



## MAKE YOUR TSP CATCH-UP ELECTION USING THE AUTOMATED BENEFIT SYSTEMS

Effective 24 August 2003, Navy civilian employees who meet the eligibility criteria and want to make a TSP Catch-up election can do so by using one of the automated benefit applications below. **Paper TSP-1C forms will not be accepted.**

- **The Employee Benefits Information System (EBIS)** is an Internet based application located at <http://www.donhr.navy.mil/>. Click on EBIS to access the application. Your Social Security Number and password are used to log into EBIS. If you are a new EBIS user, you will need to create an EBIS password and Personal Identification Number (PIN). You will need to know your service computation date for leave, pay plan, grade and step to create your password and PIN. You can find this information on your latest SF-50, Notification of Personnel Action, or Leave and Earnings Statement (LES).
- **The Benefits Line** is an interactive voice response system at 1-888-320-2917. To log into The Benefits Line you will use your Social Security Number and PIN. This is the same PIN that you created in EBIS. If you have not created a PIN, your initial PIN for The Benefits Line is your month and year of birth (MMYY). The system will require you to change the 4-digit PIN to a 6-digit PIN of your choosing. This 6-digit PIN will be used to access EBIS.

## WHAT IS TSP CATCH-UP?

TSP Catch-up should not be confused with TSP Open Season. TSP catch-up contributions are additional tax-deferred contributions available to **TSP participants age 50 or older who are already contributing** either the maximum TSP contribution percentage or a dollar amount which will result in reaching the IRS elective deferral limit by the end of the year. Employees must be in a pay status and not in the 6-month noncontribution period after receiving a financial hardship in-service withdrawal. The annual elective deferral limit for regular TSP contributions is \$12,000 for 2003. Catch-up contributions have their own limit: \$2,000 for 2003. **Employees must make a new TSP catch-up election each year because the annual limit changes.**

TSP catch-up contributions are not eligible for agency automatic (1%) matching contributions. Also, your catch-up contributions will be invested in your account based on the most current contribution allocation on file with the TSP Board.

## HOW TO DETERMINE THE AMOUNT TO CONTRIBUTE FOR 2003

We encourage employees who are eligible to make TSP catch-up contributions to start thinking about the amount they may want to have deducted each pay date. How much you contribute each pay period is up to you. To spread the contributions evenly over the remainder of the year, you will need to base the computation on the number of pay dates remaining in the calendar year.

**Example** - Let's assume your catch-up contribution election is effective 7 September leaving 7 pay dates remaining in the year:

**\$2,000 divided by 7 pay periods = \$286 per pay period**

**Example** - Let's assume your catch-up contribution election is effective 21 September leaving 6 pay dates remaining in the year:

**\$2,000 divided by 6 pay periods = \$334 per pay period**

Remember that catch-up contribution changes can be made at any time because they're not tied to an open season (so long as the annual catch-up limit is not exceeded). If you later discover your contribution amount will result in contributing less than the maximum allowable amount by the end of the calendar year, you can always increase your contribution amount. The last pay date in calendar year 2003 is 19 December.

**WHEN ARE TSP CATCH-UP CONTRIBUTION ELECTIONS EFFECTIVE?**

<b>TSP Catch-up Elections Made Through The Automated Benefit Systems:</b>	<b>Effective Date Of TSP Catch-up Election Is:</b>	<b>TSP Catch-up Election Will Be Reflected In Paycheck Received:</b>
24 August - 06 September 2003	07 September 2003	26 September 2003
07 September - 20 September 2003	21 September 2003	10 October 2003
21 September - 04 October 2003	05 October 2003	24 October 2003
05 October - 18 October 2003	19 October 2003	07 November 2003
19 October - 01 November 2003	02 November 2003	21 November 2003
02 November - 15 November 2003	16 November 2003	05 December 2003
16 November - 29 November 2003	30 November 2003	19 December 2003

**WHO DO I CONTACT FOR INFORMATION?**

If you have any questions, please call The Benefits Line at 1-888-320-2917, select option 2 to talk to a benefits counselor then select the number that corresponds to the region that services you. Counselors are available 7:30 a.m. to 4:30 p.m., Monday through Friday local time for the region that services you (6:00 a.m. to 4:30 p.m. (PST) for the Northwest region). For employees who are serviced by the HRSC Europe, please call 01144-208-385-5278.