

Worksheet to Maximize the Amount of Agency Matching Contributions

Example. The example below applies to a FERS employee who is paid on a biweekly basis. The employee made an election that is effective December 20, 2009; for his agency, the pay date for that pay period is January 13, 2010, which is the first pay date in 2010. In this example, the employee's biweekly contribution should not exceed \$635.00 each pay period. If the employee was paid monthly, the contribution could not exceed \$1,375 per month to ensure maximum agency matching contributions.

Your estimate. For Item 1, enter the IRS limit on employee contributions for the year in which your new election will be effective.

For Item 2, use your most recent leave and earnings statement to find the total amount of your year-to-date TSP employee contributions.

For Item 4, count the number of pay dates remaining in the calendar year, beginning with the pay date following the end of the first full pay period after you make your election.

	Example	Your Estimate
1. Enter the IRS elective deferral limit for 2010:	1. \$ <u>16,500.00</u>	\$ _____
2. Enter all employee contributions made in 2010 prior to the effective date of your new election:	2. \$ <u>0.00</u>	\$ _____
3. Subtract Line 2 from Line 1:	3. \$ <u>16,500.00</u>	\$ _____
4. Enter the number of salary payments you will receive in 2010 from which your new election will be deducted:	4. <u>26*</u>	_____
5. Divide Line 3 by Line 4:	5. \$ <u>634.62</u>	\$ _____
6. Round up the result in Line 5 to the next dollar to determine the whole dollar amount you should contribute each pay date for the rest of the year (which you will enter on your Form TSP-1 or TSP-U-1):	6. \$ <u>635.00**</u>	\$ _____

* Employees can confirm the number of salary periods with their agency or service.

** In this example, the last contribution of the year will be reduced to \$625 by the employee's agency to prevent the employee from exceeding the elective deferral limit for the year.