



# 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 the address or fax number shown below. For more information, refer to Bulletin 03-18.

**TSP Service Office**  
**P.O. Box 61500**  
**New Orleans, LA 70161-1500**

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

- Name of Employee \_\_\_\_\_  
Last First Middle
- Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### II. INFORMATION ABOUT NONPAY STATUS

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

- Beginning Date of Nonpay Status \_\_\_\_\_  
mm dd yyyy
- 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.**

- Beginning Date of Nonpay Status \_\_\_\_\_  
mm dd yyyy
- Ending Date of Nonpay Status \_\_\_\_\_  
mm dd yyyy

### IV. AGENCY CERTIFICATION

- \_\_\_\_\_  
Signature of Agency Official
- \_\_\_\_\_  
Date Signed
- \_\_\_\_\_  
Typed or Printed Name of Agency Official
- (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Telephone Number
- \_\_\_\_\_  
Title of Agency Official

