

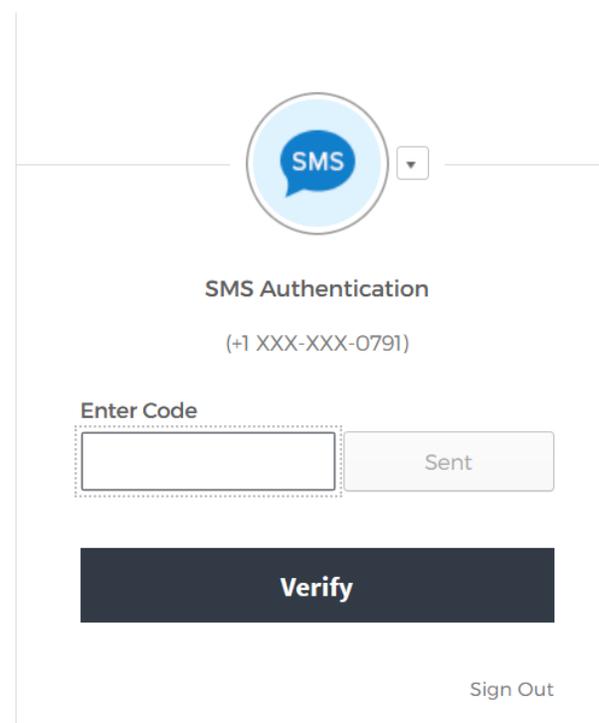


FEDERAL BENEFITS
INFORMATION CENTER

TSP Transfer Instructions

STEP 1: Go to www.tsp.gov & click the “Log In” button on the top right of the page.

When you log in, it may ask you to enter a code that will be texted to you to authenticate your identity.



STEP 2: In the top right of your screen, click the profile icon and then click” Financial Institutions.”

The image shows a user dashboard interface. At the top, there are navigation links: "Investments", "Account Activity", "Account Balance History", and "More...". In the top right corner, a profile icon is circled in red. A yellow arrow labeled "Click Here First" points to this icon. Below the profile icon is a "Log out" button. A dropdown menu is open, showing options: "My Profile", "Personal Information", "Manage Communications", "Beneficiaries", "Financial Institutions", "Document History", and "Account Lock". A second yellow arrow labeled "Click Here Second" points to the "Financial Institutions" option. Below the navigation links, there are several content cards with icons and text, such as "Learn where to find the most requested My Account information", "2022 Tax Forms & Your TSP Account Statement", "Added security for your retirement money", and "What to do - and not do - during market ups and downs". At the bottom, there are more navigation links: "Fund performance", "Change investments", "Account summary", "Withdrawals", and "Loans".

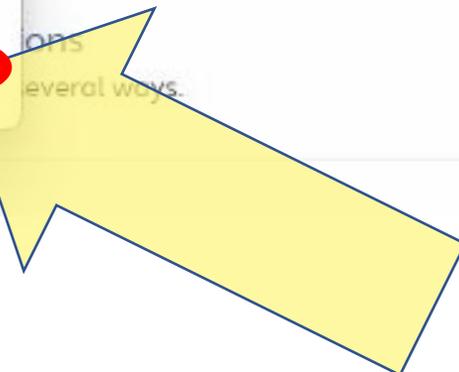
STEP 3: Add 'Nassau' as your financial institution

Rollover Mailed to Institution 1

Add Financial Institution

--Choose Institution Type-- **Add**

- Choose Institution Type--
- Participant Direct Deposit
- Loan Direct Debit
- Rollover Mailed to You 1
- Rollover Mailed to You 2
- Rollover Mailed to Institution 1**
- Rollover Mailed to Institution 2
- Rollover Mailed to Institution 3



Rollover Mailed to Institution 2

All fields are required unless indicated as optional.

Account Details

Institution Name

Rollover Type
--Choose One--

Account Number

Confirm Account Number

Institution Address

Country
-- Choose One --

Address Line 1

Address Line 2 (Optional)

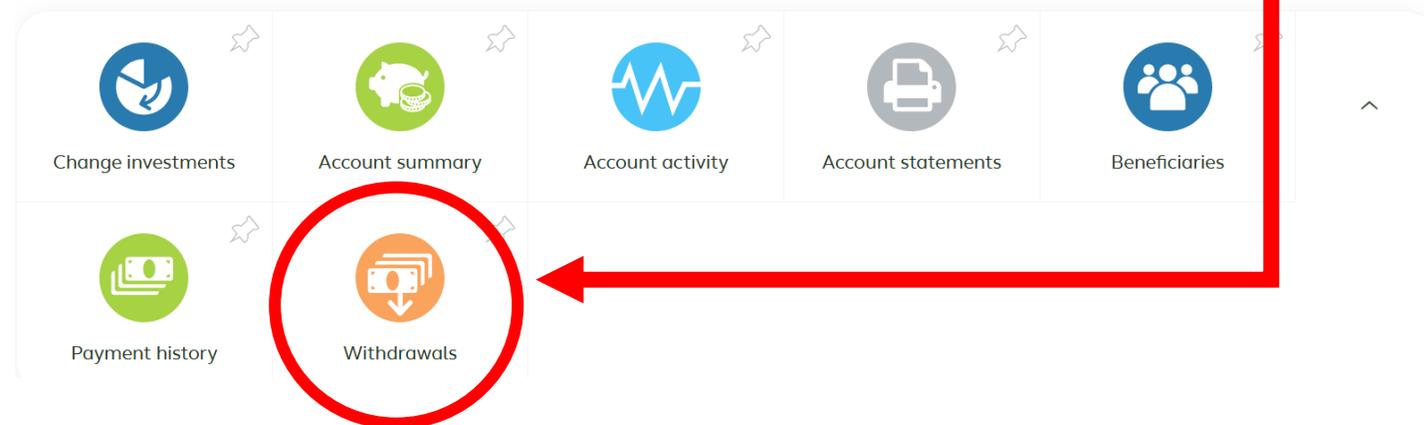
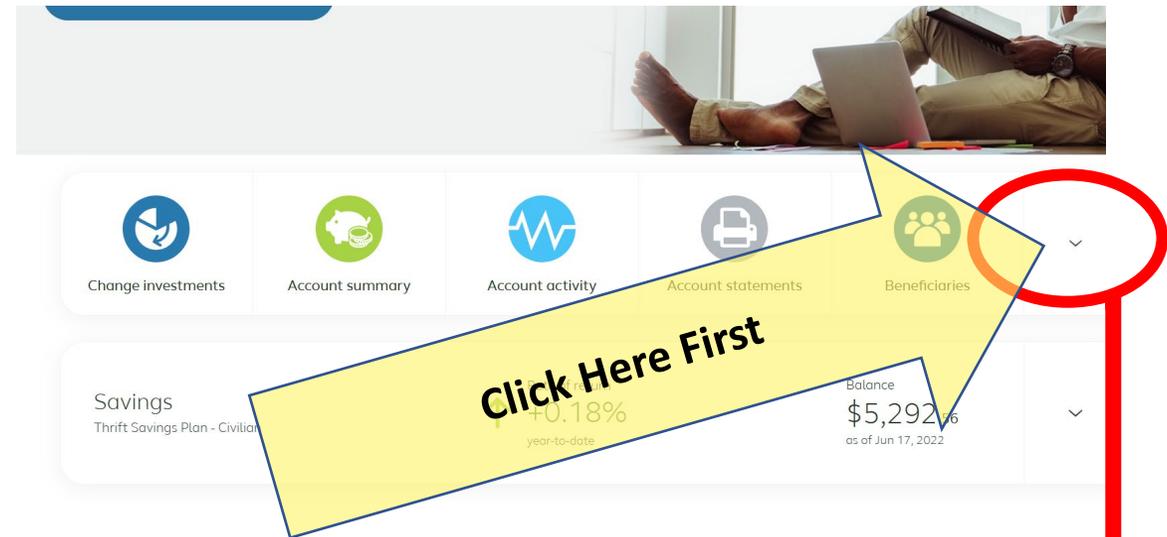
City

State
--Choose One--

Zip Code

PLEASE NOTE: You will now need to wait **7 business days** before continuing the process.

STEP 4: After you've waited 7 business days, log back into your account, Click the arrow to the right of "beneficiaries" and find where it will say "Withdrawals".



STEP 5: From here, you will be able to see your withdrawal options. Click the “Get Started” button to the right of “Total Distribution”.

Withdrawals and Distributions

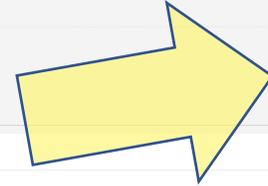
You're able to take money from your plan. However, you **may** reduce your retirement savings and pay taxes and penalties, **unless** you move your money to another qualified retirement plan or an Individual Retirement Account (IRA).

Effective Date
You must complete your request before 12:00 pm eastern time on June 21, 2022 for it to be effective on **June 21, 2022**.

[Learn More](#) [Checklist](#)

Thrift Savings Plan - Civilian

Partial Distribution	Get Started
\$5,292.56 Available	
Total Distribution	Get Started
\$5,292.56 Available	



Then start to go through & input your information. Please fill in appropriate information as prompted.



Withdrawal

Withdrawal
If you are married, you will need an electronic signature from your spouse to withdraw money from your account.

Marital Status
Single

I certify that this information is correct and true

[Continue](#) [Cancel](#)

Withdrawal

If you are married, you will need an electronic signature from your spouse to withdraw money from your account.

Marital Status
Married

Spouse Information

First Name: Last Name:

Email Address:

[My spouse does not have an email address.](#)

I certify that this information is correct and true

[Continue](#) [Cancel](#)

STEP 6: Select your withdrawal method. Scroll down and select “Roll over an Account to an IRA or Another Employer’s Plan.” **Select IRA** & click Continue.

Make Your Payment Choices

Roll Over an Amount to an IRA or Another Employer’s Plan

Choose an account type where your taxable balance will be rolled over. If applicable, you’ll choose the destination for your nontaxable balance later in the process:

IRA

ROTH IRA

Employer Plan

Partial Rollover With an Amount Paid to You

Amount Paid to You

 Penalties May Apply!

Continue

Back

Cancel

STEP 5: Make Your Rollover Choices. Select “All of the Cash Available (taxable and nontaxable).” Click Continue.

Your Requested Withdrawal Amount

Amount Requested

Amount Available to Roll Over

Total Amount

Taxable

Nontaxable

Choose how much money to roll over.

All of the Cash Available (taxable and nontaxable)

Taxable Amount Only

Specific Amount \$

No Cash

[Read Footnote](#)

Continue

Back

Cancel

STEP 7: Confirm withdrawal amount & click Continue.

STEP 8: Check box in the Acknowledgement box in the Notice of Rights section & click Continue.

3. Your Estimated Withdrawal

Below is your estimated withdrawal based on the choices you've made.

If you like this estimate, continue with this request. If you'd like to start over, [return to Withdrawals and Rollovers](#)

Your Total Payment

Gross Cash Payment	\$5,292.56
Rollover	-\$5,292.56
Federal Withholding	-\$0.00
Net Cash Payment	\$0.00

You may also change [Your Rollover Choices](#) if you'd like to change how much of your withdrawal is rolled over.

[Continue](#) [Back](#) [Cancel](#)

4. Payment Rights Notice

Federal law requires that you receive information about any rights associated with your payment. Review your rights, then acknowledge that you have reviewed them.

[Print a copy](#) of your rights for your records.

Instructions

You have 30 days, to the extent applicable, to consider whether to:

- Consent to this payment.
- Consent to a form of payment other than the normal form of payment.
- Elect a direct rollover and the tax consequences of not electing one.

If you are separated from service and your vested balance, not including your rollover account, if any, at that time or any subsequent time does not exceed \$200, you have 30 days to consider whether to elect a direct rollover and the tax consequences of not electing one. Only the **Withholding Notice** and the **Special Tax Notice Regarding Plan Payments** may be applicable to you.

By selecting **Submit** on the Review Your Request page at the end of your withdrawal request, you are waiving your right to the applicable 30-day notice periods. If you choose not to waive this right, you will need to choose **Cancel** on the Review Your Request page. This will cancel your request. However, if you wish to receive a payment at any subsequent time, you will be asked again whether you wish to waive your right to the applicable 30-day notice periods. Please note that your decision to waive your right to the applicable 30-day notice periods does not obligate the Plan to make the payment within 30 days.

Also, by selecting **Submit** on the Review Your Request page, you are acknowledging that you have received, reviewed, and comprehend the information contained in the following sections of this notice:

Notice of Rights

[Expand All](#) | [Collapse All](#)

- ✓ **Notice Regarding Commencement of Benefits**
- ✓ **Explanation of the Optional Forms of Payment**
- ✓ **Withholding Notice**
- ✓ **Special Tax Notice Regarding Plan Payments Not From a Designated Roth Account**
- ✓ **Special Tax Notice Regarding Plan Payments From a Designated Roth Account.**
- ✓ **For More Information**

[Print a copy](#) of your rights for your records.

Acknowledgement

I acknowledge that I have received and reviewed the information provided above.

[Continue](#) [Back](#) [Cancel](#)

STEP 9: Add 'Destination for Cash Rollover'

Destination for Cash Rollover

Cash Rollover \$1,696.26

- Rollover Mailed to You 1**
—Not on File— Add You should receive the paper check 5–7 business days after the payment has been processed.

- Rollover Mailed to You 2**
—Not on File— Add You should receive the paper check 5–7 business days after the payment has been processed.

- Rollover Mailed to Institution 1**
Nassau Change Your institution should receive the paper check 5–7 business days after the payment has been processed.

Albany, NY 12201
Account Number: xxxxx2384
Rollover Type: Traditional IRA

- Rollover Mailed to Institution 2**
—Not on File— Add Your institution should receive the paper check 5–7 business days after the payment has been processed.

- Rollover Mailed to Institution 3**
—Not on File— Add Your institution should receive the paper check 5–7 business days after the payment has been processed.

STEP 10: Next find the “Destination for Cash Rollover – Nontaxable” & select “Use the same address on Cash Rollover.”

Destination for Cash Rollover — Nontaxable

Cash Rollover — Nontaxable	\$2,706.17
----------------------------	------------

Use the same address as Cash Rollover

Your nontaxable rollover will be sent to the same destination as your Cash Rollover.