

# Thrift Savings Plan

## Overview

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

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**Contributions** 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.

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**Helpful Links** The Federal Retirement Thrift Investment Board (FRTIB) has published a comprehensive booklet that explains TSP, its features, benefits, and a general overview of how TSP works. The booklet may be found at <https://www.tsp.gov/PDF/formspubs/tspb08.pdf>.

Additional information may be found on PPC's webpage at <https://www.dcms.uscg.mil/ppc/mas/tsp/>.

The Coast Guard Headquarters Blended Retirement System (BRS) team in conjunction with the Office of Work-Life (CG-111) and the TSP Training team conducted a series of [webinars](#) in an effort to provide additional information on TSP, including the various types of plans, investing in TSP under the BRS, and TSP loans and withdrawals:

- [Introduction to the Thrift Savings Plan \(TSP\)](#)
  - [Thrift Savings Plan Contributions & TSP Funds](#)
  - [Investing in the Thrift Savings Plan under the Blended Retirement System](#)
  - [TSP Contributions: Traditional vs Roth](#)
  - [TSP Loans and In-Service Withdraws](#)
  - [TSP Death Benefit and Managing Beneficiary Participant Account](#)
  - [TSP Post-Service Withdraws](#)
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## 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.

**Note:** The address line (i.e. number and street) cannot exceed 25 characters.









**Procedures** See below.

Step	Action																						
1	<p>Select <b>Home and Mailing Address</b> under Tasks in the Employee pagelet.</p>  <p>The screenshot shows a web interface titled 'Employee' with a list of tasks and a 'View' column. The 'Home and Mailing Address' link is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Tasks</th> <th>View</th> </tr> </thead> <tbody> <tr> <td><a href="#">PCS eResumes</a></td> <td><a href="#">My Profile</a></td> </tr> <tr> <td><a href="#">My Airport Terminal</a></td> <td><a href="#">Member Training Rating</a></td> </tr> <tr> <td><a href="#">Emergency Contacts</a></td> <td><a href="#">My Reserve Points Statement</a></td> </tr> <tr> <td><b><a href="#">Home and Mailing Address</a></b></td> <td><a href="#">My Reserve Drills</a></td> </tr> <tr> <td><a href="#">Phone Numbers</a></td> <td><a href="#">View My Payslips (AD/RSV)</a></td> </tr> <tr> <td><a href="#">Allotments</a></td> <td><a href="#">My Dependent Information</a></td> </tr> <tr> <td><a href="#">Direct Deposit</a></td> <td><a href="#">My Employee Reviews</a></td> </tr> <tr> <td><a href="#">W-4 Tax Information USA</a></td> <td><a href="#">My Employee Review Summary</a></td> </tr> <tr> <td><a href="#">All Duty Report</a></td> <td><a href="#">Off Comparison Scale Summary</a></td> </tr> <tr> <td><a href="#">11 More...</a></td> <td><a href="#">7 More...</a></td> </tr> </tbody> </table>	Tasks	View	<a href="#">PCS eResumes</a>	<a href="#">My Profile</a>	<a href="#">My Airport Terminal</a>	<a href="#">Member Training Rating</a>	<a href="#">Emergency Contacts</a>	<a href="#">My Reserve Points Statement</a>	<b><a href="#">Home and Mailing Address</a></b>	<a href="#">My Reserve Drills</a>	<a href="#">Phone Numbers</a>	<a href="#">View My Payslips (AD/RSV)</a>	<a href="#">Allotments</a>	<a href="#">My Dependent Information</a>	<a href="#">Direct Deposit</a>	<a href="#">My Employee Reviews</a>	<a href="#">W-4 Tax Information USA</a>	<a href="#">My Employee Review Summary</a>	<a href="#">All Duty Report</a>	<a href="#">Off Comparison Scale Summary</a>	<a href="#">11 More...</a>	<a href="#">7 More...</a>
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## Adding a Thrift Savings Plan Mailing Address, Continued


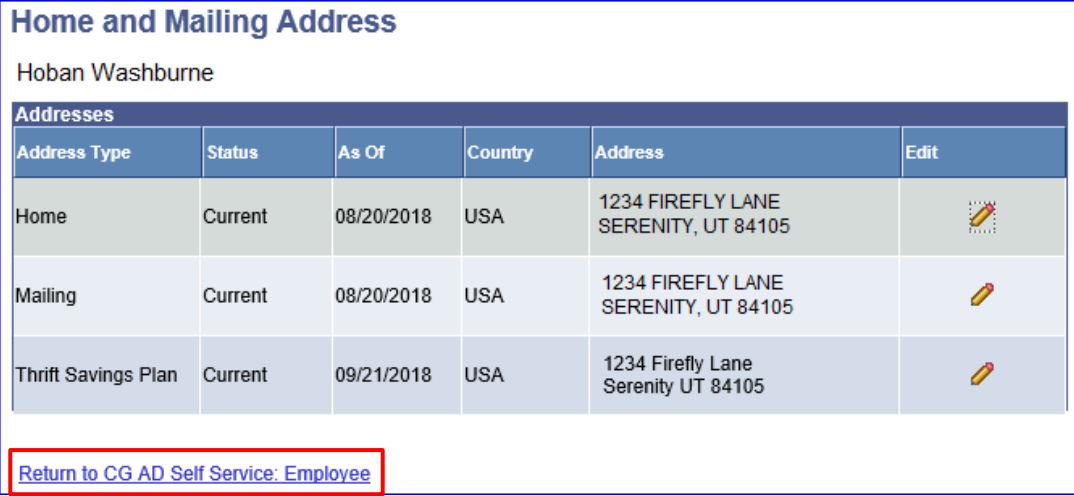
Procedures,  
continued

Step	Action																								
2	<p>The member's current home and mailing addresses will be displayed. To add a TSP mailing address, select <b>TSP</b> from the drop-down and click <b>Add</b>.</p> <p><b>Note:</b> If the member already has a TSP mailing address listed but it needs to be changed, click the <b>pencil</b> icon located under the Edit column for the TSP address.</p> <div data-bbox="316 674 1342 1133" style="border: 1px solid blue; padding: 5px;"> <p><b>Home and Mailing Address</b></p> <p>Hoban Washburne</p> <table border="1" data-bbox="323 768 1334 987"> <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>08/20/2018</td> <td>USA</td> <td>1234 FIREFLY LANE SERENITY, UT 84105</td> <td></td> </tr> <tr> <td>Mailing</td> <td>Current</td> <td>08/20/2018</td> <td>USA</td> <td>1234 FIREFLY LANE SERENITY, UT 84105</td> <td></td> </tr> </tbody> </table> <p>*Address Type <input type="text" value="TSP"/> <input type="button" value="Add"/></p> <p>Required Field</p> <p><a href="#">Return to CG AD Self Service: Employee</a></p> </div>	Addresses						Address Type	Status	As Of	Country	Address	Edit	Home	Current	08/20/2018	USA	1234 FIREFLY LANE SERENITY, UT 84105		Mailing	Current	08/20/2018	USA	1234 FIREFLY LANE SERENITY, UT 84105	
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3	<p>The Add Thrift Savings Plan Address page will display. The <b>Change As Of</b> date will default to the current date; this may be left as is or changed to a future date. <b>Enter</b> the address as appropriate and click <b>Save</b>.</p> <p><b>Note:</b> If the address to be entered is not within the United States, click <b>Change Country</b> and select the correct country from the list provided.</p> <div data-bbox="316 1373 1398 1872" style="border: 1px solid blue; padding: 5px;"> <p><b>Add Thrift Savings Plan Address</b></p> <p>Change As Of <input type="text" value="09/21/2018"/> </p> <p>Country <input type="text" value="United States"/> <input type="button" value="Change Country"/></p> <p>Address 1 <input type="text" value="1234 Firefly Lane"/></p> <p>Address 2 <input type="text"/></p> <p>Address 3</p> <p>City <input type="text" value="Serenity"/> State <input type="text" value="UT"/>  Utah</p> <p>Postal <input type="text" value="84105"/></p> <p>County <input type="text" value="Serenity County"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div>																								

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## Adding a Thrift Savings Plan Mailing Address, Continued

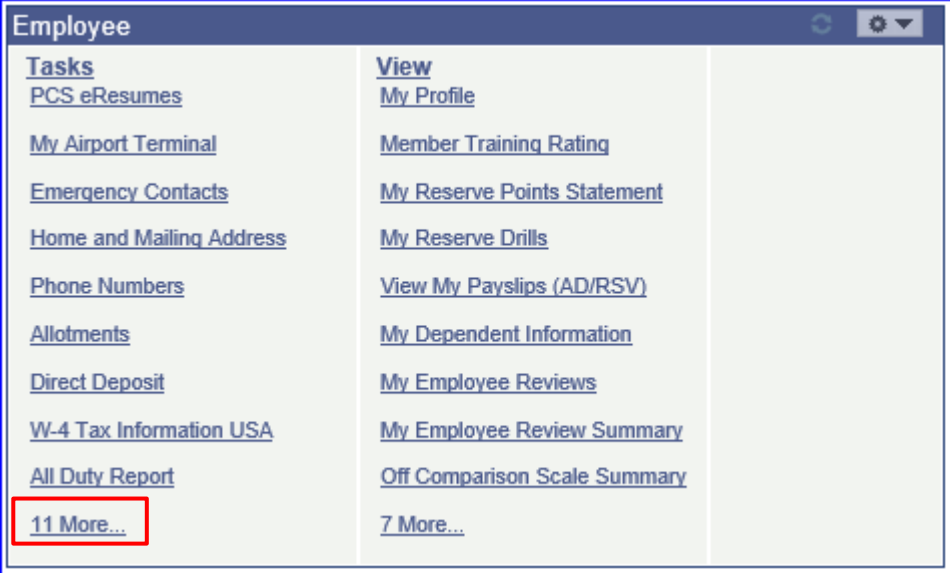
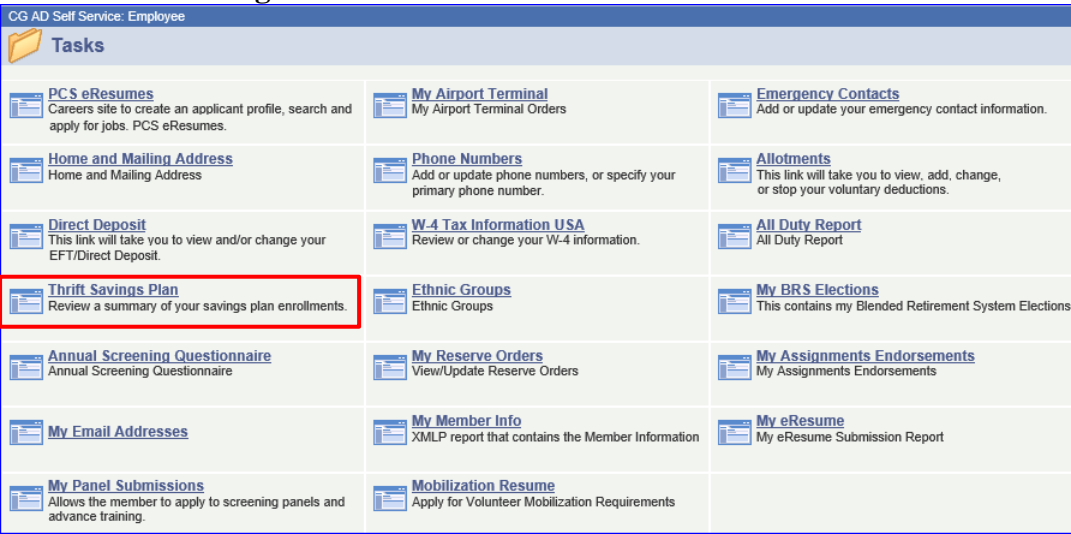
Procedures,  
continued

Step	Action
4	<p>A Save Confirmation message will display. Click <b>OK</b>.</p> 
5	<p>The Home and Mailing Address page will display with the new TSP mailing address. To exit, click the <b>Home</b> button in the upper right corner of DA or click <b>Return to CG AD Self Service: Employee</b> 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 <b>11 More ...</b> under Tasks in the Employee pagelet.</p>  <p>The screenshot shows a window titled 'Employee' with a list of tasks. The tasks are arranged in two columns. The first column includes: 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, and 11 More... (highlighted with a red box). The second column includes: View, My Profile, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Dependent Information, My Employee Reviews, My Employee Review Summary, Off Comparison Scale Summary, and 7 More....</p>
2	<p>Select <b>Thrift Savings Plan</b>.</p>  <p>The screenshot shows a page titled 'CG AD Self Service: Employee' with a 'Tasks' section. It contains a grid of task cards. The 'Thrift Savings Plan' card is highlighted with a red box. The card text reads: 'Thrift Savings Plan: Review a summary of your savings plan enrollments.' Other visible tasks include PCS eResumes, My Airport Terminal, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, W-4 Tax Information USA, All Duty Report, Annual Screening Questionnaire, My Reserve Orders, My BRS Elections, My Email Addresses, My Member Info, My Assignments Endorsements, My Panel Submissions, and Mobilization Resume.</p>

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## Starting a Thrift Savings Plan, Continued

Procedures,  
continued

Step	Action																																																
3	<p>The Savings Summary page will display. Click the <b>Type of Benefit</b> to be started. In this example, the member is starting a Traditional TSP Base Pay. (*If the TSP to be started is a TSP <b>Catch Up</b>, skip to Step 8*)</p> <p><b>Note:</b> You <b>MUST</b> have a Base Pay election (Traditional or Roth) before starting any additional contributions.</p> <div data-bbox="316 696 1374 1906" style="border: 1px solid blue; padding: 10px;"> <p><b>Savings Summary</b> Hoban Washburne</p> <p>Your current TSP elections are listed below.</p> <ul style="list-style-type: none"> <li>• To start, stop, or change a TSP contribution, click the link in the first column.</li> <li>• 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.</li> <li>• Base Pay, Special Pay, Incentive Pay, and Bonus Pay contributions must be specified as a contribution percentage (whole percent, no fraction).</li> <li>• You must have a Base Pay election before you can elect to contribute Special Pay, Incentive Pay, Bonus Pay, or Catch Up.</li> <li>• Catch Up contributions must be specified as a monthly dollar amount. Catch Up contributions may only be made by members age 50 or older (as of the end of the current calendar year), and must be renewed annually.</li> <li>• A member who makes a financial hardship withdrawal from his/her TSP account is ineligible to contribute to TSP for 6 months.</li> <li>• Your election change will become effective on the next payday, subject to payroll cutoffs. For more info, see <a href="http://www.uscg.mil/ppc/tsp.asp">http://www.uscg.mil/ppc/tsp.asp</a>.</li> </ul> <p>To view your benefits as of another date, enter the date and select Go.</p> <table border="1" data-bbox="331 1240 1358 1899"> <thead> <tr> <th colspan="4">Benefits Summary</th> </tr> <tr> <th>Type of Benefit</th> <th>Plan Description</th> <th>Coverage or Participation</th> <th>Effective Date</th> </tr> </thead> <tbody> <tr> <td><a href="#">Roth TSP Catch Up</a></td> <td>Roth Catch Up Contribution</td> <td>Employer Funded</td> <td>08/20/2018</td> </tr> <tr> <td><a href="#">Roth TSP Base Pay</a></td> <td>Roth Base Pay</td> <td>Employer Funded</td> <td>08/20/2018</td> </tr> <tr> <td><a href="#">Roth TSP Special Pay</a></td> <td>Roth Special Pay</td> <td>Employer Funded</td> <td>08/20/2018</td> </tr> <tr> <td><a href="#">Roth TSP Incentive Pay</a></td> <td>Roth Incentive Pay</td> <td>Employer Funded</td> <td>08/20/2018</td> </tr> <tr> <td><a href="#">Roth TSP Bonus Pay</a></td> <td>Roth Bonus Pay</td> <td>Employer Funded</td> <td>08/20/2018</td> </tr> <tr> <td><a href="#">Traditional TSP Catch Up</a></td> <td>TRAD Catch Up Contribution</td> <td>Employer Funded</td> <td>08/20/2018</td> </tr> <tr> <td><a href="#">Traditional TSP Base Pay</a></td> <td>TRAD Base Pay</td> <td>Employer Funded</td> <td>08/20/2018</td> </tr> <tr> <td><a href="#">Traditional TSP Special Pay</a></td> <td>TRAD Special Pay</td> <td>Employer Funded</td> <td>08/20/2018</td> </tr> <tr> <td><a href="#">Traditional TSP Incentive Pay</a></td> <td>TRAD Incentive Pay</td> <td>Employer Funded</td> <td>08/20/2018</td> </tr> <tr> <td><a href="#">Traditional TSP Bonus</a></td> <td>TRAD Bonus</td> <td>Employer Funded</td> <td>08/20/2018</td> </tr> </tbody> </table> </div>	Benefits Summary				Type of Benefit	Plan Description	Coverage or Participation	Effective Date	<a href="#">Roth TSP Catch Up</a>	Roth Catch Up Contribution	Employer Funded	08/20/2018	<a href="#">Roth TSP Base Pay</a>	Roth Base Pay	Employer Funded	08/20/2018	<a href="#">Roth TSP Special Pay</a>	Roth Special Pay	Employer Funded	08/20/2018	<a href="#">Roth TSP Incentive Pay</a>	Roth Incentive Pay	Employer Funded	08/20/2018	<a href="#">Roth TSP Bonus Pay</a>	Roth Bonus Pay	Employer Funded	08/20/2018	<a href="#">Traditional TSP Catch Up</a>	TRAD Catch Up Contribution	Employer Funded	08/20/2018	<a href="#">Traditional TSP Base Pay</a>	TRAD Base Pay	Employer Funded	08/20/2018	<a href="#">Traditional TSP Special Pay</a>	TRAD Special Pay	Employer Funded	08/20/2018	<a href="#">Traditional TSP Incentive Pay</a>	TRAD Incentive Pay	Employer Funded	08/20/2018	<a href="#">Traditional TSP Bonus</a>	TRAD Bonus	Employer Funded	08/20/2018
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## Starting a Thrift Savings Plan, Continued

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Procedures,  
continued

Step	Action
4	<p>The current election will display. Click <b>Edit</b>.</p> <div style="border: 1px solid blue; padding: 10px;"> <p><b>Traditional TSP Base Pay</b></p> <p>Hoban Washburne</p> <p>To view your benefits as of another date, enter the date and select Go.</p> <p>Future Changes</p> <p><b>Traditional TSP Base Pay</b></p> <p><b>Plan Name:</b> TRAD Base Pay</p> <p><b>Plan Provider:</b> Traditional TSP</p> <p><b>Group Number:</b></p> <p><b>Customer Service:</b> <span style="float: right;"><b>Extension:</b></span></p> <p><b>Current Contributions</b></p> <p><b>Before Tax:</b> 0%</p> <p><b>After Tax:</b> 0%</p> <p style="text-align: center;"><span style="border: 1px solid red; padding: 2px 10px;">Edit</span></p> </div>

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## Starting a Thrift Savings Plan, Continued

Procedures,  
continued

Step	Action																				
5	<p>Enter the <b>percentage</b> of your Base Pay (or Bonus, Incentive, or Special pay depending on the TSP option selected) you wish to contribute monthly. Click <b>Save</b>. The changes will take effect after the Payroll Finalization date.</p> <p><b>Note:</b> The percentage must be entered as a <b>whole</b> number, i.e. 5% = 5.</p> <div data-bbox="316 674 1394 1335" style="border: 1px solid blue; padding: 5px;"> <p><b>Change Current Savings Plan Contributions</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Traditional TSP Base Pay</b></td> <td style="width: 50%;"><b>TRAD Base Pay</b></td> </tr> <tr> <td colspan="2">Hoban Washburne</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" style="background-color: #4a69bd; color: white; padding: 2px;"><b>Current Savings Contributions</b></td> </tr> <tr> <td colspan="2" style="padding: 2px;">Before Tax</td> </tr> <tr> <td colspan="2" style="padding: 2px;">After Tax</td> </tr> <tr> <td colspan="2" style="background-color: #4a69bd; color: white; padding: 2px;"><b>New Savings Contributions</b></td> </tr> <tr> <td colspan="2" style="background-color: #4a69bd; color: white; padding: 2px;"><b>Before Tax</b></td> </tr> <tr> <td style="padding: 2px;">Percent <input style="width: 50px; border: 1px solid red;" type="text" value="5"/></td> <td style="padding: 2px;">Maximum 100.000</td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;"><input style="border: 1px solid red;" type="button" value="Save"/></td> </tr> </table> </div>	<b>Traditional TSP Base Pay</b>	<b>TRAD Base Pay</b>	Hoban Washburne		To change your current savings plan contributions, enter the new percent or flat dollar amount. Enter 0 if you want to stop your contribution.		<b>Current Savings Contributions</b>		Before Tax		After Tax		<b>New Savings Contributions</b>		<b>Before Tax</b>		Percent <input style="width: 50px; border: 1px solid red;" type="text" value="5"/>	Maximum 100.000	<input style="border: 1px solid red;" type="button" value="Save"/>	
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<input style="border: 1px solid red;" type="button" value="Save"/>																					
6	<p>A Save Confirmation message will display. Click <b>OK</b>.</p> <div data-bbox="316 1408 871 1767" style="border: 1px solid blue; padding: 5px;"> <p style="background-color: #d9e1f2; padding: 2px;"><b>Savings</b></p> <p style="background-color: #d9e1f2; padding: 5px;"><b>Save Confirmation</b></p> <p style="background-color: #d9e1f2; padding: 5px;"> <input checked="" type="checkbox"/> The Save was successful.         </p> <p style="text-align: center; padding: 5px;"><input style="border: 1px solid red;" type="button" value="OK"/></p> </div>																				

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## Starting a Thrift Savings Plan, Continued

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Procedures,  
continued

Step	Action
7	<p>If the member does not have a TSP mailing address populated, an error message will display upon clicking Save. To correct, click <b>OK</b> and exit out of the contribution page without saving changes. Return to the Self Service page and enter a <a href="#">TSP mailing address</a>. Once done, the member may start a TSP.</p> <div data-bbox="316 636 1393 987" style="border: 1px solid blue; padding: 5px;"> <p><b>Message</b></p> <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;"><b>OK</b></p> </div>

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## Starting a Thrift Savings Plan, Continued

Procedures,  
continued

Step	Action																																																
8	<p>To start a TSP Catch Up contribution (Traditional or Roth), click the <b>Type of Benefit</b> you wish to start. In this example, the member is starting a Roth TSP Catch Up. (<b>Remember:</b> You <b>MUST</b> have a Base Pay election before starting any additional contributions.)</p> <p><b>Note:</b> The member must be at least 50 years of age to start TSP Catch Up contributions.</p> <div style="border: 1px solid blue; padding: 5px;"> <p><b>Savings Summary</b></p> <p>Malcolm Reynolds</p> <p>Your current TSP elections are listed below.</p> <ul style="list-style-type: none"> <li>• To start, stop, or change a TSP contribution, click the link in the first column.</li> <li>• 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.</li> <li>• Base Pay, Special Pay, Incentive Pay, and Bonus Pay contributions must be specified as a contribution percentage (whole percent, no fraction).</li> <li>• You must have a Base Pay election before you can elect to contribute Special Pay, Incentive Pay, Bonus Pay, or Catch Up.</li> <li>• Catch Up contributions must be specified as a monthly dollar amount. Catch Up contributions may only be made by members age 50 or older (as of the end of the current calendar year), and must be renewed annually.</li> <li>• A member who makes a financial hardship withdrawal from his/her TSP account is ineligible to contribute to TSP for 6 months.</li> <li>• Your election change will become effective on the next payday, subject to payroll cutoffs. For more info, see <a href="http://www.uscg.mil/ppc/tsp.asp">http://www.uscg.mil/ppc/tsp.asp</a>.</li> </ul> <p>To view your benefits as of another date, enter the date and select Go.</p> <table border="1" data-bbox="327 1245 1273 1854"> <thead> <tr> <th colspan="4" style="background-color: #2c4e64; color: white;">Benefits Summary</th> </tr> <tr> <th style="background-color: #2c4e64; color: white;">Type of Benefit</th> <th style="background-color: #2c4e64; color: white;">Plan Description</th> <th style="background-color: #2c4e64; color: white;">Coverage or Participation</th> <th style="background-color: #2c4e64; color: white;">Effective Date</th> </tr> </thead> <tbody> <tr> <td style="border: 2px solid red;"><a href="#">Roth TSP Catch Up</a></td> <td>Roth Catch Up Contribution</td> <td>Employer Funded</td> <td>07/06/1998</td> </tr> <tr> <td><a href="#">Roth TSP Base Pay</a></td> <td>Roth Base Pay</td> <td>12% After Tax</td> <td>02/01/2013</td> </tr> <tr> <td><a href="#">Roth TSP Special Pay</a></td> <td>Roth Special Pay</td> <td>Employer Funded</td> <td>07/06/1998</td> </tr> <tr> <td><a href="#">Roth TSP Incentive Pay</a></td> <td>Roth Incentive Pay</td> <td>Employer Funded</td> <td>07/06/1998</td> </tr> <tr> <td><a href="#">Roth TSP Bonus Pay</a></td> <td>Roth Bonus Pay</td> <td>Employer Funded</td> <td>07/06/1998</td> </tr> <tr> <td><a href="#">Traditional TSP Catch Up</a></td> <td>TRAD Catch Up Contribution</td> <td>Employer Funded</td> <td>07/06/1998</td> </tr> <tr> <td><a href="#">Traditional TSP Base Pay</a></td> <td>TRAD Base Pay</td> <td>Employer Funded</td> <td>07/06/1998</td> </tr> <tr> <td><a href="#">Traditional TSP Special Pay</a></td> <td>TRAD Special Pay</td> <td>Employer Funded</td> <td>07/06/1998</td> </tr> <tr> <td><a href="#">Traditional TSP Incentive Pay</a></td> <td>TRAD Incentive Pay</td> <td>Employer Funded</td> <td>07/06/1998</td> </tr> <tr> <td><a href="#">Traditional TSP Bonus</a></td> <td>TRAD Bonus</td> <td>Employer Funded</td> <td>07/06/1998</td> </tr> </tbody> </table> </div>	Benefits Summary				Type of Benefit	Plan Description	Coverage or Participation	Effective Date	<a href="#">Roth TSP Catch Up</a>	Roth Catch Up Contribution	Employer Funded	07/06/1998	<a href="#">Roth TSP Base Pay</a>	Roth Base Pay	12% After Tax	02/01/2013	<a href="#">Roth TSP Special Pay</a>	Roth Special Pay	Employer Funded	07/06/1998	<a href="#">Roth TSP Incentive Pay</a>	Roth Incentive Pay	Employer Funded	07/06/1998	<a href="#">Roth TSP Bonus Pay</a>	Roth Bonus Pay	Employer Funded	07/06/1998	<a href="#">Traditional TSP Catch Up</a>	TRAD Catch Up Contribution	Employer Funded	07/06/1998	<a href="#">Traditional TSP Base Pay</a>	TRAD Base Pay	Employer Funded	07/06/1998	<a href="#">Traditional TSP Special Pay</a>	TRAD Special Pay	Employer Funded	07/06/1998	<a href="#">Traditional TSP Incentive Pay</a>	TRAD Incentive Pay	Employer Funded	07/06/1998	<a href="#">Traditional TSP Bonus</a>	TRAD Bonus	Employer Funded	07/06/1998
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## Starting a Thrift Savings Plan, Continued

Procedures,  
continued

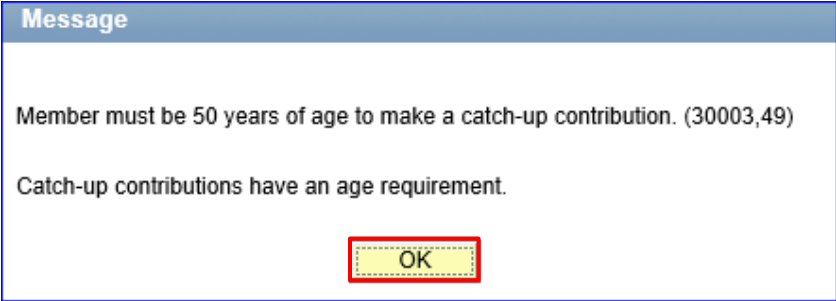
Step	Action
<p><b>9</b></p>	<p>Enter the <b>dollar</b> amount to be deducted monthly. Click <b>Save</b>. The changes will take effect after Payroll Finalization date.</p> <p><b>Note:</b> The dollar amount must be entered as a <b>whole</b> number, i.e. \$100.00 = 100.</p> <div data-bbox="316 636 1321 1256" style="border: 1px solid blue; padding: 5px;"> <p><b>Change Current Savings Plan Contributions</b></p> <p><b>Roth TSP Catch Up</b> <span style="float: right;"><b>Roth Catch Up Contribution</b></span></p> <p>Malcolm Reynolds</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><b>Current Savings Contributions</b></p> <p style="padding-left: 20px;">Before Tax</p> <p style="padding-left: 20px;">After Tax</p> <p><b>New Savings Contributions</b></p> <p style="padding-left: 20px;">After Tax</p> <p style="padding-left: 20px;">Flat Amount <input style="border: 1px solid red; width: 60px; text-align: center;" type="text" value="100"/></p> <p style="text-align: right;"><input style="border: 1px solid red; padding: 2px 10px;" type="button" value="Save"/></p> </div>
<p><b>10</b></p>	<p>A Save Confirmation message will display. Click <b>OK</b>.</p> <div data-bbox="316 1330 836 1659" style="border: 1px solid blue; padding: 5px;"> <p><b>Savings</b></p> <p><b>Save Confirmation</b></p> <p><input checked="" type="checkbox"/> The Save was successful.</p> <p style="text-align: right;"><input style="border: 1px solid red; padding: 2px 10px;" type="button" value="OK"/></p> </div>

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## Starting a Thrift Savings Plan, Continued

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Procedures,  
continued


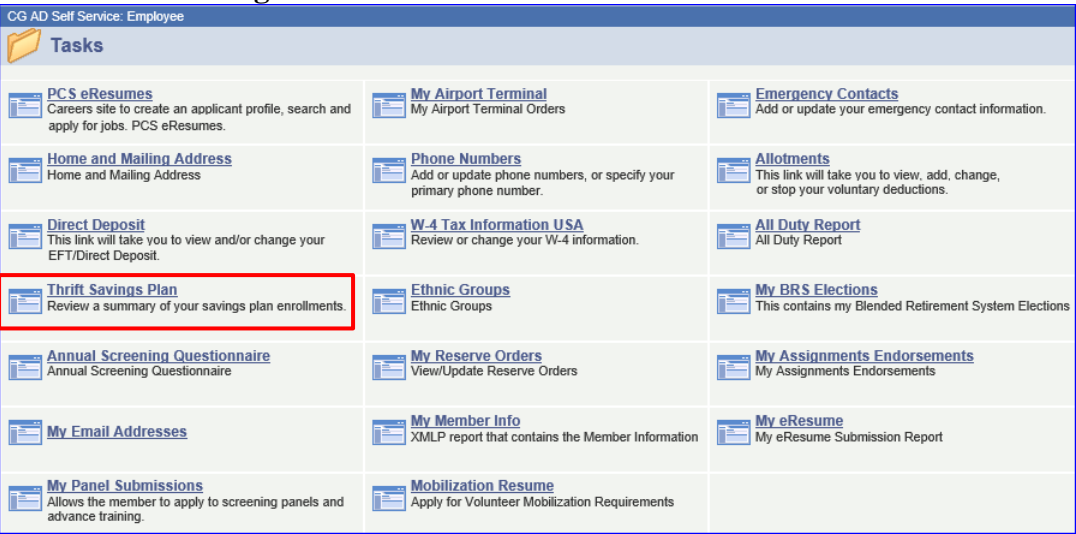
Step	Action
11	<p>If the member is not 50 years of age or older, they will receive an error message. Click <b>OK</b>.</p>  <p>Message</p> <p>Member must be 50 years of age to make a catch-up contribution. (30003,49)</p> <p>Catch-up contributions have an age requirement.</p> <p>OK</p>

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# 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
1	<p>Select <b>11 More ...</b> under Tasks in the Employee pagelet.</p>  <p>The screenshot shows a window titled 'Employee' with a list of tasks. The tasks are arranged in two columns. The first column includes: 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, and 11 More... (highlighted with a red box). The second column includes: View, My Profile, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Dependent Information, My Employee Reviews, My Employee Review Summary, Off Comparison Scale Summary, and 7 More....</p>
2	<p>Select <b>Thrift Savings Plan</b>.</p>  <p>The screenshot shows a page titled 'CG AD Self Service: Employee' with a 'Tasks' section. The tasks are displayed in a grid. The 'Thrift Savings Plan' task is highlighted with a red box. The tasks include: 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), Ethnic Groups, My BRS Elections, Annual Screening Questionnaire, My Reserve Orders, My Assignments Endorsements, My Email Addresses, My Member Info, My eResume, My Panel Submissions, and Mobilization Resume.</p>

*Continued on next page*

## Changing a Thrift Savings Plan, Continued

Procedures,  
continued

Step	Action																																																
3	<p>The Savings Summary page will display. Select the <b>Type of Benefit</b> to be changed. In this example, the member is changing their Roth TSP Base Pay contribution.</p> <p><b>Remember:</b> You <b>MUST</b> have a Base Pay election (Traditional or Roth) before starting any additional contributions.</p> <div style="border: 1px solid blue; padding: 5px;"> <p><b>Savings Summary</b></p> <p>Malcolm Reynolds</p> <p>Your current TSP elections are listed below.</p> <ul style="list-style-type: none"> <li>• To start, stop, or change a TSP contribution, click the link in the first column.</li> <li>• 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.</li> <li>• Base Pay, Special Pay, Incentive Pay, and Bonus Pay contributions must be specified as a contribution percentage (whole percent, no fraction).</li> <li>• You must have a Base Pay election before you can elect to contribute Special Pay, Incentive Pay, Bonus Pay, or Catch Up.</li> <li>• Catch Up contributions must be specified as a monthly dollar amount. Catch Up contributions may only be made by members age 50 or older (as of the end of the current calendar year), and must be renewed annually.</li> <li>• A member who makes a financial hardship withdrawal from his/her TSP account is ineligible to contribute to TSP for 6 months.</li> <li>• Your election change will become effective on the next payday, subject to payroll cutoffs. For more info, see <a href="http://www.uscq.mil/ppc/tsp.asp">http://www.uscq.mil/ppc/tsp.asp</a>.</li> </ul> <p>To view your benefits as of another date, enter the date and select Go.</p> <table border="1" data-bbox="327 1238 1361 1899"> <thead> <tr> <th colspan="4">Benefits Summary</th> </tr> <tr> <th>Type of Benefit</th> <th>Plan Description</th> <th>Coverage or Participation</th> <th>Effective Date</th> </tr> </thead> <tbody> <tr> <td><a href="#">Roth TSP Catch Up</a></td> <td>Roth Catch Up Contribution</td> <td>Employer Funded</td> <td>07/06/1998</td> </tr> <tr> <td><b><a href="#">Roth TSP Base Pay</a></b></td> <td>Roth Base Pay</td> <td>12% After Tax</td> <td>02/01/2013</td> </tr> <tr> <td><a href="#">Roth TSP Special Pay</a></td> <td>Roth Special Pay</td> <td>Employer Funded</td> <td>07/06/1998</td> </tr> <tr> <td><a href="#">Roth TSP Incentive Pay</a></td> <td>Roth Incentive Pay</td> <td>Employer Funded</td> <td>07/06/1998</td> </tr> <tr> <td><a href="#">Roth TSP Bonus Pay</a></td> <td>Roth Bonus Pay</td> <td>Employer Funded</td> <td>07/06/1998</td> </tr> <tr> <td><a href="#">Traditional TSP Catch Up</a></td> <td>TRAD Catch Up Contribution</td> <td>Employer Funded</td> <td>07/06/1998</td> </tr> <tr> <td><a href="#">Traditional TSP Base Pay</a></td> <td>TRAD Base Pay</td> <td>Employer Funded</td> <td>07/06/1998</td> </tr> <tr> <td><a href="#">Traditional TSP Special Pay</a></td> <td>TRAD Special Pay</td> <td>Employer Funded</td> <td>07/06/1998</td> </tr> <tr> <td><a href="#">Traditional TSP Incentive Pay</a></td> <td>TRAD Incentive Pay</td> <td>Employer Funded</td> <td>07/06/1998</td> </tr> <tr> <td><a href="#">Traditional TSP Bonus</a></td> <td>TRAD Bonus</td> <td>Employer Funded</td> <td>07/06/1998</td> </tr> </tbody> </table> </div>	Benefits Summary				Type of Benefit	Plan Description	Coverage or Participation	Effective Date	<a href="#">Roth TSP Catch Up</a>	Roth Catch Up Contribution	Employer Funded	07/06/1998	<b><a href="#">Roth TSP Base Pay</a></b>	Roth Base Pay	12% After Tax	02/01/2013	<a href="#">Roth TSP Special Pay</a>	Roth Special Pay	Employer Funded	07/06/1998	<a href="#">Roth TSP Incentive Pay</a>	Roth Incentive Pay	Employer Funded	07/06/1998	<a href="#">Roth TSP Bonus Pay</a>	Roth Bonus Pay	Employer Funded	07/06/1998	<a href="#">Traditional TSP Catch Up</a>	TRAD Catch Up Contribution	Employer Funded	07/06/1998	<a href="#">Traditional TSP Base Pay</a>	TRAD Base Pay	Employer Funded	07/06/1998	<a href="#">Traditional TSP Special Pay</a>	TRAD Special Pay	Employer Funded	07/06/1998	<a href="#">Traditional TSP Incentive Pay</a>	TRAD Incentive Pay	Employer Funded	07/06/1998	<a href="#">Traditional TSP Bonus</a>	TRAD Bonus	Employer Funded	07/06/1998
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## Changing a Thrift Savings Plan, Continued

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Procedures,  
continued

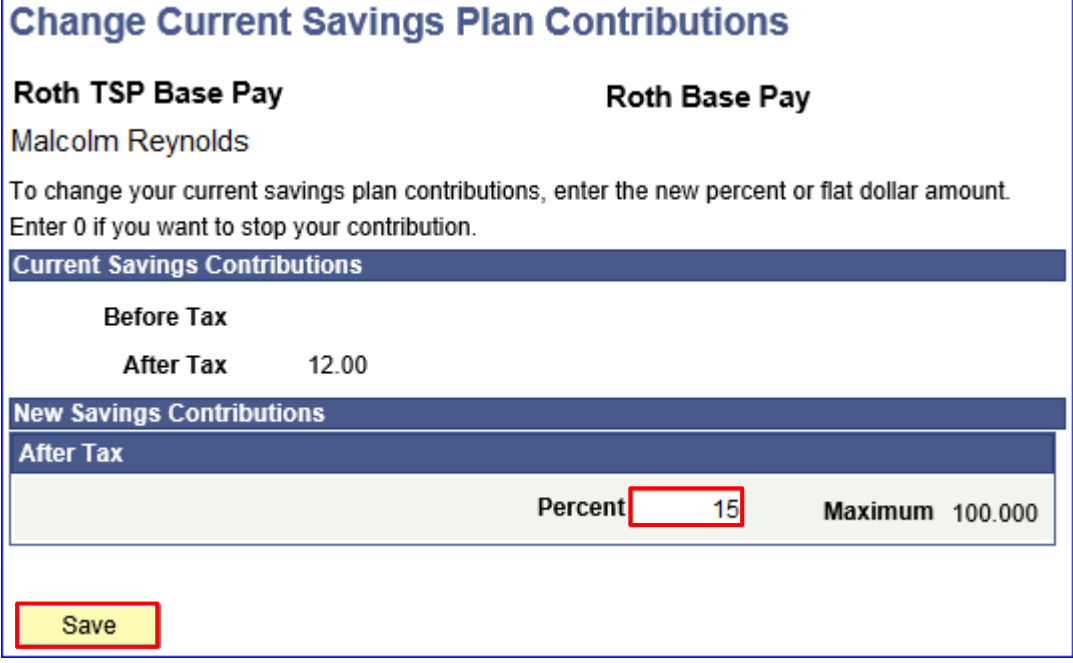
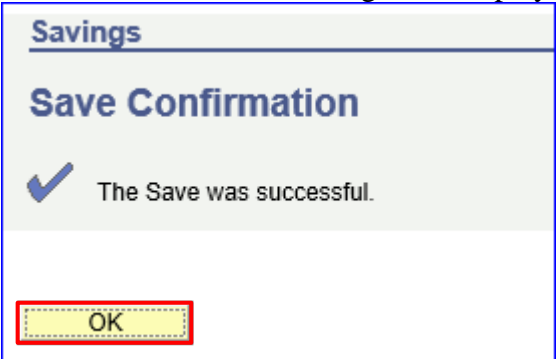
Step	Action
4	<p>The current election will display. Click <b>Edit</b>.</p> <div style="border: 1px solid blue; padding: 10px;"> <p><b>Roth TSP Base Pay</b></p> <p>Malcolm Reynolds</p> <p>To view your benefits as of another date, enter the date and select Go.</p> <p><b>Roth TSP Base Pay</b></p> <p><b>Plan Name:</b> Roth Base Pay</p> <p><b>Plan Provider:</b> Roth Thrift Savings Plans</p> <p><b>Group Number:</b></p> <p><b>Customer Service:</b> <span style="float: right;"><b>Extension:</b></span></p> <p><b>Current Contributions</b></p> <p><b>Before Tax:</b> 0%</p> <p><b>After Tax:</b> 12%</p> <p style="text-align: center;"><span style="border: 1px solid red; padding: 2px 10px;">Edit</span></p> </div>

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## Changing a Thrift Savings Plan, Continued

Procedures,  
continued

Step	Action
5	<p>Enter the <b>percentage</b> of your Base Pay (or Bonus, Incentive, or Special pay depending on the TSP option selected) you wish to contribute monthly. Click <b>Save</b>. (*If changing a TSP <b>Catch Up</b> contribution, enter the <b>whole dollar</b> amount to be deducted monthly*).</p> <p><b>Note:</b> The percentage must be entered as a <b>whole</b> number, i.e. 15% = 15.</p> 
6	<p>A Save Confirmation message will display. Click <b>OK</b>.</p> 

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## Changing a Thrift Savings Plan, Continued

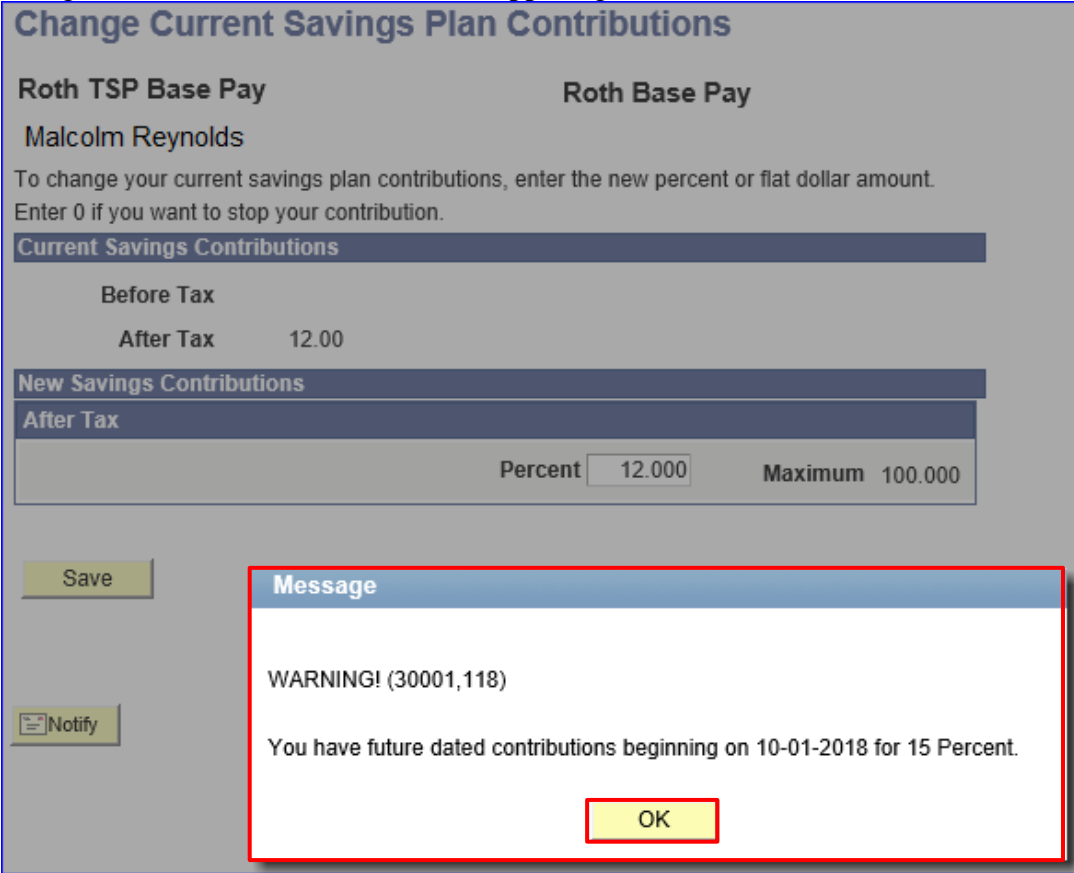
Procedures,  
continued

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 Payroll Finalization date.</p> <p><b>Note:</b> If you wish to view the changes you just made, click on the appropriate Type of Benefit.</p> <div style="border: 1px solid blue; padding: 5px;"> <p><b>Savings Summary</b></p> <p>Malcolm Reynolds</p> <p>Your current TSP elections are listed below.</p> <ul style="list-style-type: none"> <li>To start, stop, or change a TSP contribution, click the link in the first column.</li> <li>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.</li> <li>Base Pay, Special Pay, Incentive Pay, and Bonus Pay contributions must be specified as a contribution percentage (whole percent, no fraction).</li> <li>You must have a Base Pay election before you can elect to contribute Special Pay, Incentive Pay, Bonus Pay, or Catch Up.</li> <li>Catch Up contributions must be specified as a monthly dollar amount. Catch Up contributions may only be made by members age 50 or older (as of the end of the current calendar year), and must be renewed annually.</li> <li>A member who makes a financial hardship withdrawal from his/her TSP account is ineligible to contribute to TSP for 6 months.</li> <li>Your election change will become effective on the next payday, subject to payroll cutoffs. For more info, see <a href="http://www.uscg.mil/ppc/tsp.asp">http://www.uscg.mil/ppc/tsp.asp</a>.</li> </ul> <p>To view your benefits as of another date, enter the date and select Go.</p> <table border="1" data-bbox="331 1256 1374 1928"> <thead> <tr> <th colspan="4">Benefits Summary</th> </tr> <tr> <th>Type of Benefit</th> <th>Plan Description</th> <th>Coverage or Participation</th> <th>Effective Date</th> </tr> </thead> <tbody> <tr> <td><a href="#">Roth TSP Catch Up</a></td> <td>Roth Catch Up Contribution</td> <td>Employer Funded</td> <td>07/06/1998</td> </tr> <tr style="border: 2px solid red;"> <td><a href="#">Roth TSP Base Pay</a></td> <td>Roth Base Pay</td> <td>12% After Tax</td> <td>02/01/2013</td> </tr> <tr> <td><a href="#">Roth TSP Special Pay</a></td> <td>Roth Special Pay</td> <td>Employer Funded</td> <td>07/06/1998</td> </tr> <tr> <td><a href="#">Roth TSP Incentive Pay</a></td> <td>Roth Incentive Pay</td> <td>Employer Funded</td> <td>07/06/1998</td> </tr> <tr> <td><a href="#">Roth TSP Bonus Pay</a></td> <td>Roth Bonus Pay</td> <td>Employer Funded</td> <td>07/06/1998</td> </tr> <tr> <td><a href="#">Traditional TSP Catch Up</a></td> <td>TRAD Catch Up Contribution</td> <td>Employer Funded</td> <td>07/06/1998</td> </tr> <tr> <td><a href="#">Traditional TSP Base Pay</a></td> <td>TRAD Base Pay</td> <td>Employer Funded</td> <td>07/06/1998</td> </tr> <tr> <td><a href="#">Traditional TSP Special Pay</a></td> <td>TRAD Special Pay</td> <td>Employer Funded</td> <td>07/06/1998</td> </tr> <tr> <td><a href="#">Traditional TSP Incentive Pay</a></td> <td>TRAD Incentive Pay</td> <td>Employer Funded</td> <td>07/06/1998</td> </tr> <tr> <td><a href="#">Traditional TSP Bonus</a></td> <td>TRAD Bonus</td> <td>Employer Funded</td> <td>07/06/1998</td> </tr> </tbody> </table> </div>	Benefits Summary				Type of Benefit	Plan Description	Coverage or Participation	Effective Date	<a href="#">Roth TSP Catch Up</a>	Roth Catch Up Contribution	Employer Funded	07/06/1998	<a href="#">Roth TSP Base Pay</a>	Roth Base Pay	12% After Tax	02/01/2013	<a href="#">Roth TSP Special Pay</a>	Roth Special Pay	Employer Funded	07/06/1998	<a href="#">Roth TSP Incentive Pay</a>	Roth Incentive Pay	Employer Funded	07/06/1998	<a href="#">Roth TSP Bonus Pay</a>	Roth Bonus Pay	Employer Funded	07/06/1998	<a href="#">Traditional TSP Catch Up</a>	TRAD Catch Up Contribution	Employer Funded	07/06/1998	<a href="#">Traditional TSP Base Pay</a>	TRAD Base Pay	Employer Funded	07/06/1998	<a href="#">Traditional TSP Special Pay</a>	TRAD Special Pay	Employer Funded	07/06/1998	<a href="#">Traditional TSP Incentive Pay</a>	TRAD Incentive Pay	Employer Funded	07/06/1998	<a href="#">Traditional TSP Bonus</a>	TRAD Bonus	Employer Funded	07/06/1998
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## Changing a Thrift Savings Plan, Continued

Procedures,  
continued

Step	Action
8	<p>A message will display stating you have made a future dated contribution. If this is still correct, click <b>OK</b>. To exit out of the page without making any additional changes, click the Home button in the upper right corner of DA.</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. Catch Up, 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 Catch Up contribution running and the member stops their Traditional TSP Base Pay contribution; the Traditional TSP Catch Up contribution will also stop.


**Procedures** See below.

Step	Action
1	<p>Select <b>11 More ...</b> under Tasks in the Employee pagelet.</p>  <p>The screenshot shows a window titled 'Employee' with a 'Tasks' section. The 'Tasks' section contains a list of links: PCS eResumes, My Airport Terminal, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, W-4 Tax Information USA, All Duty Report, and 11 More... (highlighted with a red box). The 'View' section contains links: My Profile, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Dependent Information, My Employee Reviews, My Employee Review Summary, Off Comparison Scale Summary, and 7 More... The '11 More...' link is highlighted with a red box.</p>

*Continued on next page*

## Stopping a Thrift Savings Plan, Continued

Procedures,  
continued

Step	Action
2	<p data-bbox="327 495 694 526"><b>Select Thrift Savings Plan.</b></p>  <p>The screenshot shows a grid of tasks under the heading 'CG AD Self Service: Employee' and 'Tasks'. The tasks are arranged in a 3x3 grid. The 'Thrift Savings Plan' task is highlighted with a red border. The tasks include: 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), Ethnic Groups, My BRS Elections, Annual Screening Questionnaire, My Reserve Orders, My Assignments Endorsements, My Email Addresses, My Member Info, My eResume, and My Panel Submissions, Mobilization Resume.</p>

*Continued on next page*

## Stopping a Thrift Savings Plan, Continued

Procedures,  
continued

Step	Action																																																
3	<p>The Savings Summary page will display. Select the <b>Type of Benefit</b> to be stopped. In this example, the member is stopping their Roth TSP Special Pay contribution.</p> <div data-bbox="331 600 1396 1832" style="border: 1px solid blue; padding: 10px;"> <p><b>Savings Summary</b></p> <p>Inara Serra</p> <p>Your current TSP elections are listed below.</p> <ul style="list-style-type: none"> <li>• To start, stop, or change a TSP contribution, click the link in the first column.</li> <li>• 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.</li> <li>• Base Pay, Special Pay, Incentive Pay, and Bonus Pay contributions must be specified as a contribution percentage (whole percent, no fraction).</li> <li>• You must have a Base Pay election before you can elect to contribute Special Pay, Incentive Pay, Bonus Pay, or Catch Up.</li> <li>• Catch Up contributions must be specified as a monthly dollar amount. Catch Up contributions may only be made by members age 50 or older (as of the end of the current calendar year), and must be renewed annually.</li> <li>• A member who makes a financial hardship withdrawal from his/her TSP account is ineligible to contribute to TSP for 6 months.</li> <li>• Your election change will become effective on the next payday, subject to payroll cutoffs. For more info, see <a href="http://www.uscq.mil/ppc/tsp.asp">http://www.uscq.mil/ppc/tsp.asp</a>.</li> </ul> <p>To view your benefits as of another date, enter the date and select Go.</p> <table border="1" data-bbox="336 1155 1385 1832"> <thead> <tr> <th colspan="4" style="background-color: #4a7ebb; color: white;">Benefits Summary</th> </tr> <tr> <th style="background-color: #4a7ebb; color: white;">Type of Benefit</th> <th style="background-color: #4a7ebb; color: white;">Plan Description</th> <th style="background-color: #4a7ebb; color: white;">Coverage or Participation</th> <th style="background-color: #4a7ebb; color: white;">Effective Date</th> </tr> </thead> <tbody> <tr> <td><a href="#">Roth TSP Catch Up</a></td> <td>Roth Catch Up Contribution</td> <td>Employer Funded</td> <td>06/22/2004</td> </tr> <tr> <td><a href="#">Roth TSP Base Pay</a></td> <td>Roth Base Pay</td> <td>6% After Tax</td> <td>02/01/2018</td> </tr> <tr> <td style="border: 2px solid red;"><a href="#">Roth TSP Special Pay</a></td> <td>Roth Special Pay</td> <td>25% After Tax</td> <td>02/01/2018</td> </tr> <tr> <td><a href="#">Roth TSP Incentive Pay</a></td> <td>Roth Incentive Pay</td> <td>Employer Funded</td> <td>06/22/2004</td> </tr> <tr> <td><a href="#">Roth TSP Bonus Pay</a></td> <td>Roth Bonus Pay</td> <td>Employer Funded</td> <td>06/22/2004</td> </tr> <tr> <td><a href="#">Traditional TSP Catch Up</a></td> <td>TRAD Catch Up Contribution</td> <td>Employer Funded</td> <td>06/22/2004</td> </tr> <tr> <td><a href="#">Traditional TSP Base Pay</a></td> <td>TRAD Base Pay</td> <td>Employer Funded</td> <td>06/22/2004</td> </tr> <tr> <td><a href="#">Traditional TSP Special Pay</a></td> <td>TRAD Special Pay</td> <td>Employer Funded</td> <td>06/22/2004</td> </tr> <tr> <td><a href="#">Traditional TSP Incentive Pay</a></td> <td>TRAD Incentive Pay</td> <td>Employer Funded</td> <td>06/22/2004</td> </tr> <tr> <td><a href="#">Traditional TSP Bonus</a></td> <td>TRAD Bonus</td> <td>Employer Funded</td> <td>06/22/2004</td> </tr> </tbody> </table> </div>	Benefits Summary				Type of Benefit	Plan Description	Coverage or Participation	Effective Date	<a href="#">Roth TSP Catch Up</a>	Roth Catch Up Contribution	Employer Funded	06/22/2004	<a href="#">Roth TSP Base Pay</a>	Roth Base Pay	6% After Tax	02/01/2018	<a href="#">Roth TSP Special Pay</a>	Roth Special Pay	25% After Tax	02/01/2018	<a href="#">Roth TSP Incentive Pay</a>	Roth Incentive Pay	Employer Funded	06/22/2004	<a href="#">Roth TSP Bonus Pay</a>	Roth Bonus Pay	Employer Funded	06/22/2004	<a href="#">Traditional TSP Catch Up</a>	TRAD Catch Up Contribution	Employer Funded	06/22/2004	<a href="#">Traditional TSP Base Pay</a>	TRAD Base Pay	Employer Funded	06/22/2004	<a href="#">Traditional TSP Special Pay</a>	TRAD Special Pay	Employer Funded	06/22/2004	<a href="#">Traditional TSP Incentive Pay</a>	TRAD Incentive Pay	Employer Funded	06/22/2004	<a href="#">Traditional TSP Bonus</a>	TRAD Bonus	Employer Funded	06/22/2004
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## Stopping a Thrift Savings Plan, Continued

Procedures,  
continued

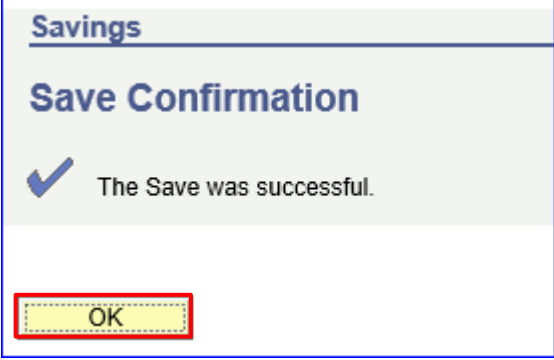
Step	Action
4	<p>The current election will display. Click <b>Edit</b>.</p> <div data-bbox="327 526 1177 1236" style="border: 1px solid blue; padding: 5px;"> <p><b>Roth TSP Special Pay</b></p> <p>Inara Serra</p> <p>To view your benefits as of another date, enter the date and select Go.</p> <p><b>Roth TSP Special Pay</b></p> <p><b>Plan Name:</b> Roth Special Pay</p> <p><b>Plan Provider:</b> Roth Thrift Savings Plans</p> <p><b>Group Number:</b></p> <p><b>Customer Service:</b> <span style="float: right;"><b>Extension:</b></span></p> <p><b>Current Contributions</b></p> <p><b>Before Tax:</b> 0%</p> <p><b>After Tax:</b> 25%</p> <p style="text-align: center;"><b>Edit</b></p> </div>
5	<p>Enter <b>0</b> to stop the current contribution. Click <b>Save</b>.</p> <div data-bbox="327 1310 1270 1892" style="border: 1px solid blue; padding: 5px;"> <p><b>Change Current Savings Plan Contributions</b></p> <p><b>Roth TSP Special Pay</b> <span style="float: right;"><b>Roth Special Pay</b></span></p> <p>Inara Serra</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><b>Current Savings Contributions</b></p> <p><b>Before Tax</b></p> <p><b>After Tax</b> 25.00</p> <p><b>New Savings Contributions</b></p> <p><b>After Tax</b></p> <p style="text-align: right;"><b>Percent</b> <input style="width: 50px; border: 1px solid red;" type="text" value="0"/> <b>Maximum</b> 100.000</p> <p style="text-align: center;"><b>Save</b></p> </div>

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## Stopping a Thrift Savings Plan, Continued

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Procedures,  
continued

Step	Action
6	<p data-bbox="328 495 1038 528">A Save Confirmation message will display. Click <b>OK</b>.</p> 

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## Stopping 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 Payroll Finalization date.</p> <p><b>Note:</b> If you wish to view the changes you just made, click on the appropriate Type of Benefit.</p> <div style="border: 1px solid blue; padding: 5px;"> <p><b>Savings Summary</b></p> <p>Inara Serra</p> <p>Your current TSP elections are listed below.</p> <ul style="list-style-type: none"> <li>• To start, stop, or change a TSP contribution, click the link in the first column.</li> <li>• 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.</li> <li>• Base Pay, Special Pay, Incentive Pay, and Bonus Pay contributions must be specified as a contribution percentage (whole percent, no fraction).</li> <li>• You must have a Base Pay election before you can elect to contribute Special Pay, Incentive Pay, Bonus Pay, or Catch Up.</li> <li>• Catch Up contributions must be specified as a monthly dollar amount. Catch Up contributions may only be made by members age 50 or older (as of the end of the current calendar year), and must be renewed annually.</li> <li>• A member who makes a financial hardship withdrawal from his/her TSP account is ineligible to contribute to TSP for 6 months.</li> <li>• Your election change will become effective on the next payday, subject to payroll cutoffs. For more info, see <a href="http://www.uscq.mil/ppc/tsp.asp">http://www.uscq.mil/ppc/tsp.asp</a>.</li> </ul> <p>To view your benefits as of another date, enter the date and select Go.</p> <table border="1" data-bbox="327 1249 1380 1926"> <thead> <tr> <th colspan="4" style="background-color: #2c4e64; color: white;">Benefits Summary</th> </tr> <tr> <th style="background-color: #2c4e64; color: white;">Type of Benefit</th> <th style="background-color: #2c4e64; color: white;">Plan Description</th> <th style="background-color: #2c4e64; color: white;">Coverage or Participation</th> <th style="background-color: #2c4e64; color: white;">Effective Date</th> </tr> </thead> <tbody> <tr> <td><a href="#">Roth TSP Catch Up</a></td> <td>Roth Catch Up Contribution</td> <td>Employer Funded</td> <td>06/22/2004</td> </tr> <tr> <td><a href="#">Roth TSP Base Pay</a></td> <td>Roth Base Pay</td> <td>6% After Tax</td> <td>02/01/2018</td> </tr> <tr style="border: 2px solid red;"> <td><a href="#">Roth TSP Special Pay</a></td> <td>Roth Special Pay</td> <td>25% After Tax</td> <td>02/01/2018</td> </tr> <tr> <td><a href="#">Roth TSP Incentive Pay</a></td> <td>Roth Incentive Pay</td> <td>Employer Funded</td> <td>06/22/2004</td> </tr> <tr> <td><a href="#">Roth TSP Bonus Pay</a></td> <td>Roth Bonus Pay</td> <td>Employer Funded</td> <td>06/22/2004</td> </tr> <tr> <td><a href="#">Traditional TSP Catch Up</a></td> <td>TRAD Catch Up Contribution</td> <td>Employer Funded</td> <td>06/22/2004</td> </tr> <tr> <td><a href="#">Traditional TSP Base Pay</a></td> <td>TRAD Base Pay</td> <td>Employer Funded</td> <td>06/22/2004</td> </tr> <tr> <td><a href="#">Traditional TSP Special Pay</a></td> <td>TRAD Special Pay</td> <td>Employer Funded</td> <td>06/22/2004</td> </tr> <tr> <td><a href="#">Traditional TSP Incentive Pay</a></td> <td>TRAD Incentive Pay</td> <td>Employer Funded</td> <td>06/22/2004</td> </tr> <tr> <td><a href="#">Traditional TSP Bonus</a></td> <td>TRAD Bonus</td> <td>Employer Funded</td> <td>06/22/2004</td> </tr> </tbody> </table> </div>	Benefits Summary				Type of Benefit	Plan Description	Coverage or Participation	Effective Date	<a href="#">Roth TSP Catch Up</a>	Roth Catch Up Contribution	Employer Funded	06/22/2004	<a href="#">Roth TSP Base Pay</a>	Roth Base Pay	6% After Tax	02/01/2018	<a href="#">Roth TSP Special Pay</a>	Roth Special Pay	25% After Tax	02/01/2018	<a href="#">Roth TSP Incentive Pay</a>	Roth Incentive Pay	Employer Funded	06/22/2004	<a href="#">Roth TSP Bonus Pay</a>	Roth Bonus Pay	Employer Funded	06/22/2004	<a href="#">Traditional TSP Catch Up</a>	TRAD Catch Up Contribution	Employer Funded	06/22/2004	<a href="#">Traditional TSP Base Pay</a>	TRAD Base Pay	Employer Funded	06/22/2004	<a href="#">Traditional TSP Special Pay</a>	TRAD Special Pay	Employer Funded	06/22/2004	<a href="#">Traditional TSP Incentive Pay</a>	TRAD Incentive Pay	Employer Funded	06/22/2004	<a href="#">Traditional TSP Bonus</a>	TRAD Bonus	Employer Funded	06/22/2004
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