

Thrift Savings Plan Overview

Introduction This guide provides the procedures for starting, changing, and stopping a Thrift Savings Plan (TSP) using Self Service in Direct Access (DA).

**Contributions/
Pay Period** TSP contributions are delivered to TSP on the first *business* day of each month. It can take up to five *business* days for the contribution to post to your TSP account.

The term "first full pay period" refers to the first of the following month. Even though members typically receive pay twice each month, military pay periods are considered monthly and implementation rules state contributions will start the pay period following. Unless a TSP election is made on the first of the month, deductions will begin on the first of the following month.

Helpful Links

- The [Thrift Savings Plan website](#) provides a myriad of information regarding TSP.
- Additional information may be found on PPC's webpage at <https://www.dcms.uscg.mil/ppc/mas/tsp/>.

**Change to
Catch-up
Contributions** The process for catch-up contributions is now easier for TSP participants. If you're turning 50 or older, you'll no longer need to make separate catch-up elections to your TSP account to contribute toward the catch-up limit. See <https://www.tsp.gov/making-contributions/catch-up-contributions/> for more information.

Contents

Topic	See Page
Adding a Thrift Savings Plan Mailing Address	2
Starting a Thrift Savings Plan	5
Changing a Thrift Savings Plan	9
Stopping a Thrift Savings Plan	15

Adding a Thrift Savings Plan Mailing Address

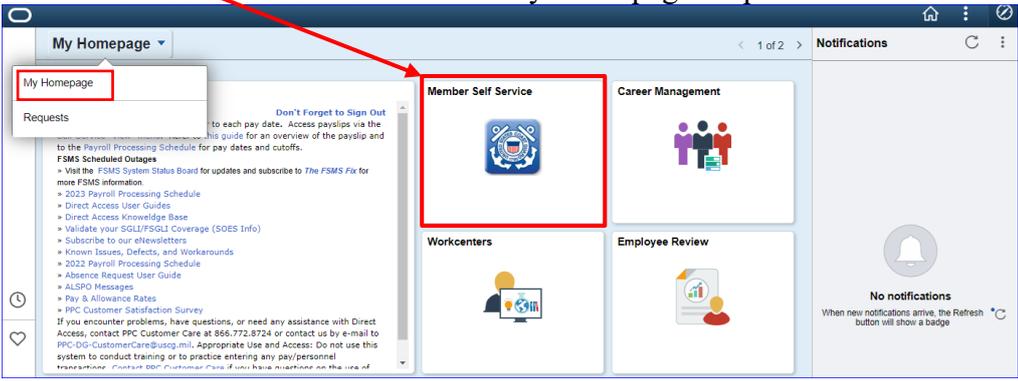
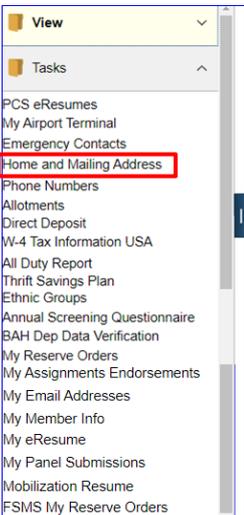
Introduction This section provides the procedures for a member to add a Thrift Savings Plan (TSP) mailing address in Direct Access (DA).

Discussion All TSP participants must add a TSP mailing address to DA prior to enrolling in TSP; or if already participating, before they can change any contributions. The TSP mailing address may be the same as the member’s home and/or mailing address.

IMPORTANT RULES:

- Ensure there are no blank spaces at the front of the address.
- Do not use special characters (e.g. ã, á, ñ, ú, Ñ, Ú, etc.).
- The address line (i.e. number and street) cannot exceed 25 characters.

Procedures See below.

Step	Action
1	<p>Select Member Self Service from the My Homepage drop-down.</p> 
1.5	<p>Select the Home and Mailing Address option.</p> 

Continued on next page

Adding a Thrift Savings Plan Mailing Address, Continued

Procedures,
continued

Step	Action																								
2	<p>The member's current home and mailing addresses will be displayed. To add a TSP mailing address, select TSP from the Address Type drop-down and click Add.</p> <p>NOTE: If the member already has a TSP mailing address listed but it needs to be changed, click the pencil icon located under the Edit column for the TSP address.</p> <div data-bbox="316 624 1254 1086" style="border: 1px solid black; padding: 5px;"> <p>Home and Mailing Address Wanda Maximoff</p> <table border="1" data-bbox="327 703 1243 943"> <thead> <tr> <th colspan="6">Addresses</th> </tr> <tr> <th>Address Type</th> <th>Status</th> <th>As Of</th> <th>Country</th> <th>Address</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>Current</td> <td>10/21/2019</td> <td>USA</td> <td>2800 Vision Lane Westview, NJ 07660</td> <td></td> </tr> <tr> <td>Mailing</td> <td>Current</td> <td>02/21/2020</td> <td>USA</td> <td>1234 Avengers Lane Esopus, NY 12429</td> <td></td> </tr> </tbody> </table> <p>*Address Type TSP Add</p> <p>Required Field</p> <p>Return to CG AD Self Service: Employee</p> </div>	Addresses						Address Type	Status	As Of	Country	Address	Edit	Home	Current	10/21/2019	USA	2800 Vision Lane Westview, NJ 07660		Mailing	Current	02/21/2020	USA	1234 Avengers Lane Esopus, NY 12429	
Addresses																									
Address Type	Status	As Of	Country	Address	Edit																				
Home	Current	10/21/2019	USA	2800 Vision Lane Westview, NJ 07660																					
Mailing	Current	02/21/2020	USA	1234 Avengers Lane Esopus, NY 12429																					
3	<p>The Add Thrift Savings Plan Address page will display. The Change As Of date will default to the current date; this may be left as is or changed to a future date. Enter the address as appropriate and click Save.</p> <p>NOTE: Make sure there are no spaces before the Address 1 line and do NOT use any special characters. If the address to be entered is not within the United States, click Change Country and select the correct country from the list provided.</p> <div data-bbox="316 1357 1209 1877" style="border: 1px solid black; padding: 5px;"> <p>Add Thrift Savings Plan Address</p> <p>Change As Of 02/18/2021 </p> <p>Country United States Change Country</p> <p>Address 1 1234 Avengers Lane</p> <p>Address 2 </p> <p>Address 3</p> <p>City Esopus State NY New York</p> <p>Postal 12429</p> <p>County Ulster</p> <p>Save Cancel</p> </div>																								

Continued on next page

Adding a Thrift Savings Plan Mailing Address, Continued

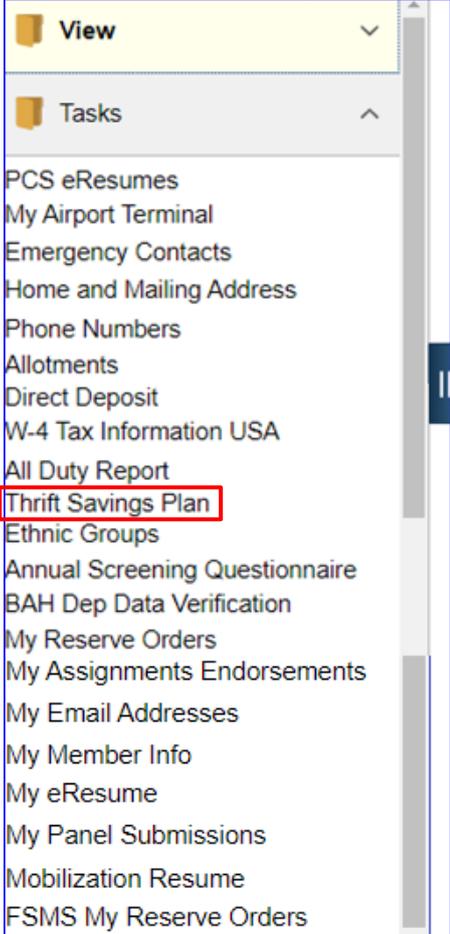
Procedures,
continued

Step	Action
4	<p>A Save Confirmation message will display. Click OK.</p> 
5	<p>The Home and Mailing Address page will display with the new TSP mailing address. To exit, click the Home button in the upper right corner of DA or click the Return to CG AD Self Service: Employee link.</p> 

Starting a Thrift Savings Plan

Introduction This section provides the procedures for a member to start a Thrift Savings Plan (TSP) in Direct Access (DA).

Procedures See below.

Step	Action
1	<p>Select the Thrift Savings Plan option.</p>  <p>The screenshot shows a vertical menu with the following items: View, Tasks, PCS eResumes, My Airport Terminal, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, W-4 Tax Information USA, All Duty Report, Thrift Savings Plan (highlighted with a red box), Ethnic Groups, Annual Screening Questionnaire, BAH Dep Data Verification, My Reserve Orders, My Assignments Endorsements, My Email Addresses, My Member Info, My eResume, My Panel Submissions, Mobilization Resume, and FSMS My Reserve Orders.</p>

Continued on next page

Starting a Thrift Savings Plan, Continued

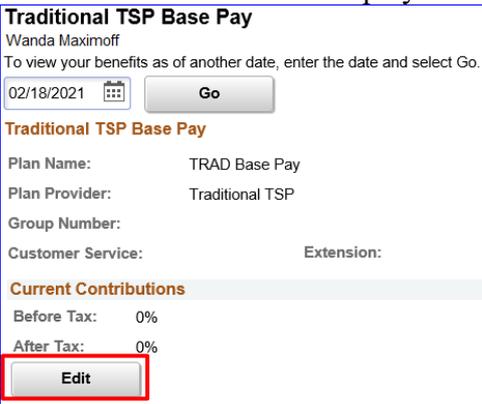
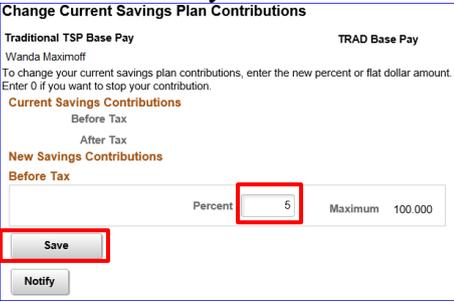
Procedures,
continued

Step	Action																																				
2	<p>The Savings Summary page will display. Click the Type of Benefit to be started. In this example, the member is starting a Traditional TSP Base Pay.</p> <p>NOTE: You MUST have a Base Pay election (Traditional or Roth) before starting any additional contributions.</p> <div data-bbox="316 622 1390 1783" style="border: 1px solid black; padding: 5px;"> <p>Savings Summary Wanda Maximoff Your current TSP elections are listed below.</p> <ul style="list-style-type: none"> To start, stop, or change a TSP contribution, click the link in the first column. Traditional TSP contributions are pre-tax contributions and reduce your taxable income. Roth TSP contributions are post-tax contributions and do not reduce taxable income. Base Pay, Special Pay, Incentive Pay, and Bonus Pay contributions must be specified as a contribution percentage (whole percent, no fraction). You must have a Base Pay election before you can elect to contribute Special Pay, Incentive Pay, or Bonus Pay. Spillover (Catch Up) contributions will automatically contribute towards the catch-up limit beyond the elective deferral limit by members age 50 or older (as of the end of the current calendar year). Your election change will become effective on the next payday, subject to payroll cutoffs. For more info, see https://www.dcms.uscg.mil/ppc/mas/tsp/. <p>To view your benefits as of another date, enter the date and select Go.</p> <p>02/18/2021  <input type="button" value="Go"/></p> <p>Benefits Summary</p> <table border="1" data-bbox="316 1115 1390 1783"> <thead> <tr> <th>Type of Benefit</th> <th>Plan Description</th> <th>Coverage or Participation</th> <th>Effective Date</th> </tr> </thead> <tbody> <tr> <td>Roth TSP Base Pay</td> <td>Roth Base Pay</td> <td>Employer Funded</td> <td>10/21/2019</td> </tr> <tr> <td>Roth TSP Special Pay</td> <td>Roth Special Pay</td> <td>Employer Funded</td> <td>10/21/2019</td> </tr> <tr> <td>Roth TSP Incentive Pay</td> <td>Roth Incentive Pay</td> <td>Employer Funded</td> <td>10/21/2019</td> </tr> <tr> <td>Roth TSP Bonus Pay</td> <td>Roth Bonus Pay</td> <td>Employer Funded</td> <td>10/21/2019</td> </tr> <tr> <td>Traditional TSP Base Pay</td> <td>TRAD Base Pay</td> <td>Employer Funded</td> <td>10/21/2019</td> </tr> <tr> <td>Traditional TSP Special Pay</td> <td>TRAD Special Pay</td> <td>Employer Funded</td> <td>10/21/2019</td> </tr> <tr> <td>Traditional TSP Incentive Pay</td> <td>TRAD Incentive Pay</td> <td>Employer Funded</td> <td>10/21/2019</td> </tr> <tr> <td>Traditional TSP Bonus</td> <td>TRAD Bonus</td> <td>Employer Funded</td> <td>10/21/2019</td> </tr> </tbody> </table> </div>	Type of Benefit	Plan Description	Coverage or Participation	Effective Date	Roth TSP Base Pay	Roth Base Pay	Employer Funded	10/21/2019	Roth TSP Special Pay	Roth Special Pay	Employer Funded	10/21/2019	Roth TSP Incentive Pay	Roth Incentive Pay	Employer Funded	10/21/2019	Roth TSP Bonus Pay	Roth Bonus Pay	Employer Funded	10/21/2019	Traditional TSP Base Pay	TRAD Base Pay	Employer Funded	10/21/2019	Traditional TSP Special Pay	TRAD Special Pay	Employer Funded	10/21/2019	Traditional TSP Incentive Pay	TRAD Incentive Pay	Employer Funded	10/21/2019	Traditional TSP Bonus	TRAD Bonus	Employer Funded	10/21/2019
Type of Benefit	Plan Description	Coverage or Participation	Effective Date																																		
Roth TSP Base Pay	Roth Base Pay	Employer Funded	10/21/2019																																		
Roth TSP Special Pay	Roth Special Pay	Employer Funded	10/21/2019																																		
Roth TSP Incentive Pay	Roth Incentive Pay	Employer Funded	10/21/2019																																		
Roth TSP Bonus Pay	Roth Bonus Pay	Employer Funded	10/21/2019																																		
Traditional TSP Base Pay	TRAD Base Pay	Employer Funded	10/21/2019																																		
Traditional TSP Special Pay	TRAD Special Pay	Employer Funded	10/21/2019																																		
Traditional TSP Incentive Pay	TRAD Incentive Pay	Employer Funded	10/21/2019																																		
Traditional TSP Bonus	TRAD Bonus	Employer Funded	10/21/2019																																		

Continued on next page

Starting a Thrift Savings Plan, Continued

Procedures,
continued

Step	Action
<p>3</p>	<p>The current election will display. Click Edit.</p> 
<p>4</p>	<p>Enter the percentage of your Base Pay (or Bonus, Incentive, or Special pay depending on the TSP option selected) you wish to contribute monthly. Click Save. The changes will take effect after the Payroll Finalization date.</p> <p>NOTE: The percentage must be entered as a whole number, i.e. 5% = 5. Continuation Pay is considered a bonus in regards to TSP elections.</p> 
<p>5</p>	<p>A Save Confirmation message will display. Click OK.</p> 

Continued on next page

Starting a Thrift Savings Plan, Continued

Procedures,
continued

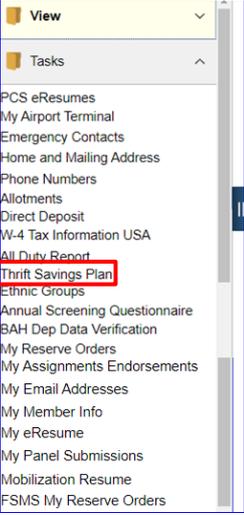
Step	Action
6	<p data-bbox="312 461 1394 600">If the member does not have a TSP mailing address populated, an error message will display upon clicking Save. To correct, click OK and exit out of the contribution page without saving changes. Return to the Self Service page and enter a TSP mailing address. Once done, the member may start a TSP election.</p> <div data-bbox="312 600 1394 882" style="border: 1px solid blue; padding: 10px;"><p data-bbox="323 645 1085 674">Mailing address type of TSP does not exist for EMPLID: 1234567 (30003,159)</p><p data-bbox="323 698 1005 728">A mailing address type of TSP is required to complete a TSP election.</p><p data-bbox="323 752 1356 781">Please create a mailing address with the address type of TSP prior to completing your benefits enrollment.</p><div data-bbox="767 804 935 864" style="border: 2px solid red; text-align: center; margin: 10px auto; width: 80px;">OK</div></div>

Continued on next page

Changing a Thrift Savings Plan

Introduction This section provides the procedures for a member to change a Thrift Savings Plan (TSP) in Direct Access (DA).

Procedures See below.

Step	Action
<p>1</p>	<p>Select the Thrift Savings Plan option.</p>  <p>The screenshot shows a vertical menu with the following items: View, Tasks, PCS eResumes, My Airport Terminal, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, W-4 Tax Information USA, All Duty Report, Thrift Savings Plan (highlighted with a red box), Ethnic Groups, Annual Screening Questionnaire, BAH Dep Data Verification, My Reserve Orders, My Assignments Endorsements, My Email Addresses, My Member Info, My eResume, My Panel Submissions, Mobilization Resume, and FSMS My Reserve Orders.</p>

Continued on next page

Changing a Thrift Savings Plan, Continued

Procedures,
continued

Step	Action																																				
2	<p>The Savings Summary page will display. Select the Type of Benefit to be changed. In this example, the member is changing their Roth TSP Base Pay contribution.</p> <p>REMEMBER: You MUST have a Base Pay election (Traditional or Roth) before starting any additional contributions.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Savings Summary Wanda Maximoff Your current TSP elections are listed below.</p> <ul style="list-style-type: none"> To start, stop, or change a TSP contribution, click the link in the first column. Traditional TSP contributions are pre-tax contributions and reduce your taxable income. Roth TSP contributions are post-tax contributions and do not reduce taxable income. Base Pay, Special Pay, Incentive Pay, and Bonus Pay contributions must be specified as a contribution percentage (whole percent, no fraction). You must have a Base Pay election before you can elect to contribute Special Pay, Incentive Pay, or Bonus Pay. Spillover (Catch Up) contributions will automatically contribute towards the catch-up limit beyond the elective deferral limit by members age 50 or older (as of the end of the current calendar year). Your election change will become effective on the next payday, subject to payroll cutoffs. For more info, see https://www.dcms.uscg.mil/ppc/mas/tsp/. <p>To view your benefits as of another date, enter the date and select Go.</p> <p>02/23/2021  <input type="button" value="Go"/></p> <p>Benefits Summary</p> <table border="1" data-bbox="316 1120 1390 1783"> <thead> <tr> <th>Type of Benefit</th> <th>Plan Description</th> <th>Coverage or Participation</th> <th>Effective Date</th> </tr> </thead> <tbody> <tr> <td>Roth TSP Base Pay</td> <td>Roth Base Pay</td> <td>Employer Funded</td> <td>10/21/2019</td> </tr> <tr> <td>Roth TSP Special Pay</td> <td>Roth Special Pay</td> <td>Employer Funded</td> <td>10/21/2019</td> </tr> <tr> <td>Roth TSP Incentive Pay</td> <td>Roth Incentive Pay</td> <td>Employer Funded</td> <td>10/21/2019</td> </tr> <tr> <td>Roth TSP Bonus Pay</td> <td>Roth Bonus Pay</td> <td>Employer Funded</td> <td>10/21/2019</td> </tr> <tr> <td>Traditional TSP Base Pay</td> <td>TRAD Base Pay</td> <td>3% Before Tax</td> <td>10/21/2019</td> </tr> <tr> <td>Traditional TSP Special Pay</td> <td>TRAD Special Pay</td> <td>Employer Funded</td> <td>10/21/2019</td> </tr> <tr> <td>Traditional TSP Incentive Pay</td> <td>TRAD Incentive Pay</td> <td>Employer Funded</td> <td>10/21/2019</td> </tr> <tr> <td>Traditional TSP Bonus</td> <td>TRAD Bonus</td> <td>Employer Funded</td> <td>10/21/2019</td> </tr> </tbody> </table> </div>	Type of Benefit	Plan Description	Coverage or Participation	Effective Date	Roth TSP Base Pay	Roth Base Pay	Employer Funded	10/21/2019	Roth TSP Special Pay	Roth Special Pay	Employer Funded	10/21/2019	Roth TSP Incentive Pay	Roth Incentive Pay	Employer Funded	10/21/2019	Roth TSP Bonus Pay	Roth Bonus Pay	Employer Funded	10/21/2019	Traditional TSP Base Pay	TRAD Base Pay	3% Before Tax	10/21/2019	Traditional TSP Special Pay	TRAD Special Pay	Employer Funded	10/21/2019	Traditional TSP Incentive Pay	TRAD Incentive Pay	Employer Funded	10/21/2019	Traditional TSP Bonus	TRAD Bonus	Employer Funded	10/21/2019
Type of Benefit	Plan Description	Coverage or Participation	Effective Date																																		
Roth TSP Base Pay	Roth Base Pay	Employer Funded	10/21/2019																																		
Roth TSP Special Pay	Roth Special Pay	Employer Funded	10/21/2019																																		
Roth TSP Incentive Pay	Roth Incentive Pay	Employer Funded	10/21/2019																																		
Roth TSP Bonus Pay	Roth Bonus Pay	Employer Funded	10/21/2019																																		
Traditional TSP Base Pay	TRAD Base Pay	3% Before Tax	10/21/2019																																		
Traditional TSP Special Pay	TRAD Special Pay	Employer Funded	10/21/2019																																		
Traditional TSP Incentive Pay	TRAD Incentive Pay	Employer Funded	10/21/2019																																		
Traditional TSP Bonus	TRAD Bonus	Employer Funded	10/21/2019																																		

Continued on next page

Changing a Thrift Savings Plan, Continued

Procedures,
continued

Step	Action
3	<p>The current election will display. Click Edit.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Roth TSP Base Pay Wanda Maximoff To view your benefits as of another date, enter the date and select Go.</p> <p>02/23/2021  <input type="button" value="Go"/></p> <p>Roth TSP Base Pay</p> <p>Plan Name: Roth Base Pay Plan Provider: Roth Thrift Savings Plans Group Number: Customer Service: Extension:</p> <p>Current Contributions</p> <p>Before Tax: 0% After Tax: 0%</p> <p><input type="button" value="Edit"/></p> </div>

Continued on next page

Changing a Thrift Savings Plan, Continued

Procedures,
continued

Step	Action																				
4	<p>Enter the percentage of your Base Pay (or Bonus, Incentive, or Special pay depending on the TSP option selected) you wish to contribute monthly. Click Save.</p> <p>NOTE: The percentage must be entered as a whole number, i.e. 15% = 15. Continuation Pay is considered a bonus in regards to TSP elections.</p> <div data-bbox="316 613 1222 1205" style="border: 1px solid black; padding: 5px;"> <p>Change Current Savings Plan Contributions</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Roth TSP Base Pay</td> <td style="width: 50%;">Roth Base Pay</td> </tr> <tr> <td colspan="2">Wanda Maximoff</td> </tr> <tr> <td colspan="2">To change your current savings plan contributions, enter the new percent or flat dollar amount. Enter 0 if you want to stop your contribution.</td> </tr> <tr> <td colspan="2">Current Savings Contributions</td> </tr> <tr> <td colspan="2" style="text-align: center;">Before Tax</td> </tr> <tr> <td colspan="2" style="text-align: center;">After Tax</td> </tr> <tr> <td colspan="2">New Savings Contributions</td> </tr> <tr> <td colspan="2">Before Tax</td> </tr> <tr> <td style="text-align: right;">Percent</td> <td style="border: 1px solid red; text-align: center;">2</td> </tr> <tr> <td style="text-align: right;">Maximum</td> <td>100.000</td> </tr> </table> <p style="text-align: center; margin-top: 10px;"> <input style="border: 1px solid red;" type="button" value="Save"/> </p> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="Notify"/> </p> </div>	Roth TSP Base Pay	Roth Base Pay	Wanda Maximoff		To change your current savings plan contributions, enter the new percent or flat dollar amount. Enter 0 if you want to stop your contribution.		Current Savings Contributions		Before Tax		After Tax		New Savings Contributions		Before Tax		Percent	2	Maximum	100.000
Roth TSP Base Pay	Roth Base Pay																				
Wanda Maximoff																					
To change your current savings plan contributions, enter the new percent or flat dollar amount. Enter 0 if you want to stop your contribution.																					
Current Savings Contributions																					
Before Tax																					
After Tax																					
New Savings Contributions																					
Before Tax																					
Percent	2																				
Maximum	100.000																				
5	<p>A Save Confirmation message will display. Click OK.</p> <div data-bbox="316 1267 603 1473" style="border: 1px solid black; padding: 5px;"> <p>Savings</p> <p>Save Confirmation</p> <p>✓ The Save was successful.</p> <p style="text-align: center; border: 1px solid red; margin-top: 5px;"><input type="button" value="OK"/></p> </div>																				
6	<p>If the member does not have a TSP mailing address populated, an error message will display upon clicking Save. To correct, click OK and exit out of the contribution page without saving changes. Return to the Self Service page and enter a TSP mailing address. Once done, the member may change their TSP election.</p> <div data-bbox="316 1648 1166 1872" style="border: 1px solid black; padding: 5px;"> <p>Mailing address type of TSP does not exist for EMPLID: 1234567 (30003,159)</p> <p>A mailing address type of TSP is required to complete a TSP election.</p> <p>Please create a mailing address with the address type of TSP prior to completing your benefits enrollment.</p> <p style="text-align: center; margin-top: 10px; border: 1px solid red;"><input type="button" value="OK"/></p> </div>																				

Continued on next page

Changing a Thrift Savings Plan, Continued

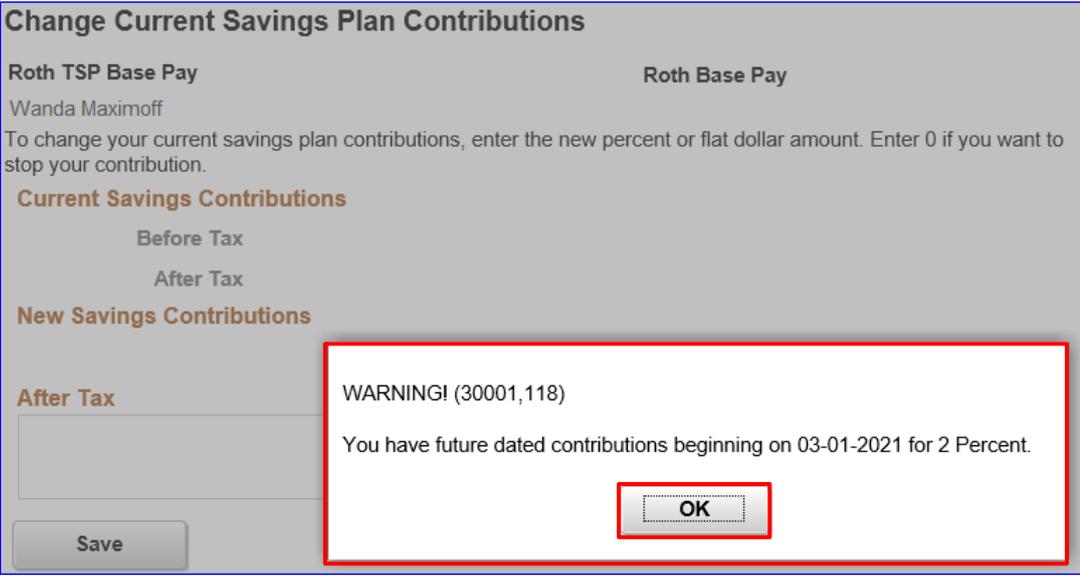
Procedures,
continued

Step	Action																																				
7	<p>You will be returned to the Savings Summary page. The changes will not be reflected on the summary page until the changes have processed through the Payroll Finalization date.</p> <p>NOTE: If you wish to view the changes you just made, click on the appropriate Type of Benefit.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Savings Summary</p> <p>Wanda Maximoff</p> <p>Your current TSP elections are listed below.</p> <ul style="list-style-type: none"> • To start, stop, or change a TSP contribution, click the link in the first column. • Traditional TSP contributions are pre-tax contributions and reduce your taxable income. Roth TSP contributions are post-tax contributions and do not reduce taxable income. • Base Pay, Special Pay, Incentive Pay, and Bonus Pay contributions must be specified as a contribution percentage (whole percent, no fraction). • You must have a Base Pay election before you can elect to contribute Special Pay, Incentive Pay, or Bonus Pay. • Spillover (Catch Up) contributions will automatically contribute towards the catch-up limit beyond the elective deferral limit by members age 50 or older (as of the end of the current calendar year). • Your election change will become effective on the next payday, subject to payroll cutoffs. For more info, see https://www.dcms.uscg.mil/ppc/mas/tsp/. <p>To view your benefits as of another date, enter the date and select Go.</p> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <input style="width: 100px; border: 1px solid gray;" type="text" value="02/23/2021"/> <input style="width: 30px; height: 20px; border: 1px solid gray; margin-left: 5px;" type="button" value="Go"/> </div> <p>Benefits Summary</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Type of Benefit</th> <th style="width: 30%;">Plan Description</th> <th style="width: 20%;">Coverage or Participation</th> <th style="width: 20%;">Effective Date</th> </tr> </thead> <tbody> <tr> <td style="border: 2px solid red;">Roth TSP Base Pay</td> <td>Roth Base Pay</td> <td>Employer Funded</td> <td>10/21/2019</td> </tr> <tr> <td>Roth TSP Special Pay</td> <td>Roth Special Pay</td> <td>Employer Funded</td> <td>10/21/2019</td> </tr> <tr> <td>Roth TSP Incentive Pay</td> <td>Roth Incentive Pay</td> <td>Employer Funded</td> <td>10/21/2019</td> </tr> <tr> <td>Roth TSP Bonus Pay</td> <td>Roth Bonus Pay</td> <td>Employer Funded</td> <td>10/21/2019</td> </tr> <tr> <td>Traditional TSP Base Pay</td> <td>TRAD Base Pay</td> <td>3% Before Tax</td> <td>10/21/2019</td> </tr> <tr> <td>Traditional TSP Special Pay</td> <td>TRAD Special Pay</td> <td>Employer Funded</td> <td>10/21/2019</td> </tr> <tr> <td>Traditional TSP Incentive Pay</td> <td>TRAD Incentive Pay</td> <td>Employer Funded</td> <td>10/21/2019</td> </tr> <tr> <td>Traditional TSP Bonus</td> <td>TRAD Bonus</td> <td>Employer Funded</td> <td>10/21/2019</td> </tr> </tbody> </table> </div>	Type of Benefit	Plan Description	Coverage or Participation	Effective Date	Roth TSP Base Pay	Roth Base Pay	Employer Funded	10/21/2019	Roth TSP Special Pay	Roth Special Pay	Employer Funded	10/21/2019	Roth TSP Incentive Pay	Roth Incentive Pay	Employer Funded	10/21/2019	Roth TSP Bonus Pay	Roth Bonus Pay	Employer Funded	10/21/2019	Traditional TSP Base Pay	TRAD Base Pay	3% Before Tax	10/21/2019	Traditional TSP Special Pay	TRAD Special Pay	Employer Funded	10/21/2019	Traditional TSP Incentive Pay	TRAD Incentive Pay	Employer Funded	10/21/2019	Traditional TSP Bonus	TRAD Bonus	Employer Funded	10/21/2019
Type of Benefit	Plan Description	Coverage or Participation	Effective Date																																		
Roth TSP Base Pay	Roth Base Pay	Employer Funded	10/21/2019																																		
Roth TSP Special Pay	Roth Special Pay	Employer Funded	10/21/2019																																		
Roth TSP Incentive Pay	Roth Incentive Pay	Employer Funded	10/21/2019																																		
Roth TSP Bonus Pay	Roth Bonus Pay	Employer Funded	10/21/2019																																		
Traditional TSP Base Pay	TRAD Base Pay	3% Before Tax	10/21/2019																																		
Traditional TSP Special Pay	TRAD Special Pay	Employer Funded	10/21/2019																																		
Traditional TSP Incentive Pay	TRAD Incentive Pay	Employer Funded	10/21/2019																																		
Traditional TSP Bonus	TRAD Bonus	Employer Funded	10/21/2019																																		

Continued on next page

Changing a Thrift Savings Plan, Continued

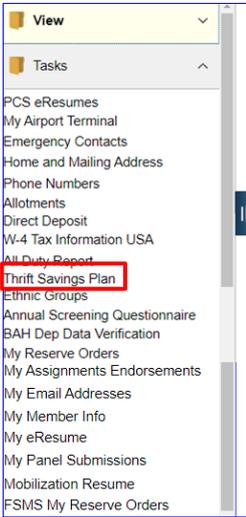
Procedures,
continued

Step	Action
8	<p>If you click Edit, a message will display stating you have made a future dated contribution. If this is still correct, click OK. To exit out of the page without making any additional changes, click the Home button in the upper right corner of DA.</p>  <p>Change Current Savings Plan Contributions</p> <p>Roth TSP Base Pay Roth Base Pay Wanda Maximoff</p> <p>To change your current savings plan contributions, enter the new percent or flat dollar amount. Enter 0 if you want to stop your contribution.</p> <p>Current Savings Contributions</p> <p style="padding-left: 40px;">Before Tax</p> <p style="padding-left: 40px;">After Tax</p> <p>New Savings Contributions</p> <p style="padding-left: 40px;">After Tax</p> <p style="border: 2px solid red; padding: 5px; width: fit-content; margin: 10px auto;"> WARNING! (30001,118) You have future dated contributions beginning on 03-01-2021 for 2 Percent. OK </p> <p>Save</p>

Stopping a Thrift Savings Plan

Introduction This section provides the procedures for a member to stop a Thrift Savings Plan (TSP) in Direct Access (DA).

Important Information All TSP contributions other than Base Pay contributions (i.e. Bonus, Special Pay, etc.) will be stopped if the Base Pay contributions are stopped. For example, if a member has a Traditional TSP Base Pay contribution and a Traditional TSP Bonus contribution running and the member stops their Traditional TSP Base Pay contribution; the Traditional TSP Bonus contribution will also stop.

Step	Action
1	<p>Select the Thrift Savings Plan option.</p>  <p>The screenshot shows a vertical menu with various options. The 'Thrift Savings Plan' option is highlighted with a red rectangular box. Other visible options include 'View', 'Tasks', 'PCS eResumes', 'My Airport Terminal', 'Emergency Contacts', 'Home and Mailing Address', 'Phone Numbers', 'Allotments', 'Direct Deposit', 'W-4 Tax Information USA', 'All Duty Report', 'Ethnic Groups', 'Annual Screening Questionnaire', 'BAH Dep Data Verification', 'My Reserve Orders', 'My Assignments Endorsements', 'My Email Addresses', 'My Member Info', 'My eResume', 'My Panel Submissions', 'Mobilization Resume', and 'FSMS My Reserve Orders'.</p>

Continued on next page

Stopping a Thrift Savings Plan, Continued

Procedures,
continued

Step	Action																																				
2	<p>The Savings Summary page will display. Select the Type of Benefit to be stopped. In this example, the member is stopping their Traditional TSP Base Pay contribution.</p> <div data-bbox="328 562 1396 1019" style="border: 1px solid black; padding: 5px;"> <p>Savings Summary Pietro Maximoff Your current TSP elections are listed below.</p> <ul style="list-style-type: none"> To start, stop, or change a TSP contribution, click the link in the first column. Traditional TSP contributions are pre-tax contributions and reduce your taxable income. Roth TSP contributions are post-tax contributions and do not reduce taxable income. Base Pay, Special Pay, Incentive Pay, and Bonus Pay contributions must be specified as a contribution percentage (whole percent, no fraction). You must have a Base Pay election before you can elect to contribute Special Pay, Incentive Pay, or Bonus Pay. Spillover (Catch Up) contributions will automatically contribute towards the catch-up limit beyond the elective deferral limit by members age 50 or older (as of the end of the current calendar year). Your election change will become effective on the next payday, subject to payroll cutoffs. For more info, see https://www.dcms.uscg.mil/ppc/mas/tsp/. <p>To view your benefits as of another date, enter the date and select Go.</p> <p>02/23/2021  <input type="button" value="Go"/></p> </div> <p>Benefits Summary</p> <table border="1" data-bbox="328 1055 1396 1713"> <thead> <tr> <th>Type of Benefit</th> <th>Plan Description</th> <th>Coverage or Participation</th> <th>Effective Date</th> </tr> </thead> <tbody> <tr> <td>Roth TSP Base Pay</td> <td>Roth Base Pay</td> <td>Employer Funded</td> <td>08/19/2003</td> </tr> <tr> <td>Roth TSP Special Pay</td> <td>Roth Special Pay</td> <td>Employer Funded</td> <td>08/19/2003</td> </tr> <tr> <td>Roth TSP Incentive Pay</td> <td>Roth Incentive Pay</td> <td>Employer Funded</td> <td>08/19/2003</td> </tr> <tr> <td>Roth TSP Bonus Pay</td> <td>Roth Bonus Pay</td> <td>Employer Funded</td> <td>08/19/2003</td> </tr> <tr> <td>Traditional TSP Base Pay</td> <td>TRAD Base Pay</td> <td>6% Before Tax</td> <td>03/03/2014</td> </tr> <tr> <td>Traditional TSP Special Pay</td> <td>TRAD Special Pay</td> <td>Employer Funded</td> <td>08/19/2003</td> </tr> <tr> <td>Traditional TSP Incentive Pay</td> <td>TRAD Incentive Pay</td> <td>Employer Funded</td> <td>08/19/2003</td> </tr> <tr> <td>Traditional TSP Bonus</td> <td>TRAD Bonus</td> <td>Employer Funded</td> <td>08/19/2003</td> </tr> </tbody> </table>	Type of Benefit	Plan Description	Coverage or Participation	Effective Date	Roth TSP Base Pay	Roth Base Pay	Employer Funded	08/19/2003	Roth TSP Special Pay	Roth Special Pay	Employer Funded	08/19/2003	Roth TSP Incentive Pay	Roth Incentive Pay	Employer Funded	08/19/2003	Roth TSP Bonus Pay	Roth Bonus Pay	Employer Funded	08/19/2003	Traditional TSP Base Pay	TRAD Base Pay	6% Before Tax	03/03/2014	Traditional TSP Special Pay	TRAD Special Pay	Employer Funded	08/19/2003	Traditional TSP Incentive Pay	TRAD Incentive Pay	Employer Funded	08/19/2003	Traditional TSP Bonus	TRAD Bonus	Employer Funded	08/19/2003
Type of Benefit	Plan Description	Coverage or Participation	Effective Date																																		
Roth TSP Base Pay	Roth Base Pay	Employer Funded	08/19/2003																																		
Roth TSP Special Pay	Roth Special Pay	Employer Funded	08/19/2003																																		
Roth TSP Incentive Pay	Roth Incentive Pay	Employer Funded	08/19/2003																																		
Roth TSP Bonus Pay	Roth Bonus Pay	Employer Funded	08/19/2003																																		
Traditional TSP Base Pay	TRAD Base Pay	6% Before Tax	03/03/2014																																		
Traditional TSP Special Pay	TRAD Special Pay	Employer Funded	08/19/2003																																		
Traditional TSP Incentive Pay	TRAD Incentive Pay	Employer Funded	08/19/2003																																		
Traditional TSP Bonus	TRAD Bonus	Employer Funded	08/19/2003																																		

Continued on next page

Stopping a Thrift Savings Plan, Continued

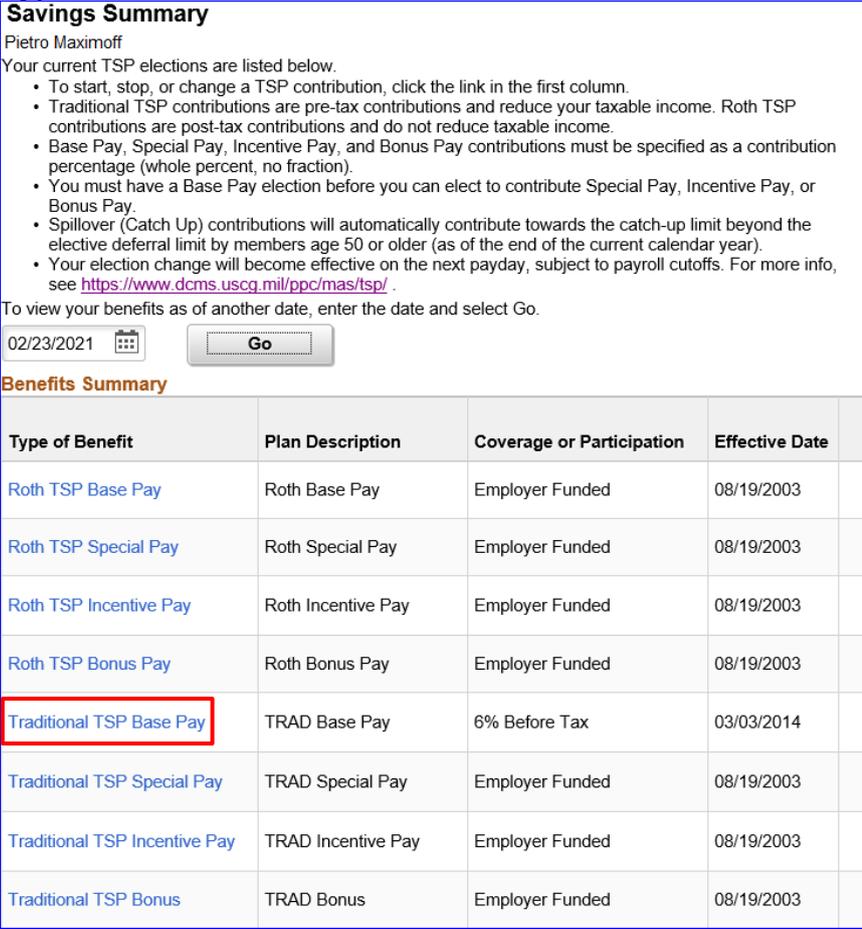
Procedures,
continued

Step	Action
3	<p>The current election will display. Click Edit.</p> <div data-bbox="336 490 1115 1133" style="border: 1px solid blue; padding: 5px;"> <p>Traditional TSP Base Pay Pietro Maximoff To view your benefits as of another date, enter the date and select Go.</p> <p>02/23/2021  <input type="button" value="Go"/></p> <p>Roth TSP Base Pay</p> <p>Plan Name: TRAD Base Pay Plan Provider: Traditional TSP Group Number: Customer Service: Extension:</p> <p>Current Contributions</p> <p>Before Tax: 6% After Tax: 0%</p> <p><input type="button" value="Edit"/></p> </div>
4	<p>Enter 0 to stop the current contribution. Click Save.</p> <div data-bbox="336 1207 1313 1850" style="border: 1px solid blue; padding: 5px;"> <p>Change Current Savings Plan Contributions</p> <p>Traditional TSP Base Pay TRAD Base Pay Pietro Maximoff</p> <p>To change your current savings plan contributions, enter the new percent or flat dollar amount. Enter 0 if you want to stop your contribution.</p> <p>Current Savings Contributions</p> <p>Before Tax After Tax</p> <p>New Savings Contributions</p> <p>Before Tax</p> <p><input type="text" value=""/> Percent <input type="text" value="0"/> Maximum 100.000</p> <p><input type="button" value="Save"/></p> <p><input type="button" value="Notify"/></p> </div>

Continued on next page

Stopping a Thrift Savings Plan, Continued

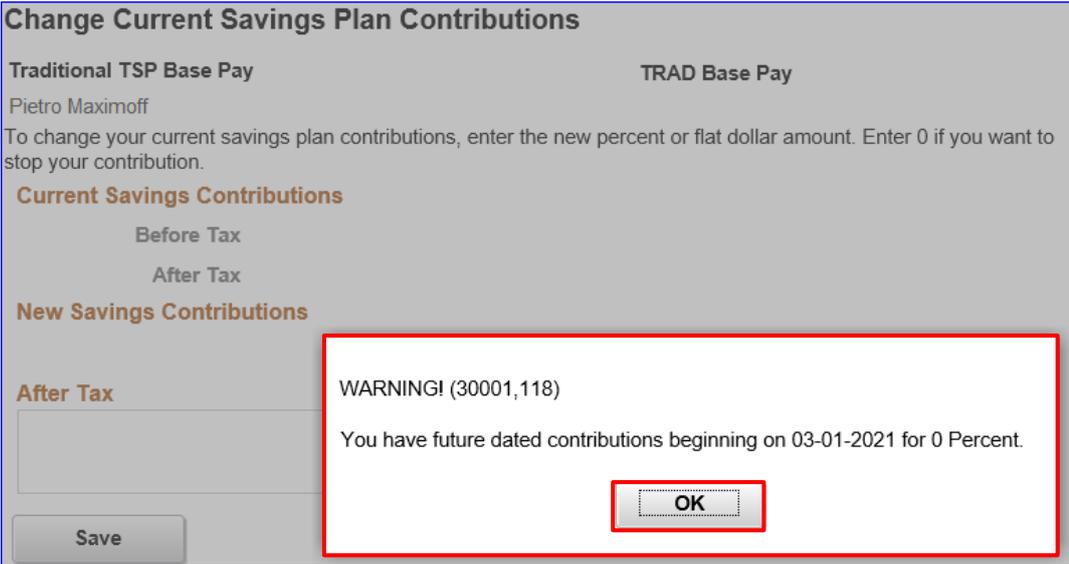
Procedures,
continued

Step	Action																																				
5	<p>A Save Confirmation message will display. Click OK.</p> 																																				
6	<p>You will be returned to the Savings Summary page. The changes will not be reflected on the summary page until the changes have processed through the Payroll Finalization date.</p> <p>NOTE: If you wish to view the changes you just made, click on the appropriate Type of Benefit.</p>  <p>Savings Summary Pietro Maximoff Your current TSP elections are listed below.</p> <ul style="list-style-type: none"> To start, stop, or change a TSP contribution, click the link in the first column. Traditional TSP contributions are pre-tax contributions and reduce your taxable income. Roth TSP contributions are post-tax contributions and do not reduce taxable income. Base Pay, Special Pay, Incentive Pay, and Bonus Pay contributions must be specified as a contribution percentage (whole percent, no fraction). You must have a Base Pay election before you can elect to contribute Special Pay, Incentive Pay, or Bonus Pay. Spillover (Catch Up) contributions will automatically contribute towards the catch-up limit beyond the elective deferral limit by members age 50 or older (as of the end of the current calendar year). Your election change will become effective on the next payday, subject to payroll cutoffs. For more info, see https://www.dcms.uscg.mil/ppc/mas/tsp/. <p>To view your benefits as of another date, enter the date and select Go.</p> <p>02/23/2021 <input type="button" value="Go"/></p> <p>Benefits Summary</p> <table border="1"> <thead> <tr> <th>Type of Benefit</th> <th>Plan Description</th> <th>Coverage or Participation</th> <th>Effective Date</th> </tr> </thead> <tbody> <tr> <td>Roth TSP Base Pay</td> <td>Roth Base Pay</td> <td>Employer Funded</td> <td>08/19/2003</td> </tr> <tr> <td>Roth TSP Special Pay</td> <td>Roth Special Pay</td> <td>Employer Funded</td> <td>08/19/2003</td> </tr> <tr> <td>Roth TSP Incentive Pay</td> <td>Roth Incentive Pay</td> <td>Employer Funded</td> <td>08/19/2003</td> </tr> <tr> <td>Roth TSP Bonus Pay</td> <td>Roth Bonus Pay</td> <td>Employer Funded</td> <td>08/19/2003</td> </tr> <tr> <td>Traditional TSP Base Pay</td> <td>TRAD Base Pay</td> <td>6% Before Tax</td> <td>03/03/2014</td> </tr> <tr> <td>Traditional TSP Special Pay</td> <td>TRAD Special Pay</td> <td>Employer Funded</td> <td>08/19/2003</td> </tr> <tr> <td>Traditional TSP Incentive Pay</td> <td>TRAD Incentive Pay</td> <td>Employer Funded</td> <td>08/19/2003</td> </tr> <tr> <td>Traditional TSP Bonus</td> <td>TRAD Bonus</td> <td>Employer Funded</td> <td>08/19/2003</td> </tr> </tbody> </table>	Type of Benefit	Plan Description	Coverage or Participation	Effective Date	Roth TSP Base Pay	Roth Base Pay	Employer Funded	08/19/2003	Roth TSP Special Pay	Roth Special Pay	Employer Funded	08/19/2003	Roth TSP Incentive Pay	Roth Incentive Pay	Employer Funded	08/19/2003	Roth TSP Bonus Pay	Roth Bonus Pay	Employer Funded	08/19/2003	Traditional TSP Base Pay	TRAD Base Pay	6% Before Tax	03/03/2014	Traditional TSP Special Pay	TRAD Special Pay	Employer Funded	08/19/2003	Traditional TSP Incentive Pay	TRAD Incentive Pay	Employer Funded	08/19/2003	Traditional TSP Bonus	TRAD Bonus	Employer Funded	08/19/2003
Type of Benefit	Plan Description	Coverage or Participation	Effective Date																																		
Roth TSP Base Pay	Roth Base Pay	Employer Funded	08/19/2003																																		
Roth TSP Special Pay	Roth Special Pay	Employer Funded	08/19/2003																																		
Roth TSP Incentive Pay	Roth Incentive Pay	Employer Funded	08/19/2003																																		
Roth TSP Bonus Pay	Roth Bonus Pay	Employer Funded	08/19/2003																																		
Traditional TSP Base Pay	TRAD Base Pay	6% Before Tax	03/03/2014																																		
Traditional TSP Special Pay	TRAD Special Pay	Employer Funded	08/19/2003																																		
Traditional TSP Incentive Pay	TRAD Incentive Pay	Employer Funded	08/19/2003																																		
Traditional TSP Bonus	TRAD Bonus	Employer Funded	08/19/2003																																		

Continued on next page

Stopping a Thrift Savings Plan, Continued

Procedures,
continued

Step	Action
7	<p>If you click Edit, a message will display stating you have made a future dated contribution. If this is still correct, click OK. To exit out of the page without making any additional changes, click the Home button in the upper right corner of DA.</p>  <p>The screenshot shows the 'Change Current Savings Plan Contributions' interface. It includes sections for 'Traditional TSP Base Pay' and 'TRAD Base Pay' with the name 'Pietro Maximoff'. Below this is a 'Current Savings Contributions' section with 'Before Tax' and 'After Tax' options. There is also a 'New Savings Contributions' section with an 'After Tax' option and a 'Save' button. A red-bordered warning box is overlaid on the right side of the page, containing the text: 'WARNING! (30001,118) You have future dated contributions beginning on 03-01-2021 for 0 Percent.' and an 'OK' button.</p>
