



Quick Reference Card | Thrift Savings Plan (TSP) Loans

Loan Alteration Procedures

In order to make a payment to a Thrift Savings Plan (TSP) loan account, NFC will make deductions from an employee's salary payments and send this amount to TSP on a bi-weekly basis. Employees are ultimately responsible for any missed TSP loan payments. If the employee misses any loan payments, the employee should go to the TSP Website (<http://www.tsp.gov>) and download a TSP Loan Coupon, and send payments to the TSP Service Office address on the form.

If the employee would like to start, stop, or change the contribution amount of a TSP loan, then the TSP system will send an electronic file of the actions to NFC's system daily. These three actions are clarified below:

- Stopped TSP Loan: Employee has paid off the TSP loan or TSP has taxed out the TSP loan due to non-payment.
- Changed TSP Loan: Employee logged on directly to the TSP website (<http://www.tsp.gov>) and requested a re-amortization of the TSP loan.
- Start the TSP Loan: Employee has just received the TSP loan.

Special action is required if an employee transfers or takes leave. The following diagram describes these procedures:

Transferred Employees

Action must be taken by an agency when the employee transfers between Agencies.

Is the employee on the NFC's database for the current agency?

Yes – Please submit the loan setup request via ServiceNow system for processing no later than Tuesday 9:00 AM CST (of payroll week). If you do not have access to Remedy, please contact NCC at (855) 632-4468 and request a loan setup be sent to NFC's TSP Liaison Group.

No – Wait until the employee is setup on the NFC's database with current agency before sending request to NFC via ServiceNow.

Employees on Leave (Civilian or Military)

Action must be taken when the employee departs or returns from leave.

Agency should go directly to the TSP Website (<http://www.tsp.gov>) and download a TSP-41 document and fax directly to the TSP Service Office Number on the form.* TSP-41 should be faxed when the employee departs **and** when he returns. Do not send this form to NFC.

Note:

- Interest is accrued during the period of non-pay.
- The employee is only allowed a maximum of 1 year of civilian leave.
- Employee on military leave is indefinite.

Special Note About Loans:

If the Agency does not see the loan on Screen 120 of IRIS on Friday of payroll week, they need to notify the employee. The employee will need to print the TSP Loan Coupon from www.tsp.gov and submit a payment directly to TSP.

***NOTE:** Whenever you fax or e-mail any paperwork with personal information, you must protect personally identifiable information (PII). Completely mark out all digits in the social security number to protect employees' identities.