

WELCOME
ABOARD



Thrift Savings Plan

Investing in Your Future Retirement

TSP Features & Advantages

The TSP is a retirement savings and investment plan for Federal employees. The purpose of the TSP is to provide retirement income while providing Federal employees the same type of savings and tax deferred benefits that many private corporations offer their employees. The TSP is similar to private sector 401(k) plans.

Some of the important TSP program features and advantages include:

- Before-tax contributions and tax-deferred earnings
- Automatic payroll deductions
- Low administrative and investment expenses
- A diversified choice of investment options, including professionally designed lifecycle funds
- If you are a FERS employee, Agency Automatic contributions (subject to vesting), and Agency Matching contributions
- Choice of tax treatment options – Traditional (pre-tax) contributions and Roth (after-tax) contributions
- A portable retirement account that can move with you when you retire or leave Federal service

In the Federal Employees' Retirement System (FERS), the TSP is an important part of the three-components of your retirement package, along with your FERS Basic Annuity and Social Security. If you are covered by the Civil Service Retirement System (CSRS) or are a member of the uniformed services, the TSP is a supplement to your CSRS annuity or military retired pay.

Regardless of your retirement system, participating in the TSP can significantly increase your retirement income, but starting early is important. Contributing early gives the money in your account more time to increase in value through compounding of earnings. Contributing to the TSP also reduces your taxable income. The more you contribute the less tax you pay up front.

Eligibility for TSP

Employees who are covered by FERS or CSRS, as well as members of the uniformed services, can participate in the TSP. FERS employees are generally those hired on or after January 1, 1984. CSRS employees are generally those hired before that date and who did not convert to FERS.

The best way to assure that your retirement income meets your needs is to start investing in the Thrift Savings Plan (TSP) at the beginning of your Federal service, and to continue to do so throughout your career.

For more information on TSP

- Visit the TSP website at www.tsp.gov
- Contact the Employee Resource Center (ERC) at:
1-866-743-5748
(TTY 1-866-924-3578)

Human Capital Office

Human Resources Shared Services

Benefits & Services Team

TSP Funds

There are five different “individual” investment funds:

G Fund (Government Security Investment Fund)— investments in special issues of short-term non-marketable U.S. Treasury securities

F Fund (Fixed Income Investment Fund) — investments in the Barclays U.S. Debt Index Fund

C Fund (Common Stock Index Fund) — investments in Barclays Equity Index Fund that tracks the S&P 500 stock index

S Fund (Small Capitalization Stock Index Investment Fund)—investments in medium and small company stock fund tracking Wilshire 4500 stock index

I Fund (International Stock Index Investment Fund) — tracks the returns of the Morgan Stanley Capital International EAFE stock index

There are also Lifecycle Funds (L Fund). The L Funds invests in a mix of the five funds above offered by the TSP based on the date you will need your monies. The mixture of each of the ten life cycle funds will have varying percentages of the above funds balancing risk, return and security factors.

The TSP investment options are designed for you to choose a combination of the individual TSP funds that will support your personal strategy or you can choose the L Fund that is appropriate for your time horizon.

Contributing to the TSP

The basic rules for contributing to TSP are:

- You can start, change, stop or resume TSP contributions at any time. There is no waiting period
- You must contribute through payroll deductions. However, you may also transfer or roll over eligible funds from a traditional IRA or an eligible employer plan into your traditional TSP account and transfers of Roth distributions from Roth 401(k)s, 403(b)s, or 457(b)s into your Roth TSP account
- You may contribute any dollar amount or percentage of your basic pay. However, your total annual dollar contributions cannot exceed the Internal Revenue Code limit set for each year

- Your payroll contributions will begin the first full pay period after your election/request
- You can change the allocation of your TSP contributions among the different funds at any time
- You must be in pay status (receiving basic pay) to contribute and to receive agency contributions
- If you are age 50 or older, you can also make catch-up contributions to your account if you are making the maximum amount of regular TSP contributions. Your catch-up contribution cannot exceed the limit set for each year.

If you are a FERS employee:

- The IRS will contribute Agency Automatic (1%) contributions to your TSP account beginning with the first time you are paid
- You will also receive Agency Matching Contributions for every pay period you are contributing your own money to the TSP. In order to get the maximum Agency Matching Contributions, you should contribute at least five percent of the basic pay you earn each pay period. For additional information, see the TSP website.

Enrollment Information

If you are a FERS employee and you were hired on or after October 1, 2020, your agency has automatically enrolled you in the TSP, and 5% of your basic pay is deducted from your paycheck each pay period and deposited in the traditional balance of your TSP account. You can change or stop the 5% automatic contributions using NFC's Employee Personal Page (EPP).

If you are a FERS employee and you were hired after July 31, 2010, your agency has automatically enrolled you in the TSP, and 3% of your basic pay is deducted from your paycheck each pay period and deposited in the traditional balance of your TSP account.

If you are a CSRS employee, your account will be established by your agency after you make a contribution election using NFC's Employee Personal Page (EPP) – the automated system to make changes to your TSP contribution elections and changes to other payroll information.

Use the EPP website to make, change, or stop elections for contributions based on percentage or dollar amount your Traditional and Roth TSP accounts. The EPP also

has a wide range of payroll and benefit information available for employees to access. To use the new user sign-up link on the home page of the EPP website: www.nfc.usda.gov/epps/ you will need your SSN and date of birth to verify your identity. Once you complete the sign-up steps, you can access all of your benefit and TSP contribution and payroll deduction information on EPP.

Account Information

In contrast to making contribution elections (percentage or dollar amount for your payroll deductions) and all the benefit information available on EPP, you can access your TSP account information (such as account balances) and make contribution allocations (how your contributions are allocated between the various TSP funds – such as the G Fund or L Funds) on the TSP web site. You can also make transfers between the funds and get TSP loan information by accessing your TSP account.

You may access your TSP account:

- By accessing the web site at: www.tsp.gov OR
- By calling the ThriftLine toll-free at 877-968-3778 (TTY/TDD 877-847-4385)

As soon as your account is established, the TSP mails you an 8-digit password to use on the website and a 4-digit Personal Identification Number (PIN) to access the ThriftLine. You may change your web password anytime on-line when you log into the My Account section. You may change your PIN at anytime on the ThriftLine using your account number and current PIN.

You will need your TSP account number and password to access your TSP account on-line. If you find it difficult to remember your TSP account number, you can create a customized User ID in the My Account section of the TSP website once you are logged-in. You will need your PIN and TSP account number to access account information on the ThriftLine.

