Subject: Revision of Form TSP-19, Transfer of Information Between Agencies

Date: May 7, 2012

The Federal Retirement Thrift Investment Board (Agency) has revised Form TSP-19, Transfer of Information Between Agencies, to include Roth contributions. This form, dated 05/2012, will supersede all prior versions of Form TSP-19. A copy of this form, which agencies must reproduce locally or download from the TSP website, is attached to this bulletin. This bulletin also explains the requirement to transfer TSP enrollment and loan information between agencies. Instructions for completing Form TSP-19 are on the form.

I. Purpose of Form TSP-19

When FERS or CSRS employees transfer to FERS or CSRS positions in other Federal agencies, or when these employees change payroll offices, their TSP participation must continue without interruption. In addition, if these employees have TSP loans, their loan repayments must continue.

Consequently, when an employee (who is participating in the TSP) transfers or changes payroll offices, the gaining payroll office must establish the employee's account in its payroll system, submit an Employee Data (06) Record (EDR) to the TSP, and determine the employee's traditional and/or Roth contributions, including traditional and/or Roth catch-up contributions, and report them to the TSP. In addition, if the employee has a TSP loan or loans, the gaining payroll office must continue to deduct and report loan payments.

To allow gaining payroll offices to take these actions, the gaining personnel offices must obtain the relevant TSP information from the losing personnel offices; Form TSP-19 was developed for this purpose. All data elements included on the Form TSP-19 MUST be provided to the gaining agency by the losing agency, no matter how you provide the information from your electronic payroll system and

(continued on next page)
forward to the gaining agency’s Human Resources office (e.g., SF-75, Request for Preliminary Employment Data).

II. Verifying the Accuracy of Form TSP-19

The gaining personnel office should verify the enrollment information it obtained from the losing agency when it receives the employee’s OPF. If erroneous information was transferred, the gaining agency must take corrective action.

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Attachment: Form TSP-19, Transfer of Information Between Agencies
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 ____________________________

2. Social Security No. _______ – _______ – _______

3. Date of Birth _______ / _______ / _______

4. Effective Date of Transfer _______ / _______ / _______

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 _______ / _______ / _______

7. TSP Service Computation Date (FERS only) _______ / _______ / _______

8. TSP Vesting Code _______

9. If TSP Status Code is T and employee is in the noncontribution period resulting from a financial hardship in-service withdrawal, indicate the ending day of this period.

10. Contribution Election Information — Enter the employee’s tax-deferred contribution election in a and/or Roth contribution election in b below.
   a. Tax-Deferred: _______ .0% OR $ _______ .00
   b. Roth: _______ .0% OR $ _______ .00

11. Total employee contributions made for current year: $ _______ as of _______ / _______ / _______

Catch-up Contributions

12. If the employee is currently making catch-up contributions, enter the dollar amount per pay period and the attributable calendar year for each type of contribution:
   a. Tax-Deferred $ _______ .00 for _______ year
   b. Roth $ _______ .00 for _______ year

13. Total catch-up contributions made for current year: $ _______ .00 as of _______ / _______ / _______

Loan Information

14. Does employee have a TSP loan? [Check one.] ☐ Yes (Complete Items below, as applicable.) ☐ No [Skip to Item 22.]

15. First Loan Account Number: ____________________________

16. Payment Amount $ ______________________

17. Second Loan Account Number: ____________________________

18. Payment Amount $ ______________________

19. If employee is currently in nonpay status, indicate the beginning date of the nonpay: _______ / _______ / _______

20. Type of Nonpay: ☐ Military ☐ Other

21. Date Agency submitted Form TSP-41 to TSP: _______ / _______ / _______

Section C  Identification of Losing Agency

22. Agency Name and Location ____________________________

23. Payroll Office 8-digit Identifying Number ____________

24. Name of Contact Person ____________________________

25. Telephone ____________________________
   Area Code and Number ____________

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INSTRUCTIONS

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. If the Status Code entered in item 5 is “T” AND the employee is serving the non-contribution period attributable to the financial hardship in-service withdrawal, enter the date the non-contribution period will end.
Item 10 a. Enter the employee’s tax-deferred contribution election.
10 b. Enter the employee’s Roth contribution election.
   [NOTE: Employee may elect either tax-deferred or Roth contributions or both.]
Item 11. Enter the total amount of tax-deferred and/or Roth contributions that were deducted from the employee’s pay for the current year.
Item 12 a. Enter the dollar amount of the employee’s tax-deferred catch-up contribution election and the attributable calendar year.
Item 12 b. Enter the dollar amount of the employee’s Roth catch-up contribution election and the attributable calendar year.
Item 13. Enter the total amount of tax-deferred and/or Roth catch-up contributions that were deducted from the employee’s pay for the current year.
Item 14. Check the appropriate box.
Item 15-18. Enter the applicable information.
Item 19. Enter the beginning date of the nonpay period.
Item 20. Check the appropriate box.
Item 21. 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 22-25. Enter the identifying information.