



THRIFT SAVINGS PLAN FACT SHEET

Your TSP Account Address

The address in your TSP account record is used to mail your . . .

- Participant statements.
- Loan checks.
- Personal Identification Number (PIN).
- Withdrawal checks.
- Important tax documents.
- Confirmations of interfund transfers and contribution allocations.

If your address of record is not correct, you may not receive important information about your TSP account, or your loan or withdrawal checks may be lost. Whether you are actively employed or have separated from Federal civilian service or the uniformed services, the TSP will use your address of record to send you important information. **So be sure to keep your address up-to-date.** Here's how:

If you are actively employed, only your agency or service can change the personal information needed to maintain your account, so your agency or service is your primary TSP contact. You must **notify your agency personnel office or your service TSP representative** when you change your address so that your agency or service can submit the correct address for your TSP account record. (Each agency or service has its own procedures for making address changes, so you need to contact your agency or service directly to find out how to notify it of the change.)

The TSP Service Office cannot accept a change of address directly from you as long as your agency or service reports that you are actively employed. This is because each contribution that your agency or service submits to the TSP updates your address. If your agency or service has information that is not correct, it will continue (with each contribution) to provide the TSP with the incorrect information until it receives correct data from you.

If you will be moving soon after you separate (e.g., within one or two weeks), you should request that your agency or service submit your new address to the TSP with your last payroll submission and separation information. This will ensure that you receive important withdrawal and tax information.

If you are actively employed in both Federal civilian service *and* the uniformed services and have TSP accounts through both, you must report your change of address separately for each account according to the procedures required by your agency and your service.

If you have separated from Government service, you must **notify the TSP Service Office in writing or electronically** when your address changes. (If you have both a civilian and a uniformed services TSP account,

you must do so for each account separately.) To report a change of address on the TSP Web site (www.tsp.gov), use your Social Security number and PIN to enter the Account Access section. Then select the link "Your TSP Address (for Separated Participants)" from the menu.

To change your address by mail, you can do one of the following:

- Submit Form TSP-9 (or, if a member of the uniformed services, Form TSP-U-9), Change of Address for Separated Participant; **or**
- Send a signed and dated letter with your new address. The letter must include your name, Social Security number, and date of birth and should state that you are reporting a change of address for a civilian or a uniformed services TSP account or both. Address your letter to:

TSP Service Office
National Finance Center
P.O. Box 61500
New Orleans, LA 70161-1500

Also, if you submit any of the following forms, the TSP will automatically update its records with the address you provide in addition to processing your request:

- Any TSP post-separation withdrawal forms;
- Form TSP-3 (or TSP-U-3), Designation of Beneficiary;
- Form TSP-60 (or TSP-U-60), Request for a Transfer Into the TSP;
- Form TSP-65, Request to Combine Uniformed Services and Civilian TSP Accounts; or
- Form TSP-72 (or TSP-U-72), Request for TSP Materials.