



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. 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 as well as 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 for newly enrolled employees is to the age-appropriate Lifecycle (L) Fund, which includes a mixture of each of the available funds within the TSP. It is important to note that the particular “balance” within the mixture of the different funds will vary depending on the age of the employee at the time of initial hire. All civilian employees first enrolled in the TSP on or after September 5, 2015, will have their TSP contributions invested in an age-appropriate L Fund until they make a contribution allocation with the TSP. Participants who were enrolled in the TSP prior to September 5, 2015, will retain their current contribution allocations. Participants who were enrolled prior to September 5, 2015, and who have not yet made a contribution allocation will retain their default investment in 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 www.tsp.gov.
- **The limit on the combined total of traditional and Roth TSP contributions for 2017 remains unchanged at \$18,000.** Authorized biweekly contribution amounts or percentages will automatically carry over from 2016 to 2017 unless changed or canceled by the employee.

Note: There will only be 26 pay periods in the 2017 tax year. The first pay period for the 2018 tax year begins on December 10, 2017.

Option to Receive Confirmation Notices

Participants may add up to two e-mail addresses and one telephone number to their TSP accounts. Doing so allows the TSP to send confirmation notices for certain online transactions and other account-related communications. You may add or update this information by logging into the TSP Web site at www.tsp.gov. Select the **My Account** tab, and under the **Personal Information** heading, click the **Profile Settings** link.

Catch-up Contributions

If you are at least age 50 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. If you will turn age 50 any time during the calendar year, you may start your catch-up contributions. The limit on catch-up contributions for 2017 is \$6,000.

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 2017, you should log in to Employee Express from November 27 to December 10, 2016, and elect the contribution amount so that it becomes effective on the first pay period of the 2017 tax year.

Note: Elections for catch-up contributions made before November 27, 2016, will be effective only during the current 2016 tax year, will not continue into the 2017 tax year, and there is no rollover from 2016 to 2017.

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 age appropriate L Fund.
- Employees under FERS will receive an automatic one percent Agency contribution and matching contributions of up to an additional four percent. If you choose to stop your regular employee contributions, your automatic one 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. Spreading contributions out over every pay period is important to ensure that you will not miss out on matching dollars.

Contribution Changes

Employees may start contributions, change contribution amounts, or stop contributions at any time by using Employee Express at www.employeeexpress.gov. Contribution changes are not effective in the current pay period. All changes become effective in the next pay period. To make changes regarding your TSP contributions, you may log in to Employee Express using your login credentials or your PIV Smartcard. If you have lost or forgotten your Employee Express password, you may obtain a new one by clicking the **Forgot Login ID** or **Forgot Password** links on the Employee Express home page.

Designation of Beneficiary

Form TSP-3, Designation of Beneficiary, found at <https://www.tsp.gov/PDF/formspubs/tsp-3.pdf>, is used to designate a beneficiary or beneficiaries to receive your TSP account in the event of 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 it directly to TSP by mailing or faxing to TSP as directed on the form. Form TSP-3 should not be mailed to the NASA Shared Services Center (NSSC).

TSP Resources

Web Site Orientation Video:

TSP Web site Orientation Trailer: <https://www.tsp.gov/ParticipantSupport/Content/index.html>

Frequently Asked Questions:

TSP Web site Frequently Asked Questions: <https://www.tsp.gov/sitehelp/content/index.html>

Calculators:

TSP provides online planning calculators: <https://www.tsp.gov/PlanningTools/index.html>

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: www.tsp.gov, and log in using the Personal Identification Number (PIN) provided by TSP. You may also find some TSP information on Facebook at: www.facebook.com/tsp4gov.

For questions concerning this notice, contact:

NSSC Customer Contact Center

1-877-677-2123 (1-877-NSSC123) or nssc-contactcenter@nasa.gov