

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.

Traditional TSP Catch-up _____
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 Roth contribution. To make a contribution from these one-time payments, you must notify your finance office that you will be receiving a one-time payment and submit the TSP election form, TSP-U-1, for the amount of the one-time payment you wish to contribute to Roth TSP. You need to provide the form for each one-time payment, if receiving lump sum, or for each 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 one-time payment. The signed TSP-U-1 should be received by DFAS by the 15th of the month preceding the effective date of the one-time payment to ensure timely processing. Regulations require that one percent (1%) of basic pay for traditional, or a dollar amount equal to 1% of basic pay for Roth, must be elected in order to elect contribution from a one-time payment. If you have a basic pay traditional TSP election, you do not need to have a Roth basic pay election in order to contribute from a one-time payment to Roth.

Part A Total Gross Amount of entitlement _____

Part B Mandatory Deductions

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

Part B Total Deductions: _____

Subtract total deductions from the gross amount of the bonus or one-time special pay/one-time incentive pay due:

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