

Thrift Savings Plan Overview

Introduction This guide provides the procedures for starting, changing, and stopping a Thrift Savings Plan (TSP) using Self Service in Direct Access (DA).

**Contributions/
Pay Period** TSP contributions are delivered to TSP on the first *business* day of each month. It can take up to five *business* days for the contribution to post to your TSP account.

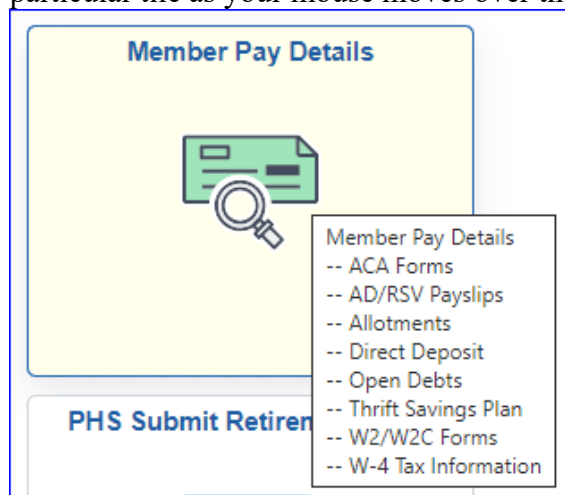
The term “first full pay period” refers to the first of the following month. Even though members typically receive pay twice each month, military pay periods are considered monthly and implementation rules state contributions will start the pay period following. Unless a TSP election is made on the first of the month, deductions will begin on the first of the following month.

Helpful Links

- The [Thrift savings Plan website](#) provides a myriad of information regarding TSP.
- Additional information may be found on PPC’s webpage at <https://www.dcms.uscg.mil/ppc/mas/tsp/>.

**Catch-up
Contributions** The process for catch-up contributions is simple for TSP participants. If you are turning 50 or older, you will not need to make separate catch-up elections to your TSP account to contribute toward the catch-up limit. See <https://www.tsp.gov/making-contributions/catch-up-contributions/> for more information.

**Change to
Direct Access
Homepage** You will notice a change in how Direct Access displays upon login. There is a new “hover” feature that shows what is covered under a particular tile as your mouse moves over the tile as shown below.



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Thrift Savings Plan Overview., Continued

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Adding a Thrift Savings Plan Mailing Address

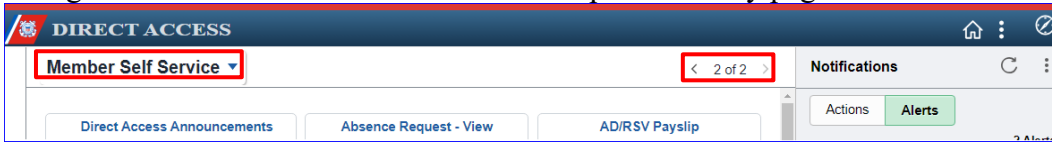
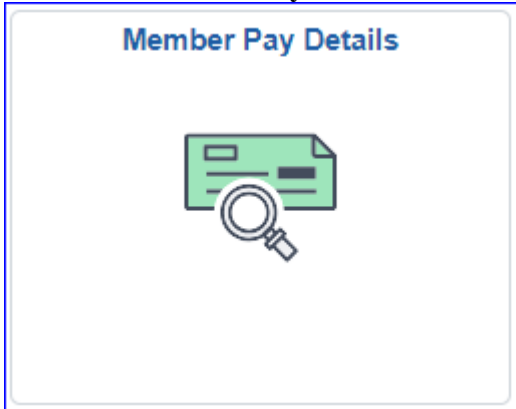
Introduction This section provides the procedures to add a Thrift Savings Plan (TSP) mailing address in DA.

Information All TSP participants must add a TSP mailing address in DA prior to enrolling in TSP; or if already participating, before you can change any contributions. The TSP mailing address may be the same as the your home and/or mailing address.

IMPORTANT RULES:

- Ensure there are no blank spaces at the front of the address.
- Do not use special characters (e.g. á, ñ, ú, Ñ, etc.)
- The address line (i.e. number and street) cannot exceed 25 characters.

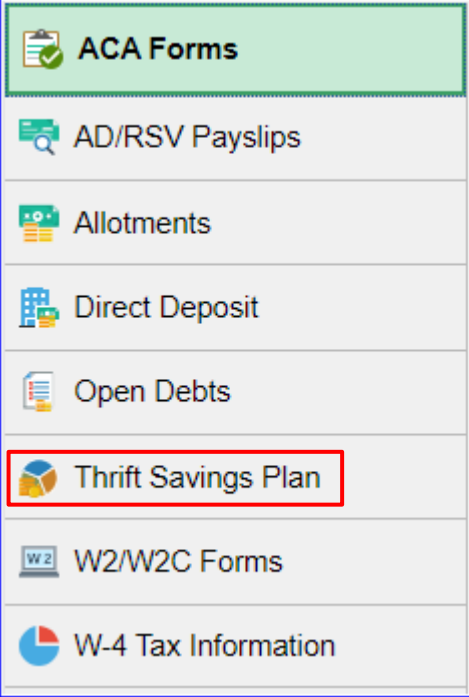
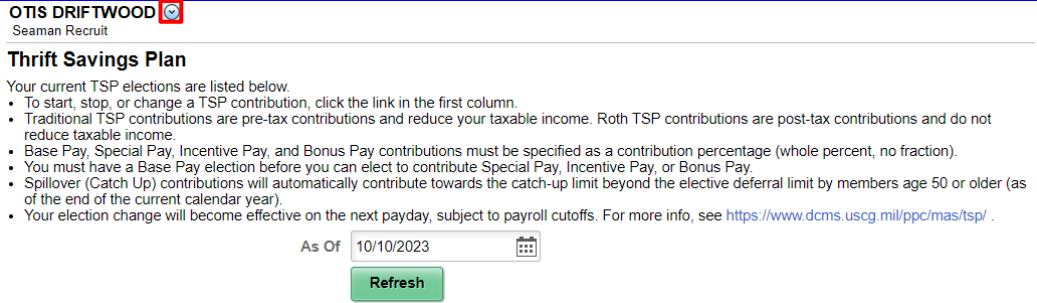
Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 
2	<p>Click the Member Pay Details tile.</p> 

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Adding a Thrift Savings Plan Mailing Address, Continued

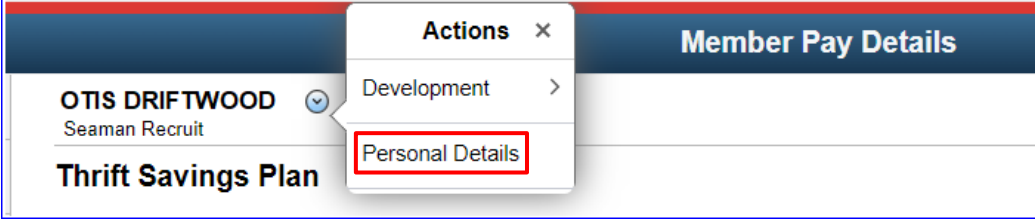
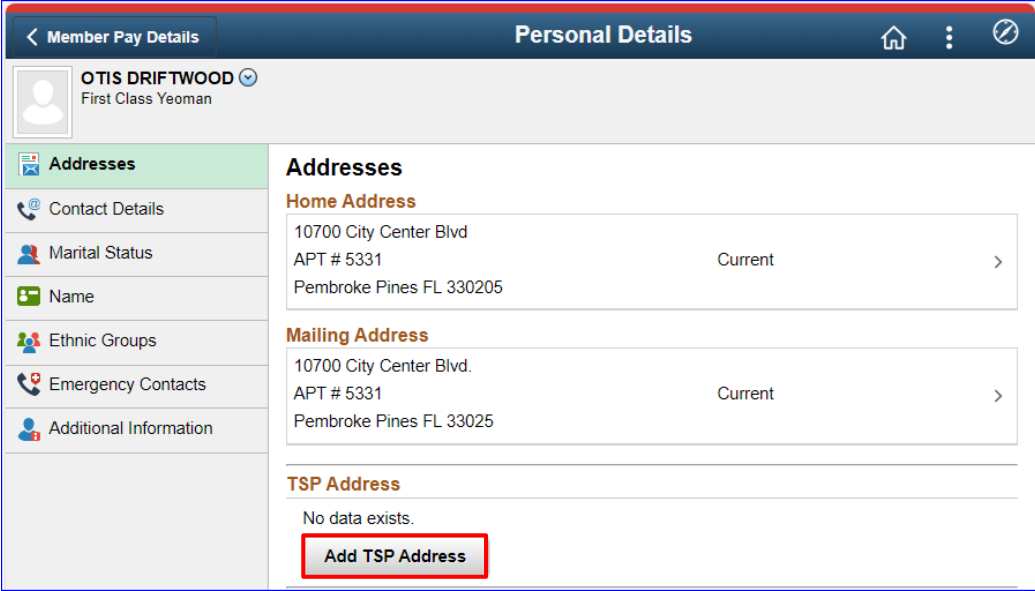
Procedures,
continued

Step	Action
3	<p>Select the Thrift Savings Plan option.</p>  <p>The screenshot shows a vertical list of menu items: ACA Forms, AD/RSV Payslips, Allotments, Direct Deposit, Open Debts, Thrift Savings Plan (highlighted with a red box), W2/W2C Forms, and W-4 Tax Information.</p>
4	<p>The Thrift Savings Plan screen will display. Select the drop-down arrow beside your name.</p>  <p>The screenshot shows the Thrift Savings Plan screen for OTIS DRIFTWOOD, Seaman Recruit. It includes a title 'Thrift Savings Plan', a list of current TSP elections, and a 'Refresh' button. The 'As Of' date is set to 10/10/2023.</p>

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Adding a Thrift Savings Plan Mailing Address, Continued

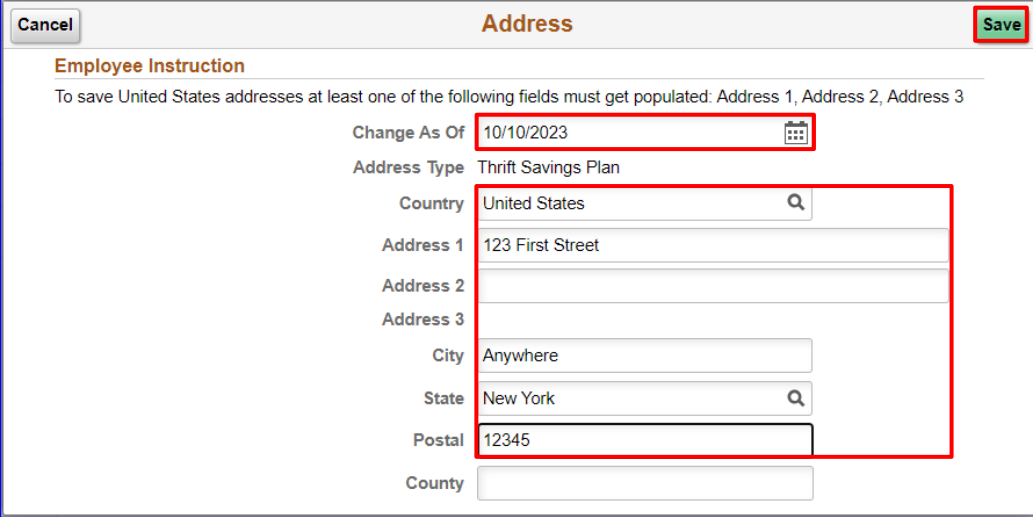

Procedures,
continued

Step	Action
5	<p>Select the Personal Details option.</p>  <p>The screenshot shows the 'Member Pay Details' page for member OTIS DRIFTWOOD, Seaman Recruit. An 'Actions' dropdown menu is open, listing 'Development' and 'Personal Details'. The 'Personal Details' option is highlighted with a red rectangular box.</p>
6	<p>The member's current home and mailing addresses will be displayed. To add a TSP mailing address, click Add TSP Address.</p>  <p>The screenshot shows the 'Personal Details' page for member OTIS DRIFTWOOD, First Class Yeoman. The 'Addresses' section is expanded, showing 'Home Address' and 'Mailing Address' fields. Below these, the 'TSP Address' section is visible, with the text 'No data exists.' and a button labeled 'Add TSP Address' highlighted with a red rectangular box.</p>

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Adding a Thrift Savings Plan Mailing Address, Continued


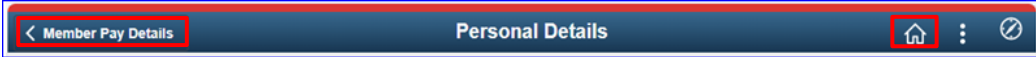
Procedures,
continued

Step	Action
7	<p>The Address page will display. The Change As Of date will default to the current date; this may be left as is or changed to a future date. Enter the address as appropriate and click Save.</p> <p>NOTE: Make sure there are no spaces before the Address 1 line and do NOT use any special characters. If the address to be entered is not within the United States, click Change Country and select the correct country from the list provided.</p> 
8	<p>A Save Confirmation message may display. If it does click OK. If there is no Save Confirmation message continue to Step 9.</p> 

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Adding a Thrift Savings Plan Mailing Address, Continued

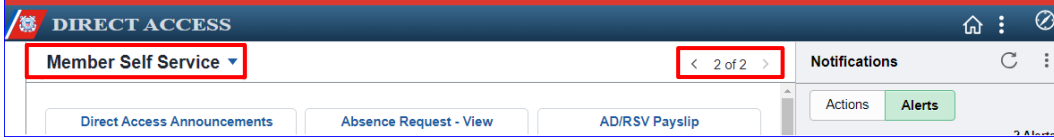
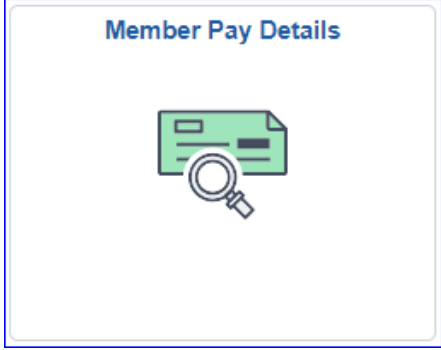
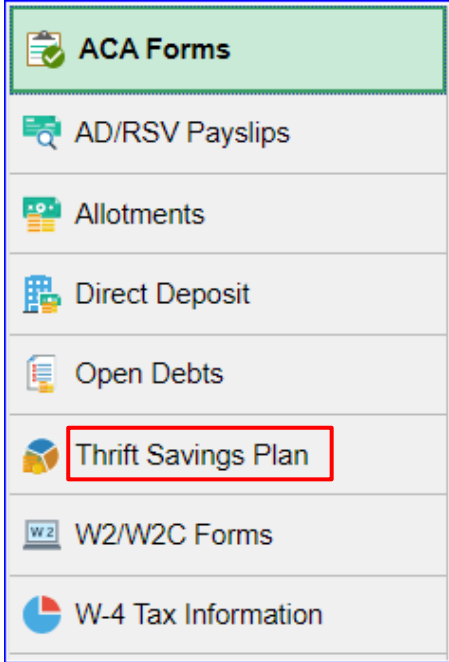
Procedures,
continued

Step	Action
9	<p>The Addresses page will display with the new TSP mailing address.</p>  <p>The screenshot shows the 'Personal Details' page for 'OTIS DRIFTWOOD, Seaman Recruit'. The 'Addresses' section is expanded, showing three address types: 'Home Address', 'Mailing Address', and 'TSP Address'. Each address is listed as '123 FIRST ST ANYWHERE NY 12345' with a 'Current' status and a right-pointing arrow. The 'TSP Address' row is highlighted with a red border.</p>
10	<p>Return to the main homepage by clicking the Member Pay Details back arrow or the house icon.</p>  <p>The screenshot shows the top navigation bar with a dark blue background. On the left, there is a back arrow and the text 'Member Pay Details'. On the right, there is a home icon (house), a vertical ellipsis, and a refresh icon. The home icon is highlighted with a red box.</p>

Starting a Thrift Savings Plan

Introduction This section provides the procedures to start a Thrift Savings Plan (TSP) in Direct Access (DA).

Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 
2	<p>Click the Member Pay Details tile.</p> 
3	<p>Select the Thrift Savings Plan option.</p> 

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Starting a Thrift Savings Plan, Continued

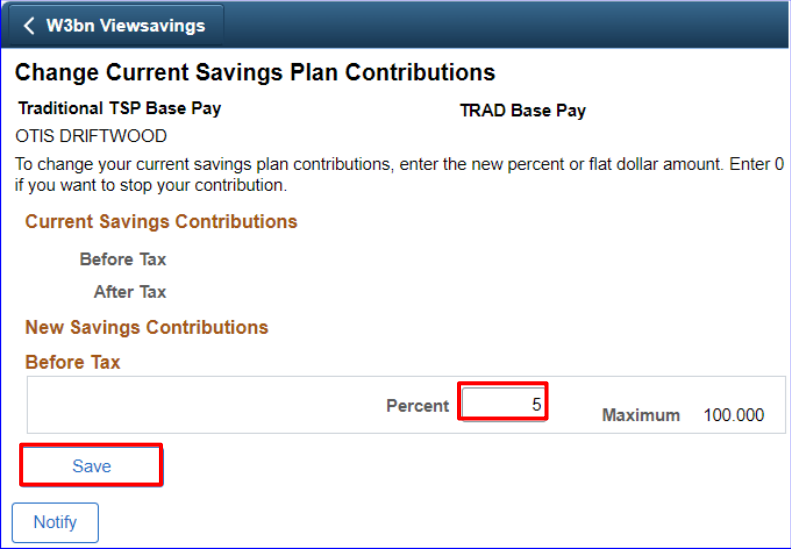
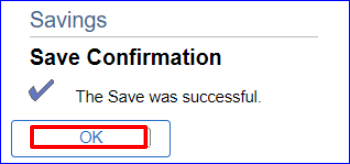
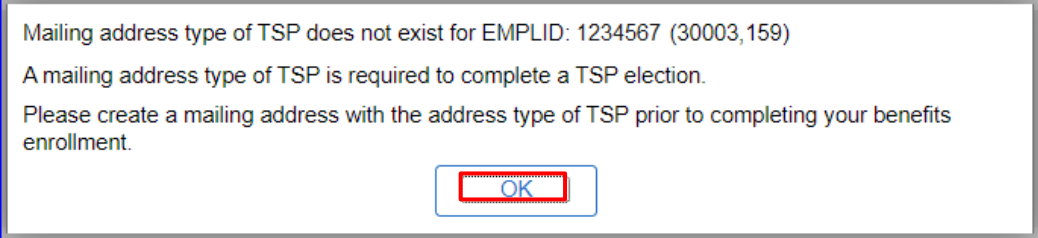
Procedures,
continued

Step	Action																																													
4	<p>The Savings Summary page will display. Click the Type of Benefit to be started. This example is starting a Traditional TSP Base Pay.</p> <p>NOTE: You MUST have a Base Pay election (Traditional or Roth) before starting any additional contributions.</p> <div data-bbox="328 629 1369 1323" style="border: 1px solid #ccc; padding: 5px;"> <p>OTIS DRIFTWOOD </p> <p>Seaman Recruit</p> <p>Thrift Savings Plan</p> <p>Your current TSP elections are listed below.</p> <ul style="list-style-type: none"> To start, stop, or change a TSP contribution, click the link in the first column. Traditional TSP contributions are pre-tax contributions and reduce your taxable income. Roth TSP contributions are post-tax contributions and do not reduce taxable income. Base Pay, Special Pay, Incentive Pay, and Bonus Pay contributions must be specified as a contribution percentage (whole percent, no fraction). You must have a Base Pay election before you can elect to contribute Special Pay, Incentive Pay, or Bonus Pay. Spillover (Catch Up) contributions will automatically contribute towards the catch-up limit beyond the elective deferral limit by members age 50 or older (as of the end of the current calendar year). Your election change will become effective on the next payday, subject to payroll cutoffs. For more info, see https://www.dcms.uscg.mil/ppc/mas/tsp/. <p style="text-align: center;">As Of <input type="text" value="10/10/2023"/> </p> <p style="text-align: center;"><input type="button" value="Refresh"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Type of Benefit</th> <th>Plan Description</th> <th>Coverage or Participation</th> <th>Effective Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>Roth TSP Base Pay</td> <td>Roth Base Pay</td> <td>Employer Funded</td> <td>08/14/2023</td> <td style="text-align: right;">></td> </tr> <tr> <td>Roth TSP Special Pay</td> <td>Roth Special Pay</td> <td>Employer Funded</td> <td>08/14/2023</td> <td style="text-align: right;">></td> </tr> <tr> <td>Roth TSP Incentive Pay</td> <td>Roth Incentive Pay</td> <td>Employer Funded</td> <td>08/14/2023</td> <td style="text-align: right;">></td> </tr> <tr> <td>Roth TSP Bonus Pay</td> <td>Roth Bonus Pay</td> <td>Employer Funded</td> <td>08/14/2023</td> <td style="text-align: right;">></td> </tr> <tr style="border: 2px solid red;"> <td>Traditional TSP Base Pay</td> <td>TRAD Base Pay</td> <td>Employer Funded</td> <td>08/14/2023</td> <td style="text-align: right;">></td> </tr> <tr> <td>Traditional TSP Special Pay</td> <td>TRAD Special Pay</td> <td>Employer Funded</td> <td>08/14/2023</td> <td style="text-align: right;">></td> </tr> <tr> <td>Traditional TSP Incentive Pay</td> <td>TRAD Incentive Pay</td> <td>Employer Funded</td> <td>08/14/2023</td> <td style="text-align: right;">></td> </tr> <tr> <td>Traditional TSP Bonus</td> <td>TRAD Bonus</td> <td>Employer Funded</td> <td>08/14/2023</td> <td style="text-align: right;">></td> </tr> </tbody> </table> </div>	Type of Benefit	Plan Description	Coverage or Participation	Effective Date		Roth TSP Base Pay	Roth Base Pay	Employer Funded	08/14/2023	>	Roth TSP Special Pay	Roth Special Pay	Employer Funded	08/14/2023	>	Roth TSP Incentive Pay	Roth Incentive Pay	Employer Funded	08/14/2023	>	Roth TSP Bonus Pay	Roth Bonus Pay	Employer Funded	08/14/2023	>	Traditional TSP Base Pay	TRAD Base Pay	Employer Funded	08/14/2023	>	Traditional TSP Special Pay	TRAD Special Pay	Employer Funded	08/14/2023	>	Traditional TSP Incentive Pay	TRAD Incentive Pay	Employer Funded	08/14/2023	>	Traditional TSP Bonus	TRAD Bonus	Employer Funded	08/14/2023	>
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5	<p>The current election will display. Click Edit.</p> <div data-bbox="328 1375 1136 1910" style="border: 1px solid #ccc; padding: 5px;"> <p>Traditional TSP Base Pay</p> <p>OTIS DRIFTWOOD</p> <p>To view your benefits as of another date, enter the date and select Go.</p> <p><input type="text" value="10/10/2023"/> <input type="button" value="Go"/></p> <p>Future Changes</p> <p>Traditional TSP Base Pay</p> <p>Plan Name: TRAD Base Pay</p> <p>Plan Provider: Traditional TSP</p> <p>Group Number:</p> <p>Customer Service: Extension:</p> <p>Current Contributions</p> <p>Before Tax: 0%</p> <p>After Tax: 0%</p> <p style="text-align: center;"><input style="border: 2px solid red;" type="button" value="Edit"/></p> </div>																																													

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Starting a Thrift Savings Plan, Continued

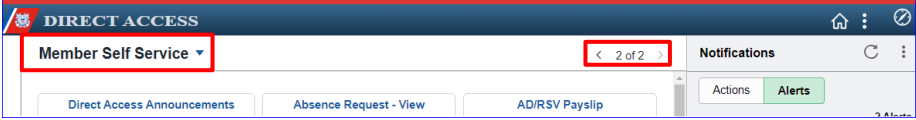
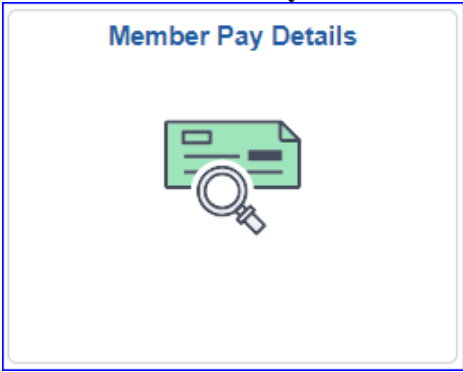
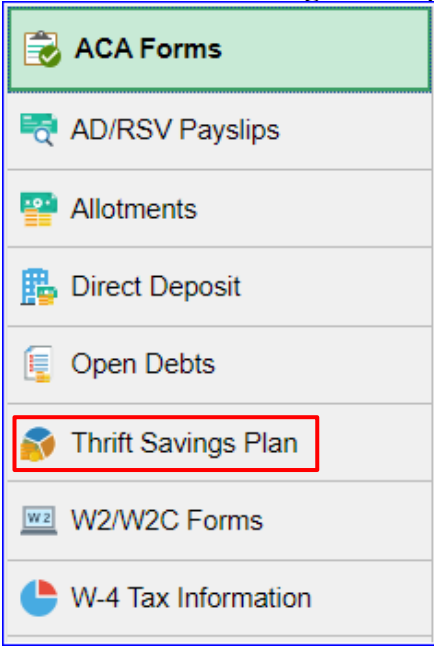
Procedures,
continued

Step	Action
6	<p>The Change Current Savings Plan Contributions screen will display. Enter the percentage of your Base Pay (or Bonus, Incentive, or Special pay depending on the TSP option selected) you wish to contribute monthly. Click Save. The changes will take effect after the Payroll Finalization date.</p> <p>NOTE: The percentage must be entered as a whole number, i.e., 5% =5. Continuation Pay is considered a bonus in regard to TSP elections.</p> 
7	<p>A Save Confirmation message will display. Click OK.</p> 
8	<p>If the member does not have a TSP mailing address populated, an error message will display upon clicking Save. To correct, click OK and exit out of the contribution page without saving changes. Return to the Self Service page and enter a TSP mailing address. Once done, the member may start a TSP election.</p> 

Changing a Thrift Savings Plan

Introduction This section provides the procedures for you to change your Thrift Savings Plan (TSP) in DA.




Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 
2	<p>Click the Member Pay Details tile.</p> 
3	<p>Select the Thrift Savings Plan option.</p> 

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Changing a Thrift Savings Plan., Continued

Procedures,
continued

Step	Action																																													
<p>4</p>	<p>The Savings Summary page will display. Select the Type of Benefit to be changed. This example, is changing your Roth TSP Base Pay contribution.</p> <p>REMEMBER: You MUST have a Base Pay election (Traditional or Roth) before starting any additional contributions.</p> <div data-bbox="327 564 1370 1258" style="border: 1px solid black; padding: 5px;"> <p>Rufus Firefly  Second Class Boatswain's Mate</p> <p>Thrift Savings Plan</p> <p>Your current TSP elections are listed below.</p> <ul style="list-style-type: none"> To start, stop, or change a TSP contribution, click the link in the first column. Traditional TSP contributions are pre-tax contributions and reduce your taxable income. Roth TSP contributions are post-tax contributions and do not reduce taxable income. Base Pay, Special Pay, Incentive Pay, and Bonus Pay contributions must be specified as a contribution percentage (whole percent, no fraction). You must have a Base Pay election before you can elect to contribute Special Pay, Incentive Pay, or Bonus Pay. Spillover (Catch Up) contributions will automatically contribute towards the catch-up limit beyond the elective deferral limit by members age 50 or older (as of the end of the current calendar year). Your election change will become effective on the next payday, subject to payroll cutoffs. For more info, see https://www.dcms.uscg.mil/ppc/mas/tsp/. <p>As Of <input type="text" value="10/10/2023"/> </p> <p><input type="button" value="Refresh"/></p> <table border="1" data-bbox="331 887 1366 1249"> <thead> <tr> <th>Type of Benefit</th> <th>Plan Description</th> <th>Coverage or Participation</th> <th>Effective Date</th> <th></th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>Roth TSP Base Pay</td> <td>Roth Base Pay</td> <td>12% After Tax</td> <td>08/01/2021</td> <td>></td> </tr> <tr> <td>Roth TSP Special Pay</td> <td>Roth Special Pay</td> <td>Employer Funded</td> <td>07/15/2019</td> <td>></td> </tr> <tr> <td>Roth TSP Incentive Pay</td> <td>Roth Incentive Pay</td> <td>Employer Funded</td> <td>07/15/2019</td> <td>></td> </tr> <tr> <td>Roth TSP Bonus Pay</td> <td>Roth Bonus Pay</td> <td>Employer Funded</td> <td>07/15/2019</td> <td>></td> </tr> <tr> <td>Traditional TSP Base Pay</td> <td>TRAD Base Pay</td> <td>3% Before Tax</td> <td>10/01/2019</td> <td>></td> </tr> <tr> <td>Traditional TSP Special Pay</td> <td>TRAD Special Pay</td> <td>Employer Funded</td> <td>07/15/2019</td> <td>></td> </tr> <tr> <td>Traditional TSP Incentive Pay</td> <td>TRAD Incentive Pay</td> <td>Employer Funded</td> <td>07/15/2019</td> <td>></td> </tr> <tr> <td>Traditional TSP Bonus</td> <td>TRAD Bonus</td> <td>Employer Funded</td> <td>07/15/2019</td> <td>></td> </tr> </tbody> </table> </div>	Type of Benefit	Plan Description	Coverage or Participation	Effective Date		Roth TSP Base Pay	Roth Base Pay	12% After Tax	08/01/2021	>	Roth TSP Special Pay	Roth Special Pay	Employer Funded	07/15/2019	>	Roth TSP Incentive Pay	Roth Incentive Pay	Employer Funded	07/15/2019	>	Roth TSP Bonus Pay	Roth Bonus Pay	Employer Funded	07/15/2019	>	Traditional TSP Base Pay	TRAD Base Pay	3% Before Tax	10/01/2019	>	Traditional TSP Special Pay	TRAD Special Pay	Employer Funded	07/15/2019	>	Traditional TSP Incentive Pay	TRAD Incentive Pay	Employer Funded	07/15/2019	>	Traditional TSP Bonus	TRAD Bonus	Employer Funded	07/15/2019	>
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<p>5</p>	<p>The current election will display. Click Edit.</p> <div data-bbox="327 1312 1062 1809" style="border: 1px solid black; padding: 5px;"> <p>Roth TSP Base Pay</p> <p>Rufus Firefly</p> <p>To view your benefits as of another date, enter the date and select Go.</p> <p><input type="text" value="10/10/2023"/>  <input type="button" value="Go"/></p> <p>Roth TSP Base Pay</p> <p>Plan Name: Roth Base Pay</p> <p>Plan Provider: Roth Thrift Savings Plans</p> <p>Group Number:</p> <p>Customer Service: Extension:</p> <p>Current Contributions</p> <p>Before Tax: 0%</p> <p>After Tax: 12%</p> <p><input style="border: 2px solid red;" type="button" value="Edit"/></p> </div>																																													

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Changing a Thrift Savings Plan., Continued



Procedures,
continued

Step	Action													
6	<p>Enter the percentage of your Base Pay (or Bonus, Incentive, or Special pay depending on the TSP option selected) you wish to contribute monthly. Click Save.</p> <p>NOTE: The percentage must be entered as a whole number, i.e. 15% = 15. Continuation Pay is considered a bonus in regard to TSP elections.</p> <div data-bbox="328 618 1369 1245" style="border: 1px solid blue; padding: 5px;"> <p>Change Current Savings Plan Contributions</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Roth TSP Base Pay</td> <td style="width: 50%;">Roth Base Pay</td> </tr> <tr> <td>Rufus Firefly</td> <td></td> </tr> </table> <p>To change your current savings plan contributions, enter the new percent or flat dollar amount. Enter 0 if you want to stop your contribution.</p> <p>Current Savings Contributions</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Before Tax</td> <td style="width: 50%;"></td> </tr> <tr> <td>After Tax</td> <td>12.00</td> </tr> </table> <p>New Savings Contributions</p> <p>After Tax</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 40%;"><input type="text"/></td> <td style="width: 20%;">Percent</td> <td style="width: 20%; border: 1px solid red; text-align: center;">15.000</td> <td style="width: 20%;">Maximum</td> <td style="width: 10%; text-align: right;">100.000</td> </tr> </table> <p style="text-align: center; margin-top: 10px;"><input style="border: 1px solid red;" type="button" value="Save"/></p> <p style="text-align: center;"><input type="button" value="Notify"/></p> </div>	Roth TSP Base Pay	Roth Base Pay	Rufus Firefly		Before Tax		After Tax	12.00	<input type="text"/>	Percent	15.000	Maximum	100.000
Roth TSP Base Pay	Roth Base Pay													
Rufus Firefly														
Before Tax														
After Tax	12.00													
<input type="text"/>	Percent	15.000	Maximum	100.000										
7	<p>A Save Confirmation message will display. Click OK.</p> <div data-bbox="328 1301 759 1491" style="border: 1px solid blue; padding: 5px;"> <p>Savings</p> <hr/> <p>Save Confirmation</p> <p><input checked="" type="checkbox"/> The Save was successful.</p> <p style="text-align: center;"><input style="border: 1px solid red;" type="button" value="OK"/></p> </div>													
8	<p>If you do not have a TSP mailing address populated, an error message will display upon clicking Save. To correct, click OK and exit out of the contribution page without savings changes. Return to the Self Service and enter a TSP mailing address. Once done, you may change your TSP election.</p> <div data-bbox="328 1659 1369 1895" style="border: 1px solid blue; padding: 5px;"> <p>Mailing address type of TSP does not exist for EMPLID: 1234567 (30003,159)</p> <p>A mailing address type of TSP is required to complete a TSP election.</p> <p>Please create a mailing address with the address type of TSP prior to completing your benefits enrollment.</p> <p style="text-align: center; margin-top: 10px;"><input style="border: 1px solid red;" type="button" value="OK"/></p> </div>													

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Changing a Thrift Savings Plan., Continued

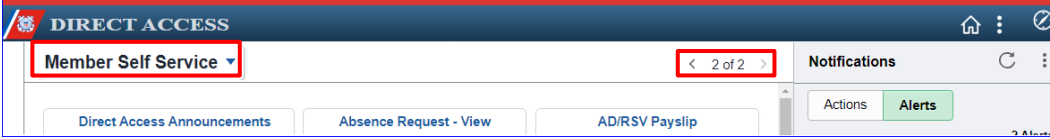
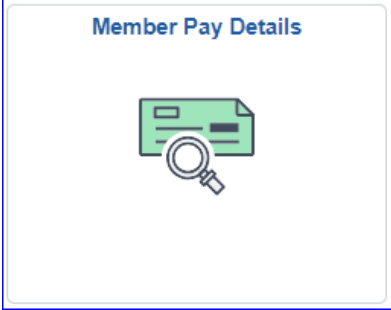
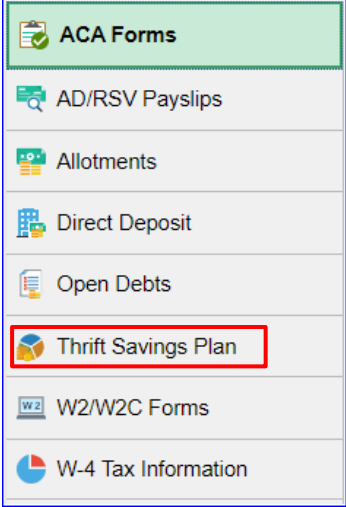
Procedures,
continued

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9	<p>You will be returned to the Savings Summary page. The Changes will not be reflected on the summary page until the changes have processed through the Payroll finalization date.</p> <p>NOTE: If you wish to view the changes you just made, click on the appropriate Type of Benefit.</p> <div data-bbox="328 636 1366 1328" style="border: 1px solid black; padding: 5px;"> <p>OTIS DRIFTWOOD  Seaman Recruit</p> <p>Thrift Savings Plan</p> <p>Your current TSP elections are listed below.</p> <ul style="list-style-type: none"> To start, stop, or change a TSP contribution, click the link in the first column. Traditional TSP contributions are pre-tax contributions and reduce your taxable income. Roth TSP contributions are post-tax contributions and do not reduce taxable income. Base Pay, Special Pay, Incentive Pay, and Bonus Pay contributions must be specified as a contribution percentage (whole percent, no fraction). You must have a Base Pay election before you can elect to contribute Special Pay, Incentive Pay, or Bonus Pay. Spillover (Catch Up) contributions will automatically contribute towards the catch-up limit beyond the elective deferral limit by members age 50 or older (as of the end of the current calendar year). Your election change will become effective on the next payday, subject to payroll cutoffs. For more info, see https://www.dcms.uscg.mil/ppc/mas/tsp/. <p style="text-align: center;">As Of <input type="text" value="10/10/2023"/> </p> <p style="text-align: center;"><input type="button" value="Refresh"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Type of Benefit</th> <th>Plan Description</th> <th>Coverage or Participation</th> <th>Effective Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>Roth TSP Base Pay</td> <td>Roth Base Pay</td> <td>Employer Funded</td> <td>08/14/2023</td> <td style="text-align: right;">></td> </tr> <tr> <td>Roth TSP Special Pay</td> <td>Roth Special Pay</td> <td>Employer Funded</td> <td>08/14/2023</td> <td style="text-align: right;">></td> </tr> <tr> <td>Roth TSP Incentive Pay</td> <td>Roth Incentive Pay</td> <td>Employer Funded</td> <td>08/14/2023</td> <td style="text-align: right;">></td> </tr> <tr> <td>Roth TSP Bonus Pay</td> <td>Roth Bonus Pay</td> <td>Employer Funded</td> <td>08/14/2023</td> <td style="text-align: right;">></td> </tr> <tr> <td>Traditional TSP Base Pay</td> <td>TRAD Base Pay</td> <td>Employer Funded</td> <td>08/14/2023</td> <td style="text-align: right;">></td> </tr> <tr> <td>Traditional TSP Special Pay</td> <td>TRAD Special Pay</td> <td>Employer Funded</td> <td>08/14/2023</td> <td style="text-align: right;">></td> </tr> <tr> <td>Traditional TSP Incentive Pay</td> <td>TRAD Incentive Pay</td> <td>Employer Funded</td> <td>08/14/2023</td> <td style="text-align: right;">></td> </tr> <tr> <td>Traditional TSP Bonus</td> <td>TRAD Bonus</td> <td>Employer Funded</td> <td>08/14/2023</td> <td style="text-align: right;">></td> </tr> </tbody> </table> </div>	Type of Benefit	Plan Description	Coverage or Participation	Effective Date		Roth TSP Base Pay	Roth Base Pay	Employer Funded	08/14/2023	>	Roth TSP Special Pay	Roth Special Pay	Employer Funded	08/14/2023	>	Roth TSP Incentive Pay	Roth Incentive Pay	Employer Funded	08/14/2023	>	Roth TSP Bonus Pay	Roth Bonus Pay	Employer Funded	08/14/2023	>	Traditional TSP Base Pay	TRAD Base Pay	Employer Funded	08/14/2023	>	Traditional TSP Special Pay	TRAD Special Pay	Employer Funded	08/14/2023	>	Traditional TSP Incentive Pay	TRAD Incentive Pay	Employer Funded	08/14/2023	>	Traditional TSP Bonus	TRAD Bonus	Employer Funded	08/14/2023	>
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Stopping a Thrift Savings Plan

Introduction This section provides the procedures for you to stop your Thrift Savings Plan (TSP) in DA.

Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 
2	<p>Click the Member Pay Details tile.</p> 
3	<p>Select the Thrift Savings Plan option.</p> 

Continued on next page

Stopping a Thrift Savings Plan., Continued

Procedures,
continued

Step	Action																																													
4	<p>The Savings Summary page will display. Select the Type of Benefit to be stopped. This example, is stopping your Traditional TSP Base Pay contribution.</p> <div data-bbox="327 488 1366 1182" style="border: 1px solid black; padding: 5px;"> <p>Rufus Firefly </p> <p>Second Class Boatswain's Mate</p> <hr/> <p>Thrift Savings Plan</p> <p>Your current TSP elections are listed below.</p> <ul style="list-style-type: none"> • To start, stop, or change a TSP contribution, click the link in the first column. • Traditional TSP contributions are pre-tax contributions and reduce your taxable income. Roth TSP contributions are post-tax contributions and do not reduce taxable income. • Base Pay, Special Pay, Incentive Pay, and Bonus Pay contributions must be specified as a contribution percentage (whole percent, no fraction). • You must have a Base Pay election before you can elect to contribute Special Pay, Incentive Pay, or Bonus Pay. • Spillover (Catch Up) contributions will automatically contribute towards the catch-up limit beyond the elective deferral limit by members age 50 or older (as of the end of the current calendar year). • Your election change will become effective on the next payday, subject to payroll cutoffs. For more info, see https://www.dcms.uscg.mil/ppc/mas/tsp/. <p style="text-align: center;">As Of <input type="text" value="10/10/2023"/> </p> <p style="text-align: center;"><input type="button" value="Refresh"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Type of Benefit</th> <th style="text-align: left;">Plan Description</th> <th style="text-align: left;">Coverage or Participation</th> <th style="text-align: left;">Effective Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>Roth TSP Base Pay</td> <td>Roth Base Pay</td> <td>12% After Tax</td> <td>08/01/2021</td> <td style="text-align: right;">></td> </tr> <tr> <td>Roth TSP Special Pay</td> <td>Roth Special Pay</td> <td>Employer Funded</td> <td>07/15/2019</td> <td style="text-align: right;">></td> </tr> <tr> <td>Roth TSP Incentive Pay</td> <td>Roth Incentive Pay</td> <td>Employer Funded</td> <td>07/15/2019</td> <td style="text-align: right;">></td> </tr> <tr> <td>Roth TSP Bonus Pay</td> <td>Roth Bonus Pay</td> <td>Employer Funded</td> <td>07/15/2019</td> <td style="text-align: right;">></td> </tr> <tr style="border: 2px solid red;"> <td>Traditional TSP Base Pay</td> <td>TRAD Base Pay</td> <td>3% Before Tax</td> <td>10/01/2019</td> <td style="text-align: right;">></td> </tr> <tr> <td>Traditional TSP Special Pay</td> <td>TRAD Special Pay</td> <td>Employer Funded</td> <td>07/15/2019</td> <td style="text-align: right;">></td> </tr> <tr> <td>Traditional TSP Incentive Pay</td> <td>TRAD Incentive Pay</td> <td>Employer Funded</td> <td>07/15/2019</td> <td style="text-align: right;">></td> </tr> <tr> <td>Traditional TSP Bonus</td> <td>TRAD Bonus</td> <td>Employer Funded</td> <td>07/15/2019</td> <td style="text-align: right;">></td> </tr> </tbody> </table> </div>	Type of Benefit	Plan Description	Coverage or Participation	Effective Date		Roth TSP Base Pay	Roth Base Pay	12% After Tax	08/01/2021	>	Roth TSP Special Pay	Roth Special Pay	Employer Funded	07/15/2019	>	Roth TSP Incentive Pay	Roth Incentive Pay	Employer Funded	07/15/2019	>	Roth TSP Bonus Pay	Roth Bonus Pay	Employer Funded	07/15/2019	>	Traditional TSP Base Pay	TRAD Base Pay	3% Before Tax	10/01/2019	>	Traditional TSP Special Pay	TRAD Special Pay	Employer Funded	07/15/2019	>	Traditional TSP Incentive Pay	TRAD Incentive Pay	Employer Funded	07/15/2019	>	Traditional TSP Bonus	TRAD Bonus	Employer Funded	07/15/2019	>
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5	<p>The current election will display. Click Edit.</p> <div data-bbox="327 1256 1278 1861" style="border: 1px solid black; padding: 5px;"> <p>Traditional TSP Base Pay</p> <p>Rufus Firefly</p> <p>To view your benefits as of another date, enter the date and select Go.</p> <p><input type="text" value="10/10/2023"/> <input type="button" value="Go"/></p> <p>Traditional TSP Base Pay</p> <p>Plan Name: TRAD Base Pay</p> <p>Plan Provider: Traditional TSP</p> <p>Group Number:</p> <p>Customer Service: Extension:</p> <hr/> <p>Current Contributions</p> <p>Before Tax: 3%</p> <p>After Tax: 0%</p> <p style="text-align: center;"><input style="border: 2px solid red;" type="button" value="Edit"/></p> </div>																																													

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Stopping a Thrift Savings Plan., Continued

Procedures,
continued

Step	Action										
6	<p>Enter 0 to stop the current contribution. Click Save.</p> <div data-bbox="328 454 1362 1061" style="border: 1px solid blue; padding: 5px;"> <p>Change Current Savings Plan Contributions</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Traditional TSP Base Pay</td> <td style="width: 50%;">TRAD Base Pay</td> </tr> <tr> <td>Rufus Firefly</td> <td></td> </tr> </table> <p>To change your current savings plan contributions, enter the new percent or flat dollar amount. Enter 0 if you want to stop your contribution.</p> <p>Current Savings Contributions</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Before Tax</td> <td style="width: 40%; text-align: right;">3.00</td> <td style="width: 30%;"></td> </tr> <tr> <td>After Tax</td> <td></td> <td></td> </tr> </table> <p>New Savings Contributions</p> <p>Before Tax</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input style="width: 80%; height: 20px;" type="text"/> Percent <input style="width: 10%; text-align: center; border: 2px solid red;" type="text" value="0"/> Maximum 100.000 </div> <div style="margin-bottom: 5px;"> <input style="border: 2px solid red;" type="button" value="Save"/> </div> <input type="button" value="Notify"/> </div>	Traditional TSP Base Pay	TRAD Base Pay	Rufus Firefly		Before Tax	3.00		After Tax		
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7	<p>A Save Confirmation message will display. Click OK.</p> <div data-bbox="328 1137 963 1435" style="border: 1px solid blue; padding: 5px;"> <p style="text-align: center;">Savings</p> <hr/> <p style="text-align: center;">Save Confirmation</p> <p style="text-align: center;"> ✓ The Save was successful. </p> <div style="text-align: center; margin-top: 10px;"> <input style="border: 2px solid red;" type="button" value="OK"/> </div> </div>										

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Stopping a Thrift Savings Plan., Continued

Procedures,
continued

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<p>9</p>	<p>If you click Edit, a message will display stating you have made a future dated contribution. If this is still correct, click OK. To exit out of the page without making any additional changes, click the Home button in the upper right corner of DA.</p> <div data-bbox="327 1514 1356 1765" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>WARNING! (30001,118)</p> <p>You have future dated contributions beginning on 11-01-2023 for 0 Percent.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>																																													