

TSP Withdrawal & Rollover Checklist

1. Determine Type of TSP Action

- **Post-Separation Withdrawal:** Full or partial after leaving federal service.
- **In-Service Withdrawal:** Age-based (59½) or hardship (while employed).
- **Rollover/Transfer:** Moving funds into TSP from another qualified plan.

2. Identify Required Forms

Purpose	Form	Description
Transfer/Rollover into TSP	TSP-60	For traditional (non-Roth) funds. Requires your info (Section I) and trustee's certification (Section II).
Roth Transfer into TSP	TSP-60-R	Similar to TSP-60—exclusively for Roth transfers.
Partial Withdrawal (post-separation)	TSP-77	Allows one-time withdrawal ≥ \$1,000; spouse signature often required.
Full Withdrawal (post-separation)	TSP-70	For withdrawing the entire vested balance—use instead of 77 if appropriate.
Beneficiary Withdrawal	TSP-90	For spousal/beneficiary distributions after participant's death.

3. Prepare Your Documentation

- **For TSP-60 / 60-R:**
 - **Section I:** Your personal & account details
 - **Section II:** Completed by the sending IRA/plan & include trustee certification.
 - **Attach check** or trustee rollover instructions, clearly noting your name and TSP account number
- **For TSP-77:**
 - Complete all items; if married under FERS, get notarized spouse signature
 - Include direct deposit banking info or rollover instructions.
- **For TSP-70 / 90:**
 - Fully complete applicable form.
 - If withdrawing as beneficiary, attach death certificate and beneficiary documentation.

Check out the - [TSP growth calculator](#)

4. Direct Deposit or Roll Over?

- Provide **direct deposit routing & account number** for the portion you don't roll over
- If rolling over, include the receiving plan's name, address, and account details—and ensure trustee completes Section VI (TSP-77) or Section II (TSP-60).

5. Submit and Monitor Your Request

- **Mail or fax** forms to TSP processing office (Birmingham, AL).
- Keep copies of submitted forms and confirm transmission.
- **Track status** via TSP Web or ThriftLine.

6. Tax & Eligibility Considerations

- Rollovers must meet IRS rules for traditional or Roth accounts
- Non-rollover cash distributions may be taxed and could incur penalties if you're under 59½
- Only **one** partial post-separation withdrawal allowed; full withdrawals close the account.

7. Final Review Before Submission

- All required sections are **completed & signed**.
- Spousal consent (if applicable) is included and notarized.
- Trustee/plan administrator has certified transfers.
- Direct deposit or rollover details are correct and clear.
- Any death or beneficiary documentation is attached, if needed.

8. After Submission

- TSP processes request and credits funds per instructions.
- For rollovers: funds are invested according to your current TSP allocation
- For withdrawals: watch for 1099-R tax forms.

9. This checklist ensures you:

- Use **correct forms** (TSP-60 / 60-R / 77 / 70 / 90)
- **Complete & sign** everything properly
- Provide **rollover or direct deposit** instructions
- Meet **IRS and TSP eligibility** rules
- **Maintain clear records** of submission and outcome