

REQUEST FOR DEDUCTIONS OF RETROACTIVE TSP CONTRIBUTIONS DUE TO MILITARY SERVICE

NAME: _____
MILITARY PERIOD OF SERVICE: _____ THRU _____
LWOP PERIOD: _____ THRU _____
PAYROLL OFFICE #: 97-380800 or 97-380100

INTSTRUCTIONS TO THE TECHNICIAN: Initial the numbered items that you wish to have HRO process on your behalf. Regardless of which number you initial, you must sign, date and provide a daytime phone number at the bottom of this form.

1. _____ I DO NOT wish to have retroactive TSP contributions under USERRA withheld from my pay for deposit to my TSP account for the above LWOP period.

2. _____ I DO wish to have retroactive contributions under USERRA withheld from my pay for deposit to my civilian TSP account for the above LWOP period. Also, I do wish to receive retroactive Agency Automatic 1% contributions for the above LWOP period missed. I further understand that my TSP retroactive contributions and Agency Automatic 1% contributions cannot be processed until I provide HRO with this letter signed, dated and provide a daytime phone number within 60 days from my Return to Duty effective date. CSRS Technicians are not permitted to receive the 1% Agency Automatic contributions or the agency matching contributions. FERS Technicians are permitted to receive the 1% Agency Automatic contributions and the agency matching contributions.

3. _____ I DO wish to receive makeup agency matching contribution to my civilian account based on the contributions that were deducted from the basic pay I received while on **Active Duty**. I understand that it is **my responsibility** to provide the HRO with single page copies of my **Military LES's**, showing the deductions of **Military TSP** for the above LWOP period missed. I further understand that my TSP retroactive contributions (based off my Military TSP) cannot be processed until I provide HRO with this letter signed, dated and provide a daytime phone number, along with all my Military LES's for the above LWOP period, within 60 days from my Return to Duty effective date. CSRS Technicians are not permitted to receive the 1% Agency Automatic contributions or the agency matching contributions (including the contributions based off your Military TSP). FERS Technicians are permitted to receive the 1% Agency Automatic contributions, the agency matching contributions, including the contributions based off your Military TSP.

4. _____ I certify that I did not participate in Military TSP during the above LWOP period.

*Public Law 101-335 does not authorize agencies to pay any lost earnings attributable to employee contributions that were not deducted from any employee's paycheck.

* All makeup employee contributions must be deducted from future pay. Makeup employee contributions deducted from your pay in a current calendar year are subject to the Internal Revenue Service (IRS) annual limit in effect for the year to which the makeup contributions are attributable. They do not count against the limit on your current year contributions.

Technician's signature _____ Date _____ Daytime Phone Number _____