

# Personnel Employee Bulletin

December 12, 2008

## SPECIAL EDITION

### Thrift Savings Plan (TSP) End of Year Reminders

Following is some important information for you to consider in managing your TSP account for 2009.

#### **Elective Deferral Limit for 2009**

You will be allowed to invest up to \$16,500 in your TSP during the 2009 tax year.

The percentage limitations on agency contributions to the TSP accounts of FERS participants will remain the same. That is, agency automatic (1%) contributions are equal to one percent of the participant's adjusted basic pay for the pay period, and agency matching contributions may be up to four percent of the participant's adjusted basic pay for the pay period.

#### **TSP Catch-Up Contributions**

If you are age 50 or older, or will attain the age of 50 within the 2009 tax year, you are also eligible to make an additional \$5,500 "catch-up" contribution for 2009. To be eligible for the "catch-up" contribution election you **must** be contributing the maximum amount that will result in your reaching the IRS elective deferral limit by the end of the 2009 year.

**Reminder, each calendar year you must make a new TSP Catch-Up contribution election.**

#### **First Effective date for 2009 TSP Elections**

**December 21, 2008** is the first effective date for the 2009 tax year. Therefore, if you wish to equally space your 2009 contributions throughout the entire tax year you must submit your election prior to December 21, 2008. **NOTE:** If you are utilizing the Employee Benefits Information System (EBIS) and you wish to make your 2009 election effective on December 21, 2008, you must complete your electronic transaction(s) during the prior pay period (December 7, 2008 through December 20, 2008). If you make your election submitting a TSP-1 or TSP 1-C form then your election must be received and/or post marked by December 20, 2008. Please annotate on the TSP-1 or TSP 1-C "**2009 Election**".

## **HOW TO ENROLL IN TSP OR MAKE A CHANGE**

You may make your TSP election by the Employee Benefits Information Systems (EBIS), at <http://www.hr.dla.mil/resources/benefits/ebis/default.html>. If you are a new user to EBIS, it may be helpful to have a copy of your latest SF-50, Notification of Personnel Action or your latest Leave and Earnings Statement (LES). The following information can be found on these documents and is needed to validate your ability to use EBIS: Service Computation Date for Leave, Pay Plan, Grade and Step. If you are an existing EBIS user, but have not utilized EBIS within the last 90 days, you will need to change your current password by clicking on the “forgot login” button. You will need to input the information stated above. Your established password must consist of 9 characters to include: 2 upper case letters; 2 lower case letters; 2 numbers; 2 special characters and 1 any other character.

You may also make your election by submitting a TSP-1 or TSP 1-C, to the DLA Human Resources Center (see <http://www.hr.dla.mil/cntctus.htm> for addresses). The TSP 1 or TSP 1-C is available on the TSP Website at [www.tsp.gov](http://www.tsp.gov).

## **INVESTMENT ELECTIONS/ALLOCATION**

You may allocate any whole percentage of **future payroll contributions** to any of the investment funds by making a contribution allocation and can redistribute **existing account balances** among the investment funds by making an interfund transfer. You can make a fund change:

By accessing the TSP Website at [www.tsp.gov](http://www.tsp.gov) or the TSP Thrift line at 1 877-968-3778; or

By completing a Form TSP-50, Investment Allocation and mailing it to the TSP Service Center at the address shown on the form.

If you are a new TSP participant, all contributions to your account will be invested in the Government Securities Investment (G) fund until you direct the TSP Service Center to allocate your contributions differently. Once you receive a letter from the TSP Service Center confirming that your new account has been established you will be able to allocate your contributions among the investment funds.

### **HOW TO DETERMINE TSP BI-WEEKLY AMOUNT TO CONTRIBUTE FOR CALENDAR YEAR 2009**

The chart below illustrates how to determine the amount to elect each pay period to contribute the \$16,500 maximum. Once the limit has been reached, the withholdings will stop. If you later discover your contribution amount will result in contributing less than the maximum allowable amount by the end of the calendar year, you can always increase your contribution amount in order to reach the ceiling for the 26 pay periods.

| <b>TSP Elections Received or input in EBIS</b> | <b>Then The Effective Date Of TSP Election Is</b> | <b>You Will See The Deduction For The TSP Election In The Paycheck You Receive</b> | <b>You Should Elect To Contribute This Amount Per Pay Period To Contribute A Total Of \$16,500 Per Year</b> |
|--|---|--|---|
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|  |                       |                    |         |
|--|-----------------------|--------------------|---------|
| December 7, 2008 -<br>December 20, 2008    | December 21, 2008     | January 9, 2009    | \$635   |
| December 21, 2008 -<br>January 3, 2009     | January 4, 2009       | January 23, 2009   | \$660   |
| January 4, 2009 - January<br>17, 2009      | January 18, 2009      | February 6, 2009   | \$688   |
| January 18, 2009 - January<br>31, 2009     | February 1, 2009      | February 20, 2009  | \$718   |
| February 1, 2009 - February<br>14, 2009    | February 15, 2009     | March 6, 2009      | \$750   |
| February 15, 2009 February<br>28, 2009     | March 1, 2009         | March 20, 2009     | \$786   |
| March 1, 2009 - March 14,<br>2009          | March 15, 2009        | April 3, 2009      | \$825   |
| March 15, 2009 - March 28,<br>2009         | March 29, 2009        | April 17, 2009     | \$869   |
| March 29, 2009 - April 11,<br>2009         | April 12, 2009        | May 1, 2009        | \$917   |
| April 12, 2009 - April 25,<br>2009         | April 26, 2009        | May 15, 2009       | \$971   |
| April 26, 2009 - May 9, 2009               | May 10, 2009          | May 29, 2009       | \$1032  |
| May 10, 2009 - May 23,<br>2009             | May 24, 2009          | June 12, 2009      | \$1100  |
| May 24, 2009 - June 6, 2009                | June 07, 2009         | June 26, 2009      | \$1179  |
| June 07, 2009 - Jun 20,<br>2009            | June 21, 2009         | July 10, 2009      | \$1270  |
| June 21, 2009 - July 4, 2009               | July 5, 2009          | July 24, 2009      | \$1375  |
| July 5, 2009 - July 18, 2009               | July 19, 2009         | August 07, 2009    | \$1500  |
| July 19, 2009 - August 1,<br>2009          | August 2, 2009        | August 21, 2009    | \$1650  |
| August 2, 2009 - August 15,<br>2009        | August 16, 2009       | September 4, 2009  | \$1834  |
| August 16, 2009 - August<br>29, 2009       | August 30, 2009       | September 18, 2009 | \$2063  |
| August 30, 2009 -<br>September 12, 2009    | September 13,<br>2009 | October 2, 2009    | \$2358  |
| September 13, 2009 -<br>September 26, 2009 | September 27,<br>2009 | October 16, 2009   | \$2750  |
| September 27, 2009 -<br>October 10, 2009   | October 11, 2009      | October 30, 2009   | \$3300  |
| October 11, 2009 - October<br>24, 2009     | October 25, 2009      | November 13, 2009  | \$4125  |
| October 25, 2009 -<br>November 07, 2009    | November 08, 2009     | November 27, 2009  | \$5500  |
| November 08, 2009 -<br>November 21, 2009   | November 22, 2009     | December 11, 2009  | \$8250  |
| November 22, 2009 -<br>December 5, 2009    | December 6, 2009      | December 24, 2009  | \$16500 |

## HOW TO DETERMINE THE TSP CATCH UP BI-WEEKLY AMOUNT TO CONTRIBUTE FOR CALENDAR YEAR 2009

The chart below illustrates how to determine the amount to elect each pay period to contribute the \$5,500 maximum for TSP Catch – up.

| <b>TSP Catch-up Elections Received or input in EBIS</b> | <b>Then The Effective Date Of TSP Catch-up Election Is</b> | <b>You Will See The Deduction For The TSP Catch-up Election In The Paycheck You Receive</b> | <b>You Should Elect To Contribute This Amount Per Pay Period To Contribute A Total Of \$5,500 Per Year</b> |
|---|--|---|--|
| December 7, 2008 - December 20, 2008                    | December 21, 2008  | January 9, 2009   | \$212  |
| December 21, 2008 - January 3, 2009                     | January 4, 2009  | January 23, 2009  | \$220  |
| January 4, 2009 - January 17, 2009                      | January 18, 2009   | February 6, 2009  | \$230  |
| January 18, 2009 - January 31, 2009                     | February 1, 2009   | February 20, 2009   | \$240  |
| February 1, 2009 - February 14, 2009                    | February 15, 2009  | March 6, 2009   | \$250  |
| February 15, 2009 - February 28, 2009                   | March 1, 2009  | March 20, 2009  | \$262  |
| March 1, 2009 - March 14, 2009                          | March 15, 2009   | April 3, 2009   | \$275  |
| March 15, 2009 - March 28, 2009                         | March 29, 2009   | April 17, 2009  | \$290  |
| March 29, 2009 - April 11, 2009                         | April 12, 2009   | May 1, 2009   | \$306  |
| April 12, 2009 - April 25, 2009                         | April 26, 2009   | May 15, 2009  | \$324  |
| April 26, 2009 - May 09, 2009                           | May 10, 2009   | May 29, 2009  | \$344  |
| May 10, 2009 - May 23, 2009                             | May 24, 2009   | June 12, 2009   | \$367  |
| May 24, 2009 - June 6, 2009                             | June 07, 2009  | June 26, 2009   | \$393  |
| June 07, 2009 - Jun 20, 2009                            | June 21, 2009  | July 10, 2009   | \$424  |
| June 21, 2009 - July 4, 2009                            | July 5, 2009   | July 24, 2009   | \$459  |
| July 5, 2009 - July 18, 2009                            | July 19, 2009  | August 07, 2009   | \$500  |
| July 19, 2009 - August 1, 2009                          | August 2, 2009   | August 21, 2009   | \$550  |
| August 2, 2009 - August 15, 2009                        | August 16, 2009  | September 4, 2009   | \$612  |
| August 16, 2009 - August 29, 2009                       | August 30, 2009  | September 18, 2009  | \$688  |
| August 30, 2009 - September 12, 2009                    | September 13, 2009   | October 2, 2009   | \$786  |
| September 13, 2009 - September 26, 2009                 | September 27, 2009   | October 16, 2009  | \$917  |

|  |                   |                   |        |
|--|-------------------|-------------------|--------|
| September 27, 2009 -<br>October 10, 2009 | October 11, 2009  | October 30, 2009  | \$1100 |
| October 11, 2009 - October<br>24, 2009   | October 25, 2009  | November 13, 2009 | \$1375 |
| October 25, 2009 -<br>November 07, 2009  | November 08, 2009 | November 27, 2009 | \$1834 |
| November 08, 2009 -<br>November 21, 2009 | November 22, 2009 | December 11, 2009 | \$2750 |
| November 22, 2009 -<br>December 5, 2009  | December 6, 2009  | December 24, 2009 | \$5500 |
| December 6, 2009 -<br>December 19, 2009  | December 20, 2009 | January 08, 2010  | \$     |

For additional information, please contact your servicing DLA Human Resources Center,  
<http://www.hr.dla.mil/cntctus.htm>