



# ARMY NATIONAL GUARD G1

## PERSONNEL GATEWAY

**Thrift Savings Plan (TSP) Process:** Identifying and assisting the beneficiary to receive the TSP payment

## **Thrift Savings Plan (TSP) Process: Identifying and assisting the beneficiary to receive the TSP payment**

### **Point of Contact**

**Division:** Soldier Family Support and Services Division (ARNG-HRF)

### **Description**

TSP is a retirement savings and investment plan sponsored by the Federal Government. It allows Soldiers to save a portion of their pay in special retirement accounts administered by the Federal Retirement Thrift Investment Board. The money Soldiers invest comes from pre-tax dollars which reduces their current taxable income. TSP offers the same type of savings and tax benefits that private corporations offer their employee (401K plan). Upon the death of a participating Soldier, the participant's next of kin, legal representative, or other responsible person should do one of the following: (1) If the participant was an active Federal employee or member of the uniformed services, report the death to the participant's employing agency or service and (2) if the participant was separated from Federal service or the uniformed services, report the participant's death to the TSP by calling 1-877-968-3778. Press 3 from the main menu and hold to speak to a TSP Service Representative.

The Casualty Assistance Officer will help the surviving Next of Kin (NOK) with the appropriate paperwork to determine potential beneficiaries.

### **Regulations and Supporting Resources**

[AR 600-8-1, Army Casualty Program](#)

[Army Casualty Notification and Assistance Guide](#)

[Thrift Savings Plan Website](#)

### **Documents and Forms**

[A Survivor's Guide to Benefits: Taking Care of Our Own](#)

CMAOC Training, Casualty Assistance Officer (CAO)

[IRS Form W4-P, Withholding Certificate for Pension or Annuity Payments](#)

TSP-13-S-D, Spouse's Election of Payment Method for Death Benefit

TSP-81, Death Benefit Election for a Beneficiary Other Than a Spouse

[TSP-U-1, Election Form](#)

[TSP-U-3, Designation of Beneficiary](#)

[TSP-U-17, Information Relating to Deceased Participant](#)

### **Related Processes**

[Casualty Assistance Process](#)

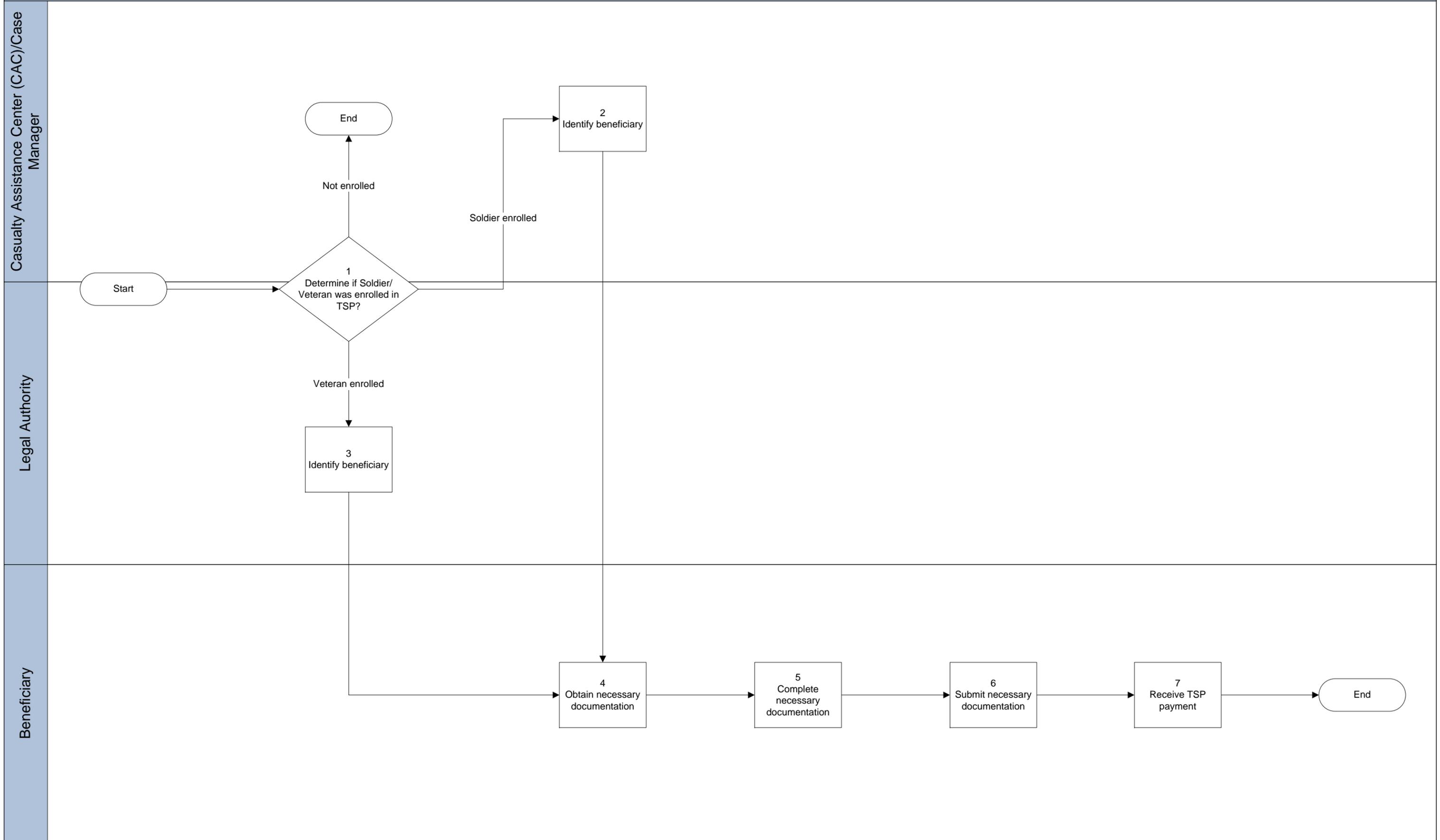
Ensuring the next of kin (NOK) and beneficiaries receive support after a death occurs

### **Systems**

N/A

23 SEP 10

Note: The numbers on this process map are for reference purposes only and do not denote the sequence of the process



**Thrift Savings Plan (TSP) Process: Identifying and assisting the beneficiary to receive the TSP payment**

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Determine if Soldier/Veteran was enrolled in TSP?	<p>In order to be enrolled in TSP, the Soldier must have completed TSP-U-1 (Election Form) before their death.</p> <p>If the Soldier dies while on active duty, the Casualty Assistance Center (CAC) coordinates with TSP to determine if the Soldier was enrolled in TSP by contacting the supporting finance office.</p> <p>If the Soldier is a Veteran, a legal authority coordinates with TSP to determine if the Soldier was enrolled in TSP by contacting the supporting finance office.</p>	Thrift Savings Plan Website	TSP-U-1		
2	Identify beneficiary	If the Soldier dies while on active duty, CAC determines if there is a beneficiary by reviewing TSP-U-3 (Designation of Beneficiary). If casualty didn't complete TSP-U-3 (Designation of Beneficiary), the beneficiary is identified using the order of precedence.	Thrift Savings Plan Website	TSP-U-3		
3	Identify beneficiary	If the Soldier is a Veteran, the legal authority determines if there is a beneficiary by reviewing TSP-U-3 (Designation of Beneficiary). If casualty didn't complete TSP-U-3 (Designation of Beneficiary), the beneficiary is identified using the order of precedence.	Thrift Savings Plan Website	TSP-U-3		

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
4	Obtain necessary documentation	Beneficiary obtains necessary documentation to receive TSP payment. Necessary documentation may include: - IRS Form W4-P (Withholding Certificate for Pension or Annuity Payments) - TSP-13-S-D (Spouse's Election of Payment Method for Death Benefit) - TSP-81 (Death Benefit Election for a Beneficiary Other Than a Spouse) (if appropriate) - TSP-U-17 (Information Relating to Deceased Participant)	Thrift Savings Plan Website	IRS Form W4-P TSP-13-S-D TSP-81 TSP-U-17		If the Soldier was on active duty at the time of the death, the Casualty Assistance Officer (CAO) assists the beneficiary in this step.
5	Complete necessary documentation	Beneficiary completes necessary documentation to receive TSP payment. Necessary documentation may include: - IRS Form W4-P (Withholding Certificate for Pension or Annuity Payments) - TSP-13-S-D (Spouse's Election of Payment Method for Death Benefit) - TSP-81 (Death Benefit Election for a Beneficiary Other Than a Spouse) (if appropriate) - TSP-U-17 (Information Relating to Deceased Participant)	Thrift Savings Plan Website	IRS Form W4-P TSP-13-S-D TSP-81 TSP-U-17		If the Soldier was on active duty at the time of the death, the CAO assists the beneficiary in this step.

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
6	Submit necessary documentation	Beneficiary submits necessary documentation to receive TSP payment. Necessary documentation may include: - IRS Form W4-P (Withholding Certificate for Pension or Annuity Payments) - TSP-13-S-D (Spouse's Election of Payment Method for Death Benefit) - TSP-81 (Death Benefit Election for a Beneficiary Other Than a Spouse) (if appropriate) - TSP-U-17 (Information Relating to Deceased Participant)	Thrift Savings Plan Website	IRS Form W4-P TSP-13-S-D TSP-81 TSP-U-17		If the Soldier was on active duty at the time of the death, the CAO assists the beneficiary in this step.
7	Receive TSP payment	Beneficiary receives TSP payment. The timing of the payment may take several months.	Thrift Savings Plan Website	IRS Form W4-P TSP-13-S-D TSP-81 TSP-U-17		