

# FRTIB

# Additional Withdrawals Project

PRESENTED BY  
Tanner Nohe



**Thrift Savings Plan**

FEDERAL RETIREMENT THRIFT INVESTMENT BOARD  
77 K Street, NE · Washington, DC · 20002  
1-877-968-3778 · [tsp.gov](https://tsp.gov)

[tsp4gov@](mailto:tsp4gov@)



# Agenda

- Additional Withdrawals Project
  - What's New
  - Accomplishments
  - Risks
  - Timeline
- Wizards Demo
  - TSP-95 Wizard Demo
  - TSP-99 Wizard Demo
- Conclusion
- Questions



# Additional Withdrawals Project

## What's New?

- Monthly, Quarterly, and Annual Installment Payments
- Unlimited Post-Separation Partial Withdrawals\*
- Ability to Take Partial Withdrawals While Receiving Installment Payments
- Option to Choose Source of Payments (Traditional, Roth, or Both)
- Up to 4 Age-Based “59 ½” In-Service Withdrawals\*
- Removing Suspension of Contributions After Hardship Withdrawals
- New Withdrawal Wizards

\*One withdrawal every 30 calendar days

# ACCOMPLISHMENTS

Phase 1 – Installment Maintenance/ Withdrawal Deadline  
(TSP-95 Wizard and Form)

- Currently in User Acceptance Testing (UAT)

Phase 2 – Post Separation Withdrawals  
(TSP-99 Wizard and Form)

- Development Complete
- Test Execution 23% Complete

Phase 3 – In-Service Withdrawals  
(TSP-75 & TSP-76 Wizard and Form)

- Development 70% Complete

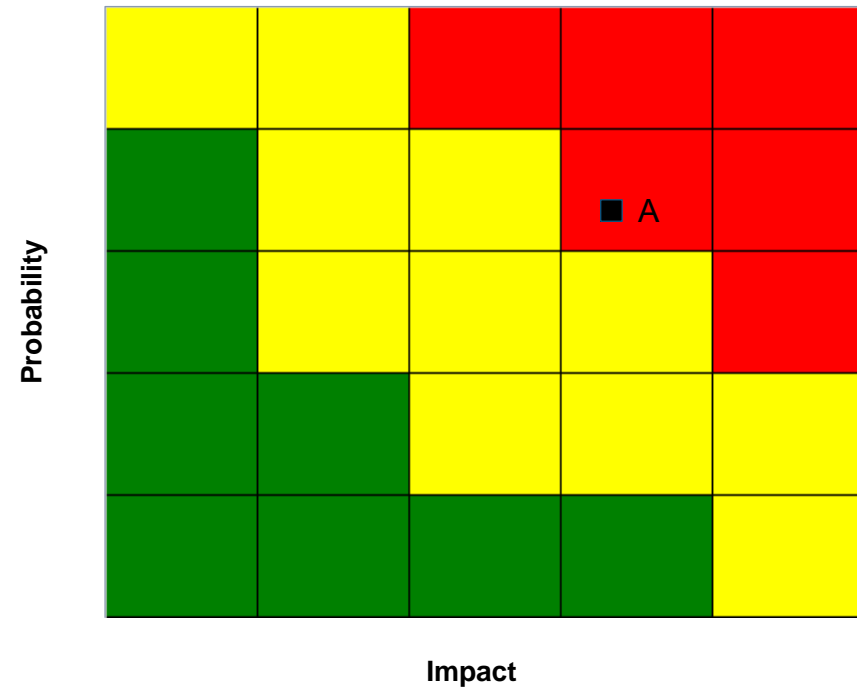
Proposed Regulations Sent to ETAC  
May 6, 2019

Bulletin for *Upcoming Change to Eliminate Financial Hardship In-Service Withdrawal Six-Month Suspension Rule* was Posted



# PROJECT RISKS\*

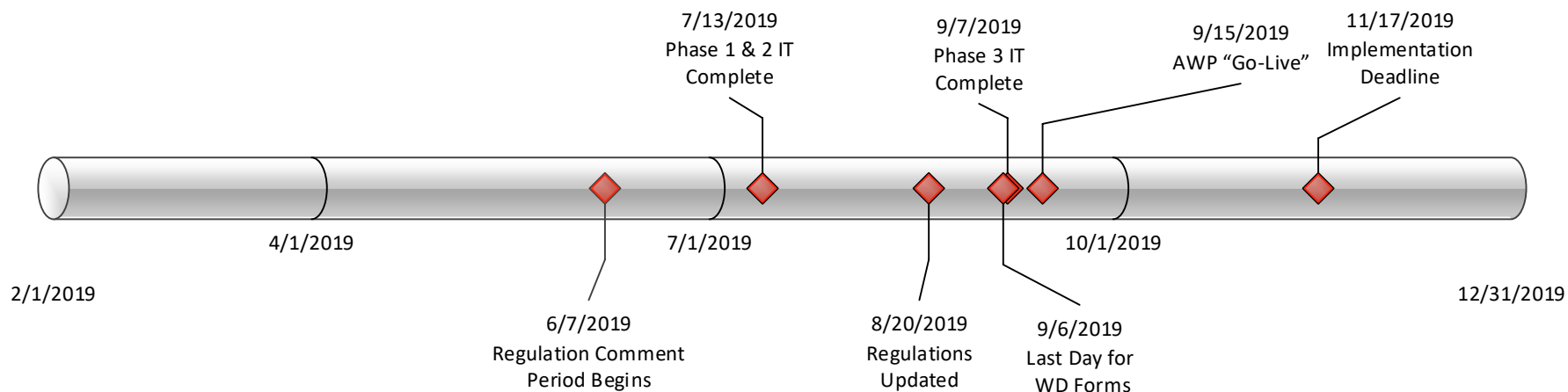
## A) Web/Wizard Development



\*only report out on risks that are red



# TIMELINE



Upcoming Milestones:	Date:
Proposed Regulations Published for Comment	06/07/2019
IT Phase 3 Testing Begins	06/25/2019
Communications – Participant Outreach Begins	07/01/2019
IT Phase 2 Testing Complete	07/12/2019
IT Phase 2 Deployment Readiness	08/06/2019
Last Day to Receive Withdrawal Forms	09/06/2019

# TSP-95 Wizard Demo

TSP – 95, *Changes to Installment Payments*

Scenario – Separated Civilian Participant  
Wants to Change:

- Frequency,
- Dollar Amount, and
- Source (Roth vs. Traditional)



# TSP-95 Wizard Demo

## Account Information

Account Balance

Recent Transactions

Activity Summary

Statements

Correspondence from the TSP

Message Center

## Online Transactions

Contribution Allocations

Interfund Transfers

TSP Loans

**Withdrawals and Changes to Installment Payments**

## Withdrawals: Civilian

**Message Alert** Disbursed Monthly Payment on 04/19/2019.

Your monthly payment was disbursed ([View Disbursement](#)) on 04/19/2019.

### Active Participants



#### "59½" In-Service Withdrawal

Request a withdrawal of all or a portion of your vested account balance. You must be age 59½ or older to qualify.



#### Financial Hardship In-Service Withdrawal

Request a withdrawal for an immediate and specific financial need. Taking a hardship withdrawal does not stop or suspend your employee contributions or any Agency contributions that are made to your account each pay period. You must wait six months after taking financial hardship withdrawal before being eligible to take another one.

### Separated Participants



#### Withdrawal Request for Separated and Beneficiary Participants

Request a withdrawal of part or all of your account balance as installment payments, a single payment, an annuity, or a combination of these options.



#### Changes to Installment Payments

Make changes to your installment payments or the way they are handled. You can change the frequency, dollar amount, source, payment method, transfer information, or tax withholding. You must currently be receiving installment payments to make these changes.





# TSP-95 Wizard Demo

## TSP-95, Changes to Installment Payments: Civilian

Use this online tool to request changes to installment payments you currently receive. Depending on your circumstances and what kind of changes you're requesting, you may be able to complete this transaction entirely online.

If your signature or your spouse's signature is required, you won't be able to complete the process entirely online. You'll be given a summary of your request, which you – and your spouse if necessary – will need to sign, have notarized, and then you will send to us.

Read the TSP tax notice [Tax Information for TSP Participants Receiving Installment Payments](#)  for more information before you complete your request.

Cancel

Continue ►



# TSP-95 Wizard Demo



Please enter your daytime phone number:

Unless you choose direct deposit to your checking or savings account, your installment payments will be mailed to this address. If this address is incorrect, please go to [Profile Settings](#) to update your address.

96 TESS DR  
VIENNA, VA 20145

Cancel

◀ Previous

Continue ▶

# TSP-95 Wizard Demo



## Current Installment Payments

You are currently receiving **monthly** payments of **\$500.00** each that are paid **pro rata (proportionally)** from any **traditional and Roth balances in your account**.

You receive each payment as a **direct deposit sent to FEDERAL RESERVE BANK**.

You are currently transferring **50%** of the payments made from your Roth balance to **ROTH IRA**.

Your current tax withholding is **20% withholding**.

Your next expected payment date is **05/21/2019**.\*

\*This payment date may change, depending on adjustments you make to your installment payments with this request.

## What would you like to do to your installment payments?

- ☐ **STOP** my installment payments.
- ☒ **CHANGE** my installment payments. (Choose all that apply.)
- ☒ Change the **FREQUENCY** of my installment payments.
  - ☒ Change the **DOLLAR AMOUNT** of my installment payments.
  - ☒ Change the **SOURCE** of my installment payments.
  - ☐ Change or Stop the **TRANSFER** of my installment payments.
  - ☐ Change or Stop **DIRECT DEPOSIT** of my installment payments.
  - ☐ Change the **TAX WITHHOLDING** of my installment payments.



# TSP-95 Wizard Demo



## Current FREQUENCY of Installment Payments

You are currently receiving **monthly** payments of **\$500.00** each.



If you change your payment amount or frequency, that may change the duration of your payments, your **tax withholding options**, and your ability to transfer your payments. Installment payments expected to last 10 years or more cannot be transferred.

With what frequency would you like to receive your future installment payments?

☐ Monthly ☒ Quarterly ☐ Annual

By changing your installment payments to **quarterly** payments, your future payments will be **\$500.00 per quarter**.

You are currently receiving payments of **\$500.00 per month**.

Do you want to change that to a different amount?

☒ Yes ☐ No

How much do you want to receive in each payment?

\$  .00 per quarter (Must be at least \$25)

Cancel


◀ Previous

Continue ▶




Thrift Savings Plan

# TSP-95 Wizard Demo



A horizontal progress bar with seven steps. Step 3, 'SPOUSE INFORMATION', is the current step and is highlighted in orange. Steps 1, 2, 4, 5, 6, and 7 are in grey. The steps are: 1 ABOUT YOU, 2 CHANGE REQUEST, 3 SPOUSE INFORMATION, 4 CHANGE OPTIONS, 5 REVIEW CHANGE REQUEST, 6 CERTIFICATION, 7 CONFIRMATION.

Are you married?  ☒ Yes ☐ No

---

What is your spouse's name?

Last Name:

First Name:

Middle Initial:

Will you be able to obtain your spouse's notarized signature on your request form? ☒ Yes ☐ No

|

# TSP-95 Wizard Demo



## Current SOURCE of Installment Payments

Your current installment payments are paid **pro rata** (proportionally) from any traditional and Roth balances in your account.

From which balance would you like to receive your future installment payments?

- ☒ Roth first (currently available: \$2,412.08)
- ☐ traditional first (currently available: \$43,224.75)
- ☐ **pro rata** from my traditional and Roth balances (currently available: \$45,636.83)

If you choose "traditional first" or "Roth first," we will take your payments from that balance first. However, if that balance runs out, your payments will come from the other balance. Payments will not stop until you stop them or have insufficient funds in your entire account.

Cancel

◀ Previous

Continue ▶



# TSP-95 Wizard Demo



A summary of your request is shown below. If all of this information is correct, click **Continue** to complete your request. If you want to change any of this information, click **Previous** to go back and make changes.

**Spousal Information**

Spousal Consent Required:	Yes
Exception Required:	No
Exception on File:	**No
Spouse's Name:	JOHN DOE

**\*Requested Changes**

Options:	From:	To:
Frequency:	Monthly	Quarterly
Dollar Amount:	\$500.00	\$300.00
Source:	pro rata	Roth
	Type of Account: Checking	
	Name of Financial Institution: FEDERAL RESERVE BANK	
Payment Method:	ACH Routing Number: 011000015	No Change
	Checking or Savings Account Number: 400878454313	
Transfer:	Transfer 50% of the Roth portion of my installment payments to ROTH IRA	No Change
Tax Withholding:	Default withholding of 20%.	No Change

\* Your account balance is recalculated at the end of each business day based on that day's closing share prices and any transactions processed for your account that night. Therefore, your eligibility to make these changes may fluctuate and will be determined when your request is processed.

[Cancel](#)
[Previous](#)
[Continue](#)



# TSP-95 Wizard Demo



**Your request cannot be completed online because:**

- Your spouse must consent to this request by signing the form.

**To complete your request, you must open and print the PDF form, complete all missing information, and mail or fax the completed documents to:**

Thrift Savings Plan  
P.O. Box 385021  
Birmingham, AL 35238

Or fax to: 1-866-817-5023

**Note:** Do not mail and fax your request. The TSP will automatically cancel the second request it receives.

Do not alter any of the preprinted information, or your form will be rejected. If you need to make a change or correction to this request, click **Cancel** below and start a new request.

Your next installment payment date will depend on when your form is processed and the changes you have made.

Cancel

Close

Print Form ▶



# TSP-95 Wizard Output

**THRIFT SAVINGS PLAN**  
CHANGES TO INSTALLMENT PAYMENTS

**TSP-95 (WEB)**

Please complete the needed information and signature(s); then send or fax this form to the TSP. **DO NOT** alter any of the preprinted information, including everything on this first summary page, or your form will be rejected. If you need to make changes to any of this information, you must first cancel this request by calling the ThriftLine or using the online tool at tsp.gov, and then submit a new request.

**INFORMATION ABOUT YOU**

This request applies to my: Civilian Account

Name: SHERRY R KAMKE TSP Account Number: 4607504271390

Daytime Phone: 555-555-5555 Date of Birth: 10/13/1981

**SPOUSE INFORMATION**

Married: Y Spousal Consent Required: Y

**INSTALLMENT PAYMENT FREQUENCY, AMOUNT, AND SOURCE**

Change the FREQUENCY of my installment payments to: Quarterly

Change the DOLLAR AMOUNT of my installment payments to: \$300.00

Change the SOURCE of my installment payments to: Roth first

**PAYMENT METHOD**

NO CHANGE

**TRANSFER INFORMATION**

No Change

**FEDERAL TAX WITHHOLDING**

NO CHANGE

Do Not Write Below This Line

FORM TS

201

Name: SHERRY R KAMKE

(Last, First, Middle)

TSP Account Number: 4607504271390

**MARRIED FERS AND UNIFORMED SERVICES PARTICIPANTS—This section is required for married FERS and uniformed services participants.**

**Spouse:** By signing below, I hereby consent to this change in amount and/or frequency of the installment payments currently being withdrawn from my spouse's Thrift Savings Plan account. I understand that the amounts withdrawn from my spouse's Thrift Savings Plan account pursuant to this election will not be available later for the purchase of joint life annuity, and I hereby waive my right to a joint life annuity with a 50% survivor benefit, level payments, and a cash refund with respect to such amounts. I further understand and acknowledge that both my consent to this election and my waiver of my right to a joint life annuity with respect to any amounts distributed hereunder is irrevocable.

DOE JOHN

Last Name First Name Middle Name

Spouse's Signature

Date Signed (mm/dd/yyyy)

Spouse's signature must be notarized.

**Notary:** Please complete the following. No other acknowledgement is acceptable.

The person who signed above is known to or was identified by me and, before me, signed or acknowledged to have signed this form. In witness thereof, I have signed below on this \_\_\_ day of \_\_\_ Month, \_\_\_ Year.

My commission expires Date (mm/dd/yyyy)

Notary's Signature

Notary's Printed Name

Notary's Phone Number

Jurisdiction

**Participant:** If you cannot obtain your spouse's signature, provide your spouse's name above and Social Security number on the right, and submit Form TSP-16, *Exception to Spousal Requirements* (TSP-U-16 for uniformed services), with the required documentation.

Spouse's Social Security Number

**CERTIFICATION AND NOTARIZATION—This section is required.** I certify that all of the information I have provided on this form is true and complete to the best of my knowledge. I understand that while I may change my installment payment at any time, withdrawals are irrevocable once processed. **Warning:** Any intentional false statement in this application or willful misrepresentation concerning it is a violation of law that is punishable by a fine or imprisonment for as long as 5 years, or both (18 U.S.C. § 1001).

Participant's Signature

Date Signed (mm/dd/yyyy)

Your signature must be notarized.

**Notary:** Please complete the following. No other acknowledgement is acceptable.

The person who signed above is known to or was identified by me and, before me, signed or acknowledged to have signed this form. In witness thereof, I have signed below on this \_\_\_ day of \_\_\_ Month, \_\_\_ Year.

My commission expires Date (mm/dd/yyyy)

Notary's Signature

Notary's Printed Name

Notary's Phone Number

Jurisdiction

20190514859388502

Do not write in this section.

FORM TSP-95 (WEB), Page 2 (9/2019)

After completing your withdrawal request, make a copy for your records.

Mail the original to:

Thrift Savings Plan  
P.O. Box 385021  
Birmingham, AL 35238

Or fax to: 1-866-817-5023

**Note:** Do not mail and fax your request. The TSP will automatically cancel the second request it receives. If you need to make a change or correction on your form, call the TSP immediately to cancel your first request. If the TSP has processed your form prior to receiving your call, your transaction cannot be reversed.

If you have questions, call the toll-free ThriftLine at 1-877-968-3778. Outside the U.S. and Canada, please call 404-233-4400 (not toll free).

**PRIVACY ACT NOTICE:** We are authorized to request the information you provide on this form under 5 U.S.C. chapter 54, Federal Employees' Retirement System. We will use this information to identify your TSP account and to process your request. In addition, this information may be shared with other federal agencies for statistical, auditing, or archiving purposes. We may share the information with law enforcement agencies investigating a violation of civil or criminal law, or agencies implementing

a statute, rule, or order. It may be shared with congressional offices, private sector audit firms, spouses, former spouses, and beneficiaries, and their attorneys. We may disclose relevant portions of the information to appropriate parties engaged in litigation and for other routine uses as specified in the Federal Register. You are not required by law to provide this information, but if you do not provide it, we will not be able to process your request.

FORM TSP-95 (WEB) (9/2019)



Thrift Savings Plan

# TSP-99 Wizard Demo

*TSP – 99, Withdrawal Request for Separated and Beneficiary Participants*

Scenario – Separated Uniformed Services Participant Making a Combination of:

- Annuity Purchase,
- Single Partial Withdrawal, and
- Installment Payments



# TSP-99 Wizard Demo

Home > My Account

 Print this page | Text size:  

Account:

Uniformed Services



Go

## Withdrawals: Uniformed Services

### Account Information

Account Balance

Recent Transactions

Activity Summary

Statements

Correspondence from the TSP

Message Center

### Online Transactions

Contribution Allocations

Interfund Transfers

TSP Loans

**Withdrawals and Changes to Installment Payments**

### Active Participants



#### "59½" In-Service Withdrawal

Request a withdrawal of all or a portion of your vested account balance. You must be age 59½ or older to qualify.



#### Financial Hardship In-Service Withdrawal

Request a withdrawal for an immediate and specific financial need. Taking a hardship withdrawal does not stop or suspend your employee contributions or any Service contributions that are made to your account each pay period. You must wait six months after taking financial hardship withdrawal before being eligible to take another one.

### Separated Participants



#### Withdrawal Request for Separated and Beneficiary Participants

Request a withdrawal of part or all of your account balance as installment payments, a single payment, an annuity, or a combination of these options.



#### Changes to Installment Payments

Make changes to your installment payments or the way they are handled. You can change the frequency, dollar amount, source, payment method, transfer information, or tax withholding. You must currently be receiving installment payments to make these changes.



**Thrift Savings Plan**

# TSP-99 Wizard Demo

## TSP-99, Withdrawal Request for Separated and Beneficiary Participants: Uniformed Services

Use this online tool to request a withdrawal from your TSP account. Depending on your circumstances and the type of withdrawal you request, you may be able to complete this transaction entirely online.

If you would like to transfer all or a portion of your payment(s) to an IRA or eligible employer plan, or your signature or your spouse's signature is required, you won't be able to complete the process entirely online. You'll be given a summary of your request, which you — and your spouse if necessary — will need to sign, have notarized, and then you will send to us.

If you choose to purchase one of the joint life annuities with a spouse or other joint annuitant, you will need to submit a birth certificate or other documentation that shows the joint annuitant's date of birth. See the instructions that will be included with your request for additional information.

Read the TSP tax notice [Important Tax Information About Payments From Your TSP Account](#) for more information before you complete your request.

Cancel

Continue ►





# TSP-99 Wizard Demo



Please enter your daytime phone number:

**Unless you choose direct deposit to your checking or savings account, your payment(s) will be mailed to the address shown below.**

1234 BRUNELL AVE  
SANFORD, ME 04073

**Is this your correct address?**

☒ Yes ☐ No

Cancel

[Previous](#)

Continue ►



# TSP-99 Wizard Demo



What type of withdrawal would you like?

- ☐ Withdraw PART of my account
- ☒ Withdraw ALL of my account

Choose one:

- ☐ I want to withdraw my TOTAL ACCOUNT BALANCE in a single payment. (This withdrawal is irrevocable.)
- ☐ I want to purchase an ANNUITY with my total TSP account balance. (This purchase is irrevocable.)
- ☐ I want to purchase an ANNUITY with part of my TSP account and WITHDRAW the rest of my account as a single payment. (This transaction is irrevocable.)

Cancel

← Previous

Continue →

# TSP-99 Wizard Demo



What type of withdrawal would you like?

☒ Withdraw PART of my account

Choose all that apply:

- ☒ I want to receive income regularly from my TSP account through **INSTALLMENT PAYMENTS**. *(MOST FLEXIBLE OPTION)*
- ☒ I want to receive a **SINGLE WITHDRAWAL** of part of my TSP account. *(This withdrawal is irrevocable.)*
- ☒ I want to purchase an **ANNUITY** with part of my TSP account. *(This purchase is irrevocable.)*

☐ Withdraw ALL of my account

Cancel

◀ Previous

Continue ▶



# TSP-99 Wizard Demo



## Withdraw Part of My Account

Your current account balance is **\$20,176.32** (Roth).

Since you only have a Roth balance, all of your payments will be made from that balance. Therefore, the total amount of your withdrawal request should not be greater than this amount. This also means your installment payments will be disbursed from your Roth balance first. If that balance runs out and you have by then transferred money into your traditional balance, payments will start coming from that balance. **Payments will not stop until you stop them or have insufficient funds in your entire account.**

## ANNUITY PURCHASE

Use the [TSP Payment and Annuity Calculator](#) if you would like to learn more about the various annuity options and to see how they compare to each other and TSP monthly installment payments.

How much would you like to use to purchase the annuity? \$  .00 (Must be at least \$3,500.)

[↓ Proceed to SINGLE PARIAL WITHDRAWAL ↓](#)

Cancel

◀ Previous

Continue ▶



Thrift Savings Plan



# TSP-99 Wizard Demo



## Withdraw Part of My Account

Your current account balance is **\$20,176.32** (Roth).

Since you only have a Roth balance, all of your payments will be made from that balance. Therefore, the total amount of your withdrawal request should not be greater than this amount. This also means your installment payments will be disbursed from your Roth balance first. If that balance runs out and you have by then transferred money into your traditional balance, payments will start coming from that balance. **Payments will not stop until you stop them or have insufficient funds in your entire account.**

## ANNUITY PURCHASE

Use the [TSP Payment and Annuity Calculator](#) if you would like to learn more about the various annuity options and to see how they compare to each other and TSP monthly installment payments.

How much would you like to use to purchase the annuity? \$  .00 (Must be at least \$3,500.)

## SINGLE PARTIAL WITHDRAWAL

How much would you like paid to you as a single partial withdrawal? \$  .00 (Must be at least \$1,000.)

[↓ Proceed to INSTALLMENT PAYMENTS ↓](#)

# TSP-99 Wizard Demo



## Withdraw Part of My Account

Your current account balance is **\$20,176.32** (Roth).

Since you only have a Roth balance, all of your payments will be made from that balance. Therefore, the total amount of your withdrawal request should not be greater than this amount. This also means your installment payments will be disbursed from your Roth balance first. If that balance runs out and you have by then transferred money into your traditional balance, payments will start coming from that balance. **Payments will not stop until you stop them or have insufficient funds in your entire account.**

## ANNUITY PURCHASE

Use the [TSP Payment and Annuity Calculator](#) if you would like to learn more about the various annuity options and to see how they compare to each other and TSP monthly installment payments.

How much would you like to use to purchase the annuity? \$ .00 (Must be at least \$3,500.)

## SINGLE PARTIAL WITHDRAWAL

How much would you like paid to you as a single partial withdrawal? \$ .00 (Must be at least \$1,000.)

## INSTALLMENT PAYMENTS

Use the [TSP Installment Payment Calculator](#) to learn more about the various installment payment options.

How much do you want to receive in each installment payment?

☒ \$ .00 (\$25 minimum) OR ☐ Calculate payments based on [life expectancy](#).

With what frequency would you like to receive your future installment payments?

☒ Monthly ☐ Quarterly (every three months) ☐ Annual (once a year)

|



# TSP-99 Wizard Demo



Are you married? ☒ Yes ☐ No

By law, your spouse is entitled to a joint life annuity with a 50% survivor benefit, level payments, and no cash refund, unless your spouse waives the right to that annuity. Therefore, your spouse must consent to any withdrawal that could reduce the amount of money available for the annuity by signing the request form. This signature must be notarized.

What is your spouse's name?

Last Name:

First Name:

Middle Initial:

Will you be able to obtain your spouse's notarized signature on your request form? ☒ Yes ☐ No

Cancel

◀ Previous

Continue ▶



Thrift Savings Plan

# TSP-99 Wizard Demo

1

2

3

4

5

6

7

ABOUT YOUWITHDRAWAL REQUESTSPOUSE INFORMATIONADDITIONAL ANNUITY INFORMATIONREVIEW WITHDRAWAL REQUESTCERTIFICATIONCONFIRMATION

### Additional Annuity Information

Answer the following questions to indicate the type of annuity you want to purchase. Each of the annuity types have additional features that you will be able to select. **Note:** If you have indicated that you are not married, you will not be able to select a Joint Life with Spouse annuity. Use the [TSP Payment and Annuity Calculator](#) if you would like to learn more about the various annuity options and to see how they compare to each other and TSP monthly installment payments.

What is your gender?

☒ Male ☐ Female

What type of annuity would you like? (Choose one.)

☐ Single Life ☒ Joint Life with Spouse ☐ Joint Life with Annuitant Other Than Spouse

Please provide the following information about your SPOUSE:

Last Name:

First Name:

Middle Initial:

Social Security number:

If you need to change your spouse's name or Social Security number, click [Previous](#) to go back to the Spouse Information screen.

Date of Birth:     
Month Day YYYY

Gender: ☐ Male ☒ Female

Would you like level payments or increasing payments? [?](#)

☐ Level ☒ Increasing

Would you like a 100% survivor annuity or a 50% survivor annuity? [?](#)

☒ 100% Survivor ☐ 50% Survivor

Would you like a cash refund feature? [?](#)

☐ Yes ☒ No

Cancel

← Previous

Continue →



# TSP-99 Wizard Demo



## Transfer Information - Single Partial Withdrawal

Would you like to transfer all or a portion of your single partial withdrawal to an IRA or eligible employer plan?

☐ Yes ☒ No

Cancel

◀ Previous

Continue ▶



# TSP-99 Wizard Demo



### Tax Withholding - Single Partial Withdrawal

By law, we must withhold 20% of the taxable portion of your single partial withdrawal that is not transferred to a traditional IRA, eligible employer plan, or Roth IRA. Also, the Roth portion of your withdrawal that is being paid directly to you contains Roth earnings that are not qualified.\* The IRS requires the TSP to withhold 20% of this amount as well.

You may choose to keep this withholding amount or withhold an additional amount. You should consult with a tax professional before you decide to change the default withholding.

**Which withholding option would you like?**

- ☒ Withhold only the mandatory 20%. I do not want an additional dollar amount withheld from my payment.
- ☐ Withhold the mandatory 20% plus an additional dollar amount of \$ .00 from each payment.

\* Roth earnings become qualified (i.e., paid tax-free) when the following **two** conditions have been met:

1. 5 years have passed since January 1 of the calendar year in which you made your first Roth contribution and
2. You have reached age 59½ or have a permanent disability. **Note:** The TSP cannot certify to the IRS that you meet the Internal Revenue Code's definition of disability when your taxes are reported. Therefore, you must provide the justification to the IRS when you file your taxes.

Cancel

[Previous](#)

**Continue** ➤

# TSP-99 Wizard Demo



## Transfer Information - Installment Payments

Would you like to transfer all or a portion of your installment payments to an IRA or eligible employer plan?

☐ Yes ☒ No

Cancel

◀ Previous

Continue ▶



# TSP-99 Wizard Demo



## Tax Withholding - Installment Payments

By law, we must withhold 20% of the taxable portion of your single partial withdrawal that is not transferred to a traditional IRA, eligible employer plan, or Roth IRA. Also, the Roth portion of your withdrawal that is being paid directly to you contains Roth earnings that are not qualified.\* The IRS requires the TSP to withhold 20% of this amount as well.

You may choose to keep this withholding amount or withhold an additional amount. You should consult with a tax professional before you decide to change the default withholding.

Which withholding option would you like?

- ☒ Withhold only the mandatory 20%. I do not want an additional dollar amount withheld from my payment.
- ☐ Withhold the mandatory 20% plus an additional dollar amount of \$ .00 from each payment.

\* Roth earnings become qualified (i.e., paid tax-free) when the following **two** conditions have been met:

1. 5 years have passed since January 1 of the calendar year in which you made your first Roth contribution **and**
2. You have reached age 59½ or have a permanent disability. **Note:** The TSP cannot certify to the IRS that you meet the Internal Revenue Code's definition of disability when your taxes are reported. Therefore, you must provide the justification to the IRS when you file your taxes.

.....

Cancel

◀ Previous

Continue ▶





# TSP-99 Wizard Demo



## Payment Method

Payments that are made directly to you can be paid via a check mailed to your address of record or by direct deposit to a checking or savings account at a financial institution.

How would you like to receive the payment(s) being made directly to you?

- ☒ I would like to receive my payment(s) as a check sent to my address of record.

Mail my payment(s) to the address shown below:

1234 BRUNELL AVE  
SANFORD, ME 04073

- ☐ I would like to receive my payments(s) through direct deposit.

Cancel

◀ Previous

Continue ▶

# TSP-99 Wizard Demo



A summary of your request is shown below. If all of this information is correct, click **Continue** to complete your request. If you want to change any of this information, click **Previous** to go back and make changes.

<b>Spousal Information</b>	
Spousal Consent Required:	Yes
Exception Required:	No
Exception on File:	No**
Spouse's Name:	JANE DOE
<b>Withdraw Part Of Account</b>	
<b>ANNUITY PURCHASE of \$5,000.00. *</b>	
Source:	Roth
Type:	Joint Life With Spouse, Increasing Payments, 100% Survivor Benefit, No Cash Refund
<b>SINGLE PARTIAL WITHDRAWAL of \$2,000.00. *</b>	
Source:	Roth
Transfer?	No
Federal Tax Withholding:	Default withholding of 20%
<b>INSTALLMENT PAYMENTS \$300.00.</b>	
Frequency:	MONTHLY
Source:	Roth
Transfer?	No
Federal Tax Withholding:	Default withholding of 20%
<b>Payment Method</b>	
Check to:	1234 BRUNELL AVE SANFORD, ME 04073

\* Your account balance is recalculated at the end of each business day based on that day's closing share prices and any transactions processed for your account that night. Therefore, your eligibility to make this withdrawal may change and will be determined when your request is processed.

\*\* To apply for an exception to the spousal requirement, you must submit Form TSP-16 along with your withdrawal request form.

Cancel | Previous | Continue

# TSP-99 Wizard Demo



## Your request cannot be completed online because:

- You must submit additional documentation to purchase a joint life annuity. See the instructions included with your withdrawal request for more information about acceptable documentation.
- Your spouse must consent to this request by signing the form.

**To complete your request, you must open and print the PDF form, complete all missing information, and mail or fax the completed documents to:**

Thrift Savings Plan  
P.O. Box 385021  
Birmingham, AL 35238

Or fax to: 1-866-817-5023

**Note:** Do not mail and fax your request. The TSP will automatically cancel the second request it receives.

Do not alter any of the preprinted information, or your form will be rejected. If you need to make a change or correction to this request, click **Cancel** below and start a new request.

Your next installment payment date will depend on when your form is processed and the changes you have made.


Cancel

Close

Print Form ►



# TSP-99 Wizard Output

 **THRIFT SAVINGS PLAN**  
WITHDRAWAL REQUEST FOR  
SEPARATED AND BENEFICIARY PARTICIPANTS

**TSP-99 (WEB)**

Please complete the needed information and signature(s), then send or fax this form to the TSP. **DO NOT** alter any of the preprinted information, including everything on this first page, or your form will be rejected. If you need to make changes to any of this information, you must first cancel this request by calling the ThriftLine or using the online tool at tsp.gov, and then submit a new request.

**INFORMATION ABOUT YOU**

This request applies to my: Uniformed Services Account

Name: LARRY JONES TSP Account Number: 1400130231  
(Last, First, Middle)

Address: 1234 BRUNELL AVE  
SANFORD, ME 04073

Date of Birth: 12/12/1980

Daytime Phone: 555-555-5555

**SPOUSE INFORMATION**

Married: Y Spousal Consent Required: Y

**WITHDRAWAL ELECTION**

**SINGLE PARTIAL WITHDRAWAL**  
Amount: \$2,000.00  
Source: Roth

**ANNUITY PURCHASE**  
Amount: \$5,000.00  
Source: Roth

**INSTALLMENT PAYMENTS**  
Amount: \$300.00  
Frequency: MONTHLY  
Source: Roth first

**PAYMENT METHOD**

Send my payment(s) by check mailed to my address of record.

**FEDERAL TAX WITHHOLDING**

**SINGLE PARTIAL WITHDRAWAL**  
Default withholding of 20%

**INSTALLMENT PAYMENTS**  
Default withholding of 20%

Do Not Write Below This Line 201

 FORM TSP-99 IV

20190514556

Do not write in this section. FORM TSP-99 (WEB), Page 2 of 2

 **Thrift Savings Plan**

**TRANSFER INFORMATION**

None

**SPONSE INFORMATION**

Name: LARRY JONES TSP Account Number: 1400130231773  
(Last, First, Middle)

**MARRIED FERS AND UNIFORMED SERVICES PARTICIPANTS**—Your spouse is entitled to a joint life annuity with a 50% survivor benefit, level payments, and no cash refund. (Total account withdrawals when balance is \$3,500 or less are excluded from this requirement.) Since you have chosen a different withdrawal option, you must provide your spouse's name and notarized signature below.

Spouse's Last Name: DOE Spouse's First Name: JANE Spouse's Middle Name: [ ]

**Spouse's waiver:** By signing below, I hereby consent to this withdrawal from my spouse's Thrift Savings Plan account. I understand that the amount withdrawn, whether it be a portion of the account balance or the entire account balance, will not be available later for the purchase of a joint life annuity, and I hereby waive my right to a joint life annuity with a 50% survivor benefit, level payments, and no cash refund with respect to the amount being withdrawn. I understand that both my consent to this withdrawal and waiver of my right to a joint life annuity with respect to the withdrawal amount are irrevocable.

Spouse's Signature: [ ] Date Signed (mm/dd/yyyy): [ ]/[ ]/[ ]

**Spouse's signature must be notarized.**

**Notary:** Please complete the following. No other acknowledgement is acceptable.

The person who signed above is known to or was identified by me and, before me, signed or acknowledged to have signed this form. In witness thereof, I have signed below on this \_\_\_\_ day of \_\_\_\_ Month, \_\_\_\_ Year.

My commission expires: [ ] Date (mm/dd/yyyy)

Notary's Signature: [ ] Notary's Printed Name: [ ] Notary's Phone Number: [ ]

[seal] Jurisdiction: [ ]

**Participant:** If you cannot obtain your spouse's signature, provide your spouse's name above and Social Security number on the right, and submit Form TSP-16, *Exception to Spousal Requirements* (TSP-U-16 for uniformed services), with the required documentation.

Spouse's Social Security Number: [ ]-[ ]-[ ]-[ ]-[ ]-[ ]

**CERTIFICATION AND NOTARIZATION**—This section is required and your signature must be dated and notarized. I certify that the information I have provided on all pages of this form is true and complete to the best of my knowledge. I certify that I have read the information contained within this request, as well as the TSP booklet *Withdrawal From Your TSP Account for Separated and Beneficiary Participants* and the TSP tax notice *Important Tax Information About Payments From Your TSP Account*. I understand that my withdrawal is irrevocable, though installment payments may be stopped or changed. Also, I certify that I am separated from federal service and that I do not expect to be rehired by the federal government within 31 days of my separation. If I have an outstanding TSP loan, I understand that its balance will be taxable income for me. **Warning:** Any intentional false statement in this application or willful misrepresentation concerning it is a violation of law that is punishable by a fine or imprisonment for as long as 5 years, or both (18 U.S.C. § 1001).

Participant's Signature: [ ] Date Signed (mm/dd/yyyy): [ ]/[ ]/[ ]

**Your signature must be notarized.**

**Notary:** Please complete the following. No other acknowledgement is acceptable.

The person who signed above is known to or was identified by me and, before me, signed or acknowledged to have signed this form. In witness thereof, I have signed below on this \_\_\_\_ day of \_\_\_\_ Month, \_\_\_\_ Year.


My commission expires: [ ] Date (mm/dd/yyyy)

Notary's Signature: [ ] Notary's Printed Name: [ ] Notary's Phone Number: [ ]

[seal] Jurisdiction: [ ]

20190514556127703

Do not write in this section. FORM TSP-99 (WEB), Page 3 (9/2019)

 **Thrift Savings Plan**

# TSP-99 Wizard Output

<b>Name:</b> <div style="border: 1px solid black; padding: 2px;">LARRY JONES</div> <small>(Last, First, Middle)</small>	<b>TSP Account Number:</b> <div style="border: 1px solid black; padding: 2px;">1400130231773</div>
--	---

This page is required.

---

**ANNUITY ELECTION**—Your annuity election is shown below.

Your Gender: ☐ Male ☒ Female

**Single Life—Level Payments:**

☐ 1a No additional features

☐ 1b Cash refund

☐ 1c 10-year certain

**Joint Life With Spouse—Level Payments:**

☐ 3a 100% to survivor, no additional features

☐ 3b 50% to survivor, no additional features

☐ 3c 100% to survivor, cash refund

☐ 3d 50% to survivor, cash refund

**Joint Life With Joint Annuitant Other Than Spouse—Level Payments:**

☐ 5a 100% to survivor, no additional features

☐ 5b 50% to survivor, no additional features

**Single Life—Increasing Payments:**

☐ 2a No additional features

☐ 2b Cash refund

☐ 2c 10-year certain

**Joint Life With Spouse—Increasing Payments:**

☒ 4a 100% to survivor, no additional features

☐ 4b 50% to survivor, no additional features

☐ 4c 100% to survivor, cash refund

☐ 4d 50% to survivor, cash refund

☐ 5c 100% to survivor, cash refund

☐ 5d 50% to survivor, cash refund

---

**INFORMATION ABOUT SPOUSE OR OTHER JOINT ANNUITANT**—This information is required if you chose a joint annuity. See the instructions for additional documentation you need to submit for your joint annuitant.

<div style="border: 1px solid black; padding: 2px;">DOE JANE</div> <small>Name (Last, First, Middle)</small>	<div style="border: 1px solid black; padding: 2px;">02/15/1972</div> <small>Date of Birth (Month/Day/Year)</small>
<div style="border: 1px solid black; padding: 2px;">111-11-1111</div> <small>SSN (Area Number, Birth Number, Check Digit)</small>	Gender: <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female

**SPOUSE**  
Relationship to Participant

---

**BENEFICIARY DESIGNATION FOR YOUR TSP ANNUITY**—This information is required if you chose an annuity with cash refund or 10-year certain feature. See instructions for additional information.

<div style="border: 1px solid black; padding: 2px;">Beneficiary's Name (Last, First, Middle)</div> <div style="border: 1px solid black; padding: 2px;">Social Security Number (SSN)</div> <div style="border: 1px solid black; padding: 2px;">Relationship to Participant</div>	Share: <input type="text"/> %
<div style="border: 1px solid black; padding: 2px;">Beneficiary's Name (Last, First, Middle)</div> <div style="border: 1px solid black; padding: 2px;">Social Security Number (SSN)</div> <div style="border: 1px solid black; padding: 2px;">Relationship to Participant</div>	Share: <input type="text"/> %
<div style="border: 1px solid black; padding: 2px;">Beneficiary's Name (Last, First, Middle)</div> <div style="border: 1px solid black; padding: 2px;">Social Security Number (SSN)</div> <div style="border: 1px solid black; padding: 2px;">Relationship to Participant</div>	Share: <input type="text"/> %

☐ Check here if you are submitting additional pages. How many additional pages are you attaching to this form?

2019051455612771

Do not write in this section. FORM TSP-99 (WEB), Page 6 (9/2019)

**INFORMATION ABOUT SPOUSE OR OTHER JOINT ANNUITANT.** If you chose a joint life annuity, you must provide the requested information about your joint annuitant. You must also provide a copy of your joint annuitant's birth certificate. If your joint annuitant's birth certificate is unavailable, one of the following four items may be used if the date of birth is shown: certificate of naturalization, baptismal certificate, family bible record, or marriage certificate. If a birth certificate or the above items are not available, submit two of the following types of evidence: school or college record, church record, birth certificate of children (if parent's age is shown), family record of genealogies, driver's license, military identification, military discharge papers, passport, life insurance papers, hospital records, census records, or voting records. **Do not send original documents;** they will not be returned to you. If the name on a document is not the same as the current name of the joint annuitant, you may be asked to submit a statement from the joint annuitant indicating that he or she is the person named in the document.

If you chose an annuity that provides for a joint annuitant other than your spouse, the joint annuitant must be either a former spouse or someone with an **insurable interest** in you. This means that the person is financially dependent on you and could reasonably expect to derive financial benefit from your continued life.

Blood relatives or adopted relatives (but not relatives by marriage) who are closer than first cousins are presumed to have an insurable interest in you. **If you name such a joint annuitant (i.e., a former spouse or someone with an insurable interest) who is more than 10 years younger than you, you must choose a joint life annuity with the 50% survivor benefit. The only exception is for a former spouse to whom all or a portion of your TSP account is payable pursuant to a retirement benefits court order.**

If the person named as your joint annuitant is not presumed to have an insurable interest in you, you must submit an affidavit (i.e., a certification signed before a notary public) from someone with personal knowledge that the named person has an insurable interest in you. The certifier must know the relationship between you and the joint annuitant and must state why he or she believes that the named joint annuitant might reasonably expect to benefit financially from your continued life.

**BENEFICIARY DESIGNATION FOR YOUR TSP ANNUITY.** If you chose an annuity option with a cash refund or 10-year certain feature, you must designate a beneficiary or beneficiaries to receive benefits from the annuity after your death, under the conditions outlined in that feature. The beneficiary designation on this form applies **only** to the portion of your account used for the annuity purchase. After your annuity is purchased, changes in your beneficiary designation must be made directly with the annuity provider.

The share of any beneficiary who dies before you die will be distributed among the surviving beneficiaries in proportion to the shares you indicate, or entirely to the surviving beneficiary. You may name any individual, corporation, trust, legal entity, or your estate as your beneficiary.

ing your withdrawal request, make a copy for your records.

Mail the original to:

Thrift Savings Plan  
P.O. Box 385021  
Birmingham, AL 35238

Or

Fax to: 1-866-817-5023

mail and fax your request. We will automatically cancel the second receive. If you need to make a change or correction on your form, call us first request. If we have processed your form prior to receiving your call, able to reverse your transaction.

estions, call the toll-free ThriftLine at 1-877-968-3778 or the TDD at 85. Outside the U.S. and Canada, please call 404-233-4400 (not toll free).

Do not write in this section.

FORM TSP-99 (WEB) (9/2019)

**PRIVACY ACT NOTICE.** We are authorized to request the information you provide on this form under 5 U.S.C. chapter 54, Federal Employee Retirement System. We will use this information to identify your TSP account and to process your transaction. In addition, this information may be shared with other federal agencies for statistical, auditing, or archiving purposes. We may share the information with law enforcement agencies investigating a violation of civil or criminal law, or

agencies implementing a statute, rule, or order. It may be shared with congressional offices, private sector audit firms, spouses, former spouses, and beneficiaries, and their attorneys. We may disclose relevant portions of the information to appropriate parties engaged in litigation and for other routine uses as specified in the Federal Register. You are not required by law to provide this information, but if you do not provide it, we will not be able to process your request.

FORM TSP-99 (WEB) (9/2019)

# Conclusion

- TSP - 99 Replaces TSP - 70
- TSP - 95 Replaces TSP - 78 & TSP - 73
- Encourage Participants to Use the Wizards
- Processing Accuracy & Efficiency
- Ease of Use
- Simplifying Complex Forms



# Questions?

