

Roth Thrift Savings Plan (TSP) Contribution Worksheet

A single dollar amount must be elected for contributions to Roth TSP from basic pay, monthly incentive pay and monthly special pay. The Defense Joint Military Pay System does not calculate pay eligible for Roth TSP. Please use the worksheet to determine whether you have sufficient pay eligible for the Roth TSP elected dollar amount. Please note that this amount may require changes when entitlements change. A separate worksheet is provided for the separate election needed for contributions to Roth TSP from a bonus, one-time special pay, or one-time incentive pay.

One percent (1%) of basic pay must be elected from traditional or Roth TSP.

Pay Eligible for Roth TSP. Compute the total amount of your eligible pay using monthly amounts. Remember, this is the maximum amount of pay that you may contribute – you may contribute less than the amount computed below, but not more than that amount. If you do not use myPay to submit your Roth TSP election for basic pay, monthly incentive pay, and monthly special pay, you may fill out an election form for Roth TSP, TSP-U-1, “TSP Election Form”, and submit it to your finance office. The form is available at www.tsp.gov.

Start/Change Contribution from Basic Pay, Monthly Incentive Pay, and Monthly Special Pay. If you use Form TSP-U-1 and wish to start or change the monthly Roth contribution, you should total the amount to be contributed from basic pay, monthly incentive pay and monthly special pay, and write the amount in the TSP-U-1 Section II Roth Contribution ‘Basic Pay’ line. If you want to start/change your Roth contributions but keep your current traditional contributions the same, you can write “keep current traditional contributions” under Section II Traditional Contributions. If any change is made to traditional contributions, the entire section for traditional contributions should be filled in. If the form is not annotated with “keep current traditional contributions” and any of the traditional basic pay, incentive pay, special pay or bonus pay lines are blank, they will be considered to be zero percent.

Stop Contributions from Basic Pay, Monthly Incentive Pay, and Monthly Special Pay. TSP-U-1 Section III, ‘Stop My Roth Contributions,’ should only be used if you wish to stop all contributions from basic pay, monthly incentive pay, and monthly special pay. Check the box for ‘Stop My Roth Contributions from Basic Pay’ to stop all monthly contributions.

IRS Tax Levies _____
Fines _____

Part B Total Deductions: _____

Subtract total deductions computed in Part B from total eligible pay computed in Part A to determine the amount eligible to contribute to Roth TSP:

Part A Total eligible pay ()
Part B - Total deductions ()

Maximum amount eligible for contribution to Roth TSP: ()

**BONUS/ONE-TIME SPECIAL PAY/ONE-TIME INCENTIVE PAY CONTRIBUTION
WORKSHEET**

Part A Eligible Pay Earned

Bonus/One-time special pay/one-time incentive pay contribution. To make a contribution from these pays, you must notify your finance office that you will be receiving an initial bonus or bonus installment and submit the Roth TSP election form, TSP-U-1, for the amount of the bonus you wish to contribute to Roth TSP. You need to provide the form for each bonus, if receiving a one-time payment, or each bonus installment if more than one installment is scheduled, from which you want to make a Roth TSP contribution. Provide the amount of the Roth contribution and effective date of the bonus. The signed TSP-U-1 should be received by DFAS by the 15th of the month preceding the effective date of the bonus to ensure timely processing. Regulations require that you must currently have a regular monthly traditional or Roth election in order to make a Roth contribution from a bonus.

Part A Total Gross Amount of entitlement	_____
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Part B Mandatory Deductions

Add:	Federal Income Tax Withholding	_____
	State Income Tax Withholding	_____
	Traditional TSP Amount	_____

Part B Total Deductions:	_____
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Subtract total deductions from the Gross amount of the bonus or one-time special pay/one-time incentive pay received:

Part A	Gross amount of the bonus or one-time Special pay/one-time incentive pay	()
Part B	Total deductions	- ()

Amount eligible for contribution to Roth TSP	()
from Bonus/One-time special pay/one-time incentive pay contribution	