submitted to the TSP, submit it before transferring the employee to the gaining agency.

## SECTION C — Identification of Losing Agency

- Item 19 – 22.** Enter the identifying information.