



Thrift Savings Plan (TSP) Overview

This notice provides important information regarding the Thrift Savings Plan (TSP) including: determining eligibility for catch-up contributions, automatic enrollment and contributions, accessing and making changes to your account in Employee Express, and designation of beneficiary.

TSP Overview

- TSP is a retirement savings and investment plan for Federal employees covered by either the Federal Employees Retirement System (FERS) or the Civil Service Retirement System (CSRS).
- The purpose of TSP is to provide retirement income, but please note that the income that you receive from your TSP account will depend on how much you (and your agency, if you are a FERS employee) have contributed to your account and on how your chosen investment funds perform.
- TSP offers Federal employees the same type of savings and tax benefits that many private corporations offer their employees under 401(k) plans.
- Numerous investment options are available to TSP participants. However, the “default” distribution is to the Government Securities Investment (G) Fund. For additional details regarding fund options and investments, historical rates, and current rates of returns on the various funds, you may access the TSP Web site at: <http://www.tsp.gov>.
- **The limit on regular TSP contributions for 2012 is \$17,000.** Spreading contributions out over every pay period is important to ensure that you will not miss out on matching dollars. Authorized biweekly contribution amounts or percentages will automatically carry over from 2011 to 2012 unless changed or canceled by the employee.

Catch-up Contributions

If you are at least age 50 (or will become age 50 during the calendar year) and if you have made or will make the maximum amount of employee contributions for the calendar year, you may also make catch-up contributions to your TSP account. The limit on catch-up contributions for 2011 and 2012 is \$5,500. Eligible employees must submit a new election for each year they wish to participate in catch-up contributions. If you wish to make equal catch-up contributions in each of the 26 pay periods in 2012, you should log in to Employee Express December 4-17, 2011 and elect the contribution amount so that it becomes effective in the first pay period of the 2012 tax year. Elections made before December 4, 2011 will be effective only during the current 2011 tax year, not the 2012 tax year.

Important Information for FERS Employees

New FERS employees are automatically enrolled in TSP. Three percent of your basic pay is automatically deducted from your paycheck each pay period and deposited in your TSP account unless you make an election to change or stop contributions. If you do not take any action, your contributions are automatically invested in the G Fund. Employees under FERS will receive an automatic 1 percent agency contribution and matching contributions of up to an additional 4 percent. If you choose to stop your regular employee contributions, your automatic 1 percent contribution will still continue while you are in a pay status. If you are receiving agency matching contributions, they will end when your contributions end.

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RELEASED- Printed documents may be obsolete; validate prior to use.

Contribution Changes

Employees may start contributions, change contribution amounts, or stop contributions at any time by using Employee Express at: <http://www.employeeexpress.gov>. If you have lost or forgotten your Employee Express password, you may obtain a new one by clicking the **Forgot Login ID or Password?** link on the Employee Express home page.

Designation of Beneficiary

Form TSP-3, TSP Designation of Beneficiary, found at: <https://www.tsp.gov/forms/formsPubs.shtml>, is used to designate a beneficiary or beneficiaries to receive your TSP account after your death. The form will stay in effect until you submit another valid form or cancel it. You may complete the form in accordance with the instructions and send directly to TSP.

Additional Information

For additional or more detailed information on any of the TSP options, performance, fund options, designation of beneficiary, etc., please visit the TSP Web site at: <http://www.tsp.gov>, and log in using the Personal Identification Number (PIN) provided by TSP.

Any questions concerning this notice, contact:
NSSC Customer Contact Center
1-877-677-2123 (1-877-NSSC123) or nssc-contactcenter@nasa.gov