

Making Changes to Your Thrift Savings Plan (TSP) Account

How do I change my TSP contribution percentage or amount?

The easiest way to change the amount of your TSP contributions is by using the Government Retirement & Benefits (GRB) Platform. GRB has replaced the Employee Benefits and Information System (EBIS) and is accessed at the <https://www.ebis.army.mil>. Once you have logged on you "Launch" the site and it will take you to a page with all the types of benefits you may access through the Army Benefits Center – Civilian (ABC-C).

Once you have launched the program, click on the Thrift Savings Plan block then "**Submit a Transaction +**" mid-way down the page. Click on the drop down box and you may submit a Strat/Stop/Change Contributions action for regular contributions or catch up contributions. Select whether you wish to contribute a percentage (no percent sign) or a dollar amount (whole dollars, no dollar sign) and click "Next." The Summary & Signature page will display the effective date of the change and the percent or amount entered. Clicking on the "Submit" button will complete the transaction.

You may also make the change through the ABC-C automated telephone system by calling 1-877-276-9287 and following the telephonic prompts.

If I change my TSP contribution. when will it be effective? Changes to your TSP amount or percentage will be effective the 1st day of the next pay period.

How do I change my TSP contribution allocations? From the Thrift Savings Plan (TSP) website, <https://www.tsp.gov>, enter your TSP Account Number in the "My Account" box, or use your TSP User ID.

Once you have logged into your TSP account, select "Contribution Allocations" on the left side under "Online Transactions." From the "Contribution Allocations" page, click on the "Request Contribution Allocation" button at the bottom of the page. You will need to enter the percentages in whole numbers and they must total to 100%. Dollar amounts can't be entered. The percentages you choose will be applied to future contributions only, and not your current account balance. Click "Continue" to the Review page, where you enter and verify your email address. Once you have verified the new percentages, click the "Submit" button. The Confirmation page allows the option to print the transaction for your records.