



THRIFT SAVINGS PLAN REQUEST FOR A ROTH TRANSFER INTO THE TSP

TSP-60-R

Use this form to request a transfer of **Roth** money from a Roth 401(k), 403(b), or 457(b) into the **Roth** balance of your Thrift Savings Plan (TSP) account. **The TSP does not accept transfers from Roth IRAs.** Funds received by the TSP will not be invested until a properly completed Form TSP-60-R 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—This section is to be completed by the administrator of the plan from which the distribution is being made unless you have already received the distribution and are repaying it under the terms of a special law. In that case, you must check the box for Indirect Rollover and give the name of the law in Item 10, complete the rest of this section yourself, and provide documentation for the information you provide in Items 11–13.

10. This request is for a:

<input type="checkbox"/> Transfer (Direct Rollover)	OR	<input type="checkbox"/> Indirect Rollover in accordance with
Your plan must complete the certification in Section III.		Name of Special Legislation

11. Gross amount of Roth distribution: \$

12. Of the amount in Item 11, how much was contributions (not earnings)?

13. Date of first Roth contribution:

\$

III. INFORMATION FROM PLAN—For transfers (direct rollovers) only. This section, along with Section II, must be completed by the administrator of the eligible employer plan from which the distribution is being made.

To the administrator: By signing in Item 16, you are certifying that the funds are being distributed from a Roth 401(k), 403(b), or 457(b) as described in the General Information section of this form.

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 distribution I am transferring into the TSP meets the requirements for a distribution from a Roth 401(k), 403(b), or 457(b) as described in the General Information section of 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-R INSTRUCTIONS

Use this form to request a transfer of **Roth** money from a Roth 401(k), 403(b), or 457(b) into the **Roth balance** of your Thrift Savings Plan (TSP) account. **The TSP does not accept transfers from Roth IRAs.** 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 into a beneficiary participant account.

You must complete Section I and IV of this form. If you are making a transfer, also known as a direct rollover (most common), you must then provide the **entire package** to your plan administrator to complete Section II and III and send us the completed form with a check.

If you are making an indirect rollover under the terms of the law you named in Item 10 of this form, you must send us the form and a check along with a letter (on the letterhead of the plan) or a distribution statement that shows the date and the gross amount of the tax-deferred distribution. You must also provide documentation of the date of your first Roth contribution. See instructions for Section II. **Be sure to send us the entire package soon enough for the rollover to be completed in the allowable time period.**

In order for your request to be processed, we must receive a completed Form TSP-60-R **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. 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. For transfers (direct rollovers), this section should be completed by the administrator of the plan from which the distribution is being made. For indirect rollovers (rare), you must complete this section and provide documentation of the information provided. You should have received this documentation from the plan at the time you received the distribution you're rolling over. If you do not have it, you can contact the plan to get copies.

Item 10. Check the "Transfer (Direct Rollover)" box if the funds are being transferred directly to the TSP (most common). 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. We can accept indirect rollovers into your Roth balance

only when a special law such as the CARES Act temporarily allows it. Additional documentation may be required. Please name the law under which you are making such an indirect rollover in the space provided. If this applies to you, you must meet the criteria for that law, which can be found on tsp.gov.

Documentation of payment from your financial institution must be submitted with this form to support the information you provide in Items 11, 12, and 13. Participants who are making a repayment under a special law (rare), if you did not retain the documentation you received with your withdrawal, you can contact the administrator of the plan from which you received it to get copies.

Item 11. Indicate the total gross amount of the Roth distribution you received from the plan. This is not necessarily the amount being transferred or rolled over. Documentation required.

Item 12. We must treat Roth contributions differently from the earnings on those contributions. Provide the amount of contributions included in the distribution you're receiving or have received. Documentation required.

Item 13. Provide the date of your first contribution to your Roth account from which you are transferring or rolling over. Documentation required.

SECTION III. The instructions for Section III are intended for the 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 form, 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-R **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. 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-R GENERAL INFORMATION

Form TSP-60-R should accompany the transfer check to avoid complications. Sending the form and check separately could delay the processing of the transaction. A Form TSP-60-R is required for each check sent to the TSP.

If the TSP does not receive a Form TSP-60-R, 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 transfer (direct rollover), or to the participant if the check was an indirect rollover.

If the TSP receives a check with appropriate identification, but without Form TSP-60-R, 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 Roth distributions will the TSP accept?

The TSP will accept transfers of qualified and nonqualified Roth distributions from any applicable retirement plan, as defined in Internal Revenue Code (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.**

To be accepted into the TSP, the distribution 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, or payments made to a spouse or former spouse pursuant to a qualified domestic relations order (QDRO).

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

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

What is the difference between a “qualified” and a “nonqualified” Roth distribution?

A Roth distribution is considered **qualified** (i.e., paid tax-free) if a participant has reached age 59½ (or is permanently disabled*) **and**

5 years have passed since January 1 of the calendar year associated with the participant's first Roth contribution. If a participant has not met these conditions, the Roth distribution is considered **nonqualified** (i.e., the Roth earnings are subject to federal income tax when withdrawn) until the participant satisfies these requirements.

What is a “Roth Initiation Date”?

The TSP defines a Roth Initiation Date as the **specific date** of a participant's first Roth contribution. The IRS uses January 1 of the calendar year associated with a participant's first Roth contribution to determine whether Roth earnings are qualified.

What happens to a Roth Initiation Date at the time of a transfer?

If a participant has an existing Roth balance in his or her TSP account at the time of the transfer, the Roth Initiation Date will be the **earlier** of either the start date associated with the incoming Roth balance or the start date associated with the existing TSP Roth balance. This date will be applied to all Roth money already in the participant's TSP account, as well as any future Roth contributions to the TSP.

If a participant does not have an existing Roth balance in his or her TSP account, the transfer will establish one, and the Roth Initiation Date will be the start date associated with the incoming Roth balance.

How much Roth money can a participant transfer or roll over into the TSP?

There is no limit to the number of **transfers** of Roth money that a participant can make. A participant can transfer all or any part of a Roth distribution that meets the applicable requirements.

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.

What happens to the money once it reaches the TSP?

Money that is transferred into the TSP is allocated to the TSP investment funds according to the participant's most 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 plan from which the transferred amount was distributed.

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.

* **Note to participant:** The TSP cannot certify to the IRS that you meet the Internal Revenue Code's definition of disability when your taxes are reported. Therefore, you must provide the justification to the IRS when you file your taxes.

FORM TSP-60-R GENERAL INFORMATION (CONTINUED)

How does the IRC annual elective deferral limit affect transfers?

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

How does a transfer 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 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 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.

If you would like to transfer or roll over a distribution from an eligible retirement plan into the **traditional (non-Roth) balance** of your TSP account, **do not** complete this form; instead, complete **Form TSP-60, Request for a 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.