THRIFT SAVINGS PLAN

NOTIFICATION TO TSP OF NONPAY STATUS

TSP-41

Agency representatives — Use this form to notify the TSP record keeper when a participant who has a TSP loan is placed in an approved nonpay status (e.g., furlough, suspension, leave without pay — including leave without pay to perform military service — or pending resolution of a grievance or appeal). In addition, use this form to notify the TSP record keeper when a participant who entered nonpay status returns to pay status. If you have any questions, call the TSP Agency Technical Support Section at the number shown below. Agency representatives should mail or fax the completed form to:

Thrift Savings Plan
National Finance Center
P.O. Box 61820
New Orleans, LA 70161-1820

Telephone: (504) 255-5110
TDD: (504) 255-6302
Fax: (504) 255-5199

Participants — Do not submit this form. It must be certified and submitted by your agency.

I. INFORMATION ABOUT THE PARTICIPANT

1. Name of Employee _____
   Last First Middle

2. Social Security Number _____ – ____ – _____

II. INFORMATION ABOUT NONPAY STATUS

Complete this section **when the participant enters nonpay status.**

3. Beginning Date of Nonpay Status ____/____/_____
   mm dd yyyy

4. Is the nonpay status due to military service? ☐ Yes ☐ No

III. INFORMATION ABOUT DATES OF NONPAY STATUS

Complete this section **when a participant who entered nonpay status returns to pay status.**

5. Beginning Date of Nonpay Status ____/____/_____
   mm dd yyyy

6. Ending Date of Nonpay Status ____/____/_____
   mm dd yyyy

IV. AGENCY CERTIFICATION

7. _____
   Signature of Agency Official

8. _____
   Date Signed

9. _____
   Typed or Printed Name of Agency Official

10. (_____) _____ – _____
    Telephone Number

11. _____
    Title of Agency Official

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