

WORK SHEET FOR ORDER DIVIDING THRIFT SAVINGS PLAN

(Revised 20080611)

1. Provide caption of the case, including jurisdiction, in which this Order will be filed:

2. Is this Division by agreement or by court order?

3. Is the Federal Employee/Military member the: (Plaintiff?) (Defendant?)

4. Which Retirement System is involved: (CSRS) (FERS)

5. Provide the following information on the Civil Servant/TSP Account Holder

Full Name:

Social Security Number:

Still in Active Federal Service or Retired? (ACTIVE) (RETIRED)

Civil Service Account No. (if already retired):

Date of Birth (mm/dd/yyyy):

Present Mailing Address:

- 6.. Provide the following information on the Spouse:

Full Name:

Social Security Number:

Has this person remarried: NO YES: DATE::

Date of Birth (mm/dd/yyyy):

Present Mailing Address:

7. When were the parties married (mm/dd/yyyy):

8. When were the parties divorced (mm/dd/yyyy):

9. If the non-employee spouse is to receive either a percentage or fraction of the TSP Account, what the valuation date that is to be used? (COMMENT: The "valuation date" can be any date the parties or their attorneys state; however, if none is stated in the Order, it will be assumed to be the date of the entry of a final decree of divorce or other order.)

10. What are the terms of the division of the Employee's Thrift Savings Plan? Please provide the paragraph number of the Agreement or Court Order (_____) that specifies the division.
 - a. _____ (percentage) as of _____ date?
 - b. _____ (fraction) as of _____ date?
 - c. \$ _____ (dollars)

11. Where there any outstanding loans on the TSP account? YES NO
Did the amount awarded the former spouse include a reduction for the amount of the loan?

12. Who is paying the fee to prepare and process TSP ORDER:

13. Which attorney will sponsor the TSP ORDER through the Judge for signature?

14. Obtain from the client the following documents:
 - a. Copy of Case Docket Citation
 - b. Copy of Most Recent TSP Statement
 - c. Payment for Services