



# THRIFT SAVINGS PLAN

## CERTIFICATION OF REDESIGNATION OF RECORDS AND JOURNAL VOUCHER

# TSP-U-2-D

### I. IDENTIFICATION

To: TSP Agency Technical Services 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 — yy — <b>D</b> — xxx —	4. Submission Date (mm/dd/yyyy)	5. Type of Media <input type="checkbox"/> Electronic submission <input type="checkbox"/> Web-based application

### II. RECORDS SUBMITTED

6. Number of Roth to Traditional (Tax-deferred) 94-Records		
7. Number of Traditional (Tax-deferred) to Roth 95-Records		
8. Number of Roth to Tax-exempt 96-Records		
9. Number of Tax-exempt to Roth 97-Records		
10. Total Number of Records		
<b>III. REDESIGNATION AMOUNTS BY RECORD TYPE</b>		
11. Total Amount to be Redesignated as Traditional (Tax-deferred) (94-Records)	\$	
12. Total Amount to be Redesignated as Roth (95-Records)	\$	
13. Total Amount to be Redesignated as Tax-exempt (96-Records)	\$	
14. Total Amount to be Redesignated as Roth (97-Records)	\$	
15. Control Total	\$	

### IV. CERTIFICATION

I certify that prudent measures have been taken to ensure that the TSP transactions associated with this voucher are correct according to applicable law.

16. _____ Typed or Printed Name of Authorized Administrative or Certifying Officer	18. ( _____ ) _____ — Telephone (Area Code and Number)
17. _____ Signature of Authorized Administrative or Certifying Officer	19. ( _____ ) _____ — Telefax (Area Code and Number)
	20. _____ Date Certified



Reproduce Locally

Form TSP-U-2-D (1/2021)

Use this form to request the redesignation of employee contributions from Roth contributions to traditional (tax-deferred or tax-exempt) contributions or vice versa due to agency processing error. The record used will depend upon the tax category of the original contribution (tax-deferred, tax-exempt, or Roth). Note that Roth contributions toward the catch-up contribution limit cannot be redesignated as tax-exempt because tax-exempt catch-up contributions are not permitted by law. **Important note:** As of January 1, 2021, services should submit catch-up contributions on the same record used to submit the equivalent regular contribution.

**IDENTIFICATION**

1. **From.** Enter the address of the sender. Include the payroll office name, address, and Zip Code.
2. **Payroll Office Number.** Enter the 8-position assigned payroll office number in XX-XX-XXXX format.
3. **Journal Voucher Report Number.** Enter 6-position report number in YYDXXX format. The first two positions represent the last 2-digits of the calendar year. The third position is "D." The last 3 positions represent a sequential number beginning with 001 and increasing sequentially. This number will serve as a control over receipt of the reports. For example, 02D001 would be the first JV report number submitted in the year 2002.
4. **Submission Date.** Enter date in mm/dd/yyyy format.
5. **Type of Media.** Indicate whether you are submitting electronically or using the TSP web-based application.

**RECORDS SUBMITTED**

6. **Number of Roth to Traditional (Tax-deferred) 94-Records.** Enter the total number of 94-Records submitted.
7. **Number of Traditional (Tax-deferred) to Roth 95-Records.** Enter the total number of 95-Records submitted.
8. **Number of Roth to Tax-exempt 96-Records.** Enter the total number of 96-Records submitted.
9. **Number of Tax-exempt to Roth 97-Records.** Enter the total number of 97-Records submitted.
10. **Total Number of Records.** Enter the total number of records being submitted. This is equal to the sum of Blocks 6 – 9 and equal to the number of records reported on the trailer record if submitting electronically.

**REDESIGNATION AMOUNTS BY RECORD TYPE**

11. **Total Amount to be Redesignated as Traditional (Tax-deferred) (94-Records).** Enter the dollar amounts of the contributions being redesignated by 94-Records.
12. **Total Amount to be Redesignated as Roth (95-Records).** Enter the dollar amounts of the contributions being redesignated by 95-Records.
13. **Total Amount to be Redesignated as Tax-exempt (96-Records).** Enter the dollar amounts of the contributions being redesignated by 96-Records.
14. **Total Amount to be Redesignated as Roth (97-Records).** Enter the dollar amounts of the contributions being redesignated by 97-Records.
15. **Control Total.** Enter the total dollar amount of the contributions being redesignated. This is equal to the sum of Blocks 11 – 14.

**CERTIFICATION**

16. **Typed or Printed Name of Authorized Administrative or Certifying Officer.** Type or print the name of the official who is responsible for the accuracy of this voucher and the data that it transmits.
17. **Signature of Authorized Administrative or Certifying Officer.** Signature of person named in Block 20.
18. **Telephone Number.** Enter the telephone number of the certifying officer, including area code.
19. **Telefax Number.** Enter telefax number of the certifying officer, including area code.
20. **Date Certified.** Enter date the document is signed.