



THRIFT SAVINGS PLAN INCOME WITHHOLDING ORDER FOR STATE AGENCIES

TSP-CS-1

A legal process must meet the requirements of 5 U.S.C. § 8437(e)(3) and 5 C.F.R. part 1653, subpart B. The Thrift Savings Plan (TSP) will honor any legal process that meets these requirements. **Use of the format below is encouraged, but not mandatory.**

I. INFORMATION REGARDING THE TSP PARTICIPANT WHOSE ACCOUNT IS TO BE GARNISHED

Type of Order: Original Amended Vacate

1. _____
Participant's Name
2. _____
Participant's TSP Account Number or SSN
3. _____
Participant's Street Address City State Zip Code

II. INFORMATION REGARDING THE STATE CHILD SUPPORT ENFORCEMENT AGENCY (CSEA)

4. _____
State Child Support Enforcement Agency
5. _____
CSEA Address for Decision Letter City State Zip Code
6. _____
Make check payable to (if different from Item 4 above)
7. _____
CSEA Address for Payment (if different from Item 5 above) City State Zip Code
8. (_____) _____ - _____
CSEA Phone Number
9. _____
CSEA Case Reference Number or Order Identifier

III. TYPE OF TSP ACCOUNT AND AMOUNT OF ARREARAGE TO BE PAID FROM ACCOUNT

Check the appropriate box and enter the arrearage amount. **Only select one account type.** If payments are to come from multiple accounts, you must submit a separate form for each account and indicate the amount to come from each account. (See the back for an example.)

10. Uniformed Services \$ _____
11. Civilian \$ _____
12. Beneficiary Participant Account—Uniformed \$ _____
13. Beneficiary Participant Account—Civilian \$ _____

IV. SIGNATURE

WHEREAS the participant identified in Section I of this document was required to pay child support;

AND WHEREAS the participant has failed to meet this obligation and is currently in arrears;

IT IS THEREFORE ORDERED by the Child Support Enforcement Agency (identified in Section II) that the Thrift Savings Plan (TSP) remit the sum (identified in Section III) from the TSP account (identified in Sections I and III) to the CSEA to satisfy the obligation.

14. _____
Printed Name of Authorized Representative
15. _____
Signature of Authorized Representative
16. _____
Date Signed (mm/dd/yyyy)

Or; Certification by CSEA (including date certified):

TSP INCOME WITHHOLDING ORDER, INFORMATION AND INSTRUCTIONS

GENERAL INFORMATION

The following instructions describe how to complete the Thrift Savings Plan (TSP) Income Withholding Order (IWO) in order to satisfy the requirements of the TSP. A TSP IWO is considered a legal process, which must meet the requirements of 5 U.S.C. § 8437(e)(3) and 5 C.F.R. part 1653, subpart B. The TSP will honor any legal process that meets these requirements. Use of the TSP IWO form is not required, but it may help to expedite the process.

A TSP IWO can only be for:

- A One-Time Order/Notice for Lump Sum Payment;
- Amending a previously submitted IWO; or
- Vacating an IWO

Do not submit duplicate orders.

SECTION I

Provide all of the requested information. Give the participant's full name and full TSP account number or Social Security number.

SECTION II

Provide all of the requested information. The check will be made payable to the state Child Support Enforcement Agency you name in Item 4 unless an alternate payee is provided in Item 6. The decision letter (and possibly the check) will be mailed to the address provided in Item 5. If you have a separate address for receipt of the check, provide it in Item 7. Provide a state case number or order identifier in Item 9.

SECTION III

Check the box in Item 10, 11, 12, **or** 13 (only one) to indicate the type of participant account from which the arrearage will be paid. (**Note:** A beneficiary participant account is an account established in the name of a spouse beneficiary of a deceased TSP participant.)

Enter the arrearage amount on the line opposite the account type. **To garnish multiple accounts**, follow these guidelines carefully:

- Select **only one** account type per form. If you are attempting to garnish multiple accounts to satisfy a single arrearage, you must complete a separate form for each account.
- Opposite the account type on each form you complete, indicate the exact dollar amount you intend to garnish from that account. **Do not list the entire arrearage amount under both accounts.** This will result in a double payment, and the overpaid amount cannot be returned to the TSP.

EXAMPLE

Participant Has:

\$1,200 in assets in two TSP accounts:

- Civilian Account: \$300
- Uniformed Services Account: \$900

State Wants to:

Garnish \$1,000 to satisfy participant's arrears

State Must:

Submit two IWOs:

- IWO for Civilian Account: \$100
 - IWO for Uniformed Services Account: \$900
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SECTION IV

The appropriate state official should either:

- Provide his or her name and signature in Items 14 and 15 and date the form in Item 16; or
- Provide the state's alternate means of certification and date the form in Item 16.