



Department of the Navy
Civilian Benefits Center
Benefits Bulletin 2014-7

Thrift Savings Plan Enrollment For 2015

Bulletin Highlights

- You can enroll, change or cancel your TSP contributions at any time.
- The 2015 TSP elective deferral limit for regular TSP contributions is \$18,000 (total of pre-tax Traditional and Roth contributions), a \$500 increase from 2014.
- The 2015 TSP catch-up contribution limit for employees age 50 or over is \$6,000 (total of pre-tax Traditional and Roth contributions), a \$500 increase from 2014.
- If you want to continue your current regular TSP contributions in 2015, no action is required, but if you want to increase the amount of your contributions, you must make an election using the Employee Benefits Information System (EBIS) or by calling the Benefits Line.
- If you want to make TSP catch-up contributions in 2015, you MUST make a separate catch-up TSP election using EBIS.
- There will be 27 pay dates in the 2015 tax year. To distribute TSP contributions equally over all 27 pay dates, make your election during the period 30 November to 13 December 2014. The election will be effective 14 December 2014 and will be withheld from your first paycheck in tax year 2015, which you will receive on 2 January 2015.
- Federal Employees Retirement System (FERS) participants must distribute their regular TSP contributions over the entire year to receive Agency Matching Contributions each pay period.

Regular TSP Contributions

There is no Open Season for TSP - you can enroll, change or cancel your contributions at any time. You can contribute any dollar amount or percentage (1% to 100%) of your basic pay up to the elective deferral limit. The elective deferral limit for 2015 is \$18,000, a \$500 increase from 2014.

If you want to continue your current regular TSP contributions in 2015, no action is required, but if you want to change your contributions in 2015, you must make an election using EBIS.

There will be 27 pay dates in the 2015 tax year instead of 26 pay dates. The last pay period during calendar year 2015 is 13 December – 26 December 2015. The pay date for that pay period is 1 January 2016. Since 1 January 2016 is a holiday, the pay date is 31 December 2015. Therefore, there will be 27 pay dates in 2015.

If you want to distribute the \$18,000 over 27 pay dates, you should make your election during the period 30 November to 13 December 2014. \$18,000 divided by 27 is \$666.66 but you must contribute a whole dollar amount so you must elect \$667 to contribute the maximum amount.

Your TSP contributions can be made on a pre-tax basis (Traditional TSP) or after-tax basis (Roth TSP). The combined total of TSP Roth and traditional TSP contributions cannot exceed the 2015 elective deferral limit of \$18,000.

If you are a FERS participant, you will receive Agency Matching Contributions on the first 5% of basic pay that you contribute each pay period. The first 3% of basic pay that you contribute will be matched dollar for dollar; the next 2% will be matched at 50 cents per dollar. Contributions above 5% will not be matched. If you reach

the IRS elective deferral limit before the end of the year, your contributions and Agency Matching Contributions must stop for the remainder of the year. FERS participants must distribute their contributions over the entire year to receive Agency Matching Contributions each pay period.

Catch-up TSP Contributions

If you will be age 50 or over in 2015, you can also contribute up to \$6,000 (a \$500 increase from 2014) in additional “catch-up” contributions, as long as your regular contributions for the year are expected to reach the \$18,000 limit.

If you made TSP catch-up contributions during 2014, they will automatically stop at the end of the calendar year or when you reached the maximum dollar limit for the year. If you want to make catch-up TSP contributions in 2015, you must make a new election.

If you want to distribute the \$6,000 over all 27 pay dates, you should make your election during the period 30 November to 13 December 2014. \$6,000 divided by 27 is \$222.22 but you must contribute a whole dollar amount so you must elect \$223 to contribute the maximum amount.

Your Catch-up TSP contributions can be made on a pre-tax basis (Traditional TSP) or after-tax basis (Roth TSP). The combined total of TSP Roth and traditional TSP contributions cannot exceed the 2015 elective deferral limit of \$6,000.

How to Make Changes to Your TSP Contributions

You can start, change or stop your TSP contributions electronically using EBIS or by calling the Benefits Line. You can access EBIS at https://www.portal.navy.mil/donhr/Benefits/Pages/EBIS_Main.aspx. If prompted, select your email certificate. You must use a computer with a .mil, .edu or .gov environment and your Department of Defense (DoD) Common Access Card (CAC). If you are a new EBIS user, or you have not accessed EBIS in the last 60 days, you must set up/reset your password.

Your TSP election will be effective at the beginning of the pay period following the date you made your election. If you want to distribute your regular TSP or catch-up TSP contributions equally over all 27 pay dates in 2015, you should make your election during the period 30 November to 13 December 2014. The election will be effective 14 December 2014 and will be withheld from your first paycheck in tax year 2015, which you will receive on 2 January 2015.

If you make a TSP election after 13 December 2014, it will be effective at the beginning of the pay period following your election and will be withheld from your paycheck on the pay date for that pay period. Information about pay periods and pay dates is available at

https://www.portal.navy.mil/donhr/Benefits/Insurance%20and%20TSP/Insurance_Effective_Date_Chart.pdf.

If you plan to retire in 2015, you can maximize your employee contributions by electing a bi-weekly amount that allows you to reach the maximum contribution limit by your retirement date. Remember FERS employee contributions above 5% do not receive Agency Matching Contributions.

Additional Information

Contribution limits: <https://www.tsp.gov/planparticipation/eligibility/contributionLimits.shtml>

Elective deferral calculator: <https://www.tsp.gov/planningtools/electivecontributions/electiveContributions.shtml>.

TSP Fact Sheet - Catch-up Contributions: <https://www.tsp.gov/PDF/formspubs/oc03-03.pdf>.

TSP Fact Sheet - Annual Limit on Elective Deferral: <https://www.tsp.gov/PDF/formspubs/oc91-13.pdf>

Roth/Traditional TSP Comparison Matrix:

<https://www.tsp.gov/planparticipation/eligibility/comparisonMatrix.shtml>.

Questions About TSP

If you have any questions, please call the Benefits Line at 888-320-2917 from 7:30 a.m. - 7:30 p.m., Eastern Time, Monday - Friday, except on Federal holidays. During the month of December, the Benefits Line call volume is typically highest between 10:00 a.m. and 3:00 p.m. Please continue to hold until a CSR is able to answer your call or place your call outside the peak call hours. The TTY number is 866-359-5277.

You may also email your questions to navybenefits@navy.mil. You must include your full name, pay plan, grade, contact telephone number and the best time to call you but please do not include Privacy Act Information such as date of birth or Social Security number.