

## CSRS REHIRE/TRANSFER (a/o 1 Aug 2010)

Congratulations on your appointment to a position covered by the Civil Service Retirement System (CSRS) with the Hawaii National Guard. As a result of this appointment/transfer, you have been automatically enrolled in the Thrift Savings Plan (TSP). The TSP is a retirement savings and investment plan for Federal employees and is similar to "401(k)" plans available to many private sector employees. The purpose of the TSP is to provide you the opportunity to participate in a long-term retirement savings and investment plan, and is a supplement to your CSRS annuity.

### Rehired with a break in service of 30 days or less

If you are rehired or transferred into a position covered by CSRS and your break in service from your last covered position is 30 days or less, the Hawaii National Guard will reinstate your prior TSP election. You will not become automatically enrolled in the TSP (as described in the following paragraph). However, you may change or stop your TSP election; and if you were not previously contributing, you may choose to elect to contribute to the TSP at any time.

### Automatic Enrollment (Rehired with more than a 30 day break in service)

The amount of your automatic contribution to the TSP is three percent (3%) of your basic pay, which will be deposited into your TSP account every pay period. These contributions are deducted from your pay and are tax deferred for purposes of federal and, in most cases, state income tax. This is a good start toward saving additional money for retirement; however, you can easily increase the amount of your contributions making your retirement savings grow even faster. See the paragraph below on "Employee Contributions."

### Stop Automatic Enrollment

If you do not wish to contribute to your TSP account you can request to stop the automatic enrollment process. To stop the automatic enrollment process before any contributions are deducted from your pay you must complete the attached Form TSP-1 (Election Form) and ***immediately*** return it to the Human Resources Office (HRO), Services Section. The HRO Services Section must process this request no later than \_\_\_\_\_ (end of the first pay period of appointment/reappointment).

It is possible that payroll may not be able to stop your first contribution to the TSP. If this happens you can make a request to the TSP to refund your contribution. To request a refund of your contribution read the paragraph below on "Refund of Automatic Contributions."

### Employee Contributions

You may elect to increase, decrease, or stop your contributions to your TSP account at any time. To make a contribution election, complete a Form TSP-1 (Election Form) and forward to the HRO Services Section for processing. The election will be effective the first

day of the pay period following the one in which the HRO Services Section receives your form. You may obtain the Form TSP-1 from the HRO Services Section or on the TSP website at [www.tsp.gov](http://www.tsp.gov). The form may be fax to the HRO at 808-672-1225.

You may specify a whole percentage of basic pay that you want to contribute each pay period, or you may specify a whole dollar amount. Whether you specify a percentage or dollar amount of your pay, your total contributions for the year cannot exceed the IRS elective deferral limit for the year. The limit for \_\_\_\_\_ is \_\_\_\_\_. Your contribution election will remain in effect until you make another election to change the amount of your contributions or to stop them.

### Catch-up Contributions

If you are age 50 or older or will turn age 50 by the end of this year, you may make an additional election to contribute catch-up contributions. This is a separate election that will request your agency to deduct additional tax-deferred TSP contributions from your pay. To make catch-up contributions complete a Form TSP-1-C (Catch-up Contribution Election Form) and forward to the HRO Services Section for processing. You must elect a whole dollar amount from your basic pay each pay date. The election will be effective the first day of the pay period following the one in which the HRO Services Section receives your form. You may obtain the Form TSP-1-C from the HRO Services Section or on the TSP website at [www.tsp.gov](http://www.tsp.gov). The form may be fax to the HRO at 808-672-1225.

The maximum amount you may contribute in catch-up contributions this year is \$\_\_\_\_\_. This amount of tax-deferred contributions is in addition to the amount you may contribute through the regular TSP election discussed in the paragraph above. Your catch-up contribution election will remain in effect either until you make another election to change the amount of or stop your contributions, or until the last pay date of the calendar year. You must make a new election to contribute catch-up contributions each year.

### Refund of Automatic Enrollment Contributions

You may request a refund of the employee contributions that were deducted from your pay during the first 90 days that you were automatically enrolled. To do so, you must send a Form TSP-25 (Request for an Automatic Enrollment Refund), which you will receive with your welcome letter from the TSP. Your properly completed Form TSP-25 must be returned to the TSP using the address on the form and must be received by the TSP *no later than the date provided in the TSP welcome letter.* **Do NOT return the form to HRO (we cannot process your request).** Make sure you read the directions on Form TSP-25 as well as the instructions in the TSP welcome letter.

If you were previously employed by the Federal government and were automatically enrolled you are not eligible for a refund of the automatic enrollment contributions for subsequent periods, unless one full calendar year (January through December) has passed since your last automatic enrollment contribution (visit the TSP website for more details). The amount of your refund will be your automatically withheld employee contributions and any gains or losses from the performance of your investment(s). Also, requesting a refund of your automatic enrollment contributions *will not stop* future contributions from being deducted

from your pay. You must complete Form TSP-1 (Election Form) and forward to the HRO for processing.

### Establishing Your TSP Account

Your TSP account will be established when the Hawaii National Guard submits your first contributions. Once your account is established, the TSP will send *three* separate mailings to you:

- (1) a new account letter which includes your account number.
- (2) your password, and
- (3) your Personal Identification Number (PIN).

Along with your new account letter, you will receive the TSP booklet entitled “*Managing Your Account*,” which provides valuable information on such things as TSP investment options, making a contribution allocation, requesting an interfund transfer, and how to designate beneficiaries.

If you already have an established TSP account from previous Federal government service, and you did not withdraw all of your money while you were separated, you will not receive any of the above mailings. If you withdrew your entire balance while separated you will receive the welcome letter, but not a new password or PIN because your existing password and PIN are still valid. If you have or had a TSP uniformed service account, your Federal civilian account is a separate account and you will receive all of the above mailings.

### Contribution Allocations

Your first contribution will be invested in the Government Securities Investment (G) Fund. After receiving your TSP welcome letter, you may invest your contributions in any of the ten TSP funds by requesting a contribution allocation. You cannot request a contribution allocation until your TSP account has been established. The information to request a contribution allocation will be provided with your TSP welcome letter. Note: If you have an existing TSP account balance from previous Federal civilian government service, your contributions will be invested using your last contribution allocation on file with the TSP.

### Interfund Transfers

You can redistribute your TSP account balance among the ten TSP funds by requesting an interfund transfer. You will not be able to request an interfund transfer until your TSP account has been established. The instructions to request an interfund transfer will be provided with your TSP welcome letter.

### Additional Information

To find additional information about the TSP, please visit the TSP website at [www.tsp.gov](http://www.tsp.gov). If you have any questions about the TSP and your participation, contact HRO Services Section at (808) 672-1006 and press Option 3.

### Enclosures

1. Summary of the Thrift Savings Plan
2. Form TSP-1