How to place a hold on your TSP account

① Select **Profile Settings**.

② Select **Participant Requested Hold**.

③ Before you place a hold on your TSP account, **Review the policy conditions**.

Profile Settings: Civilian

Account Information
- Account Balance
- Recent Transactions
- Activity Summary
- Statements
- Correspondence from the TSP
- Message Center

Online Transactions
- Contribution Allocations
- Interfund Transfers
- TSP Loans
- Withdrawals and Changes to Installment Payments

Personal Information
- **① Profile Settings**
- Beneficiaries

Sign In
Create Your Own User ID
Change Your Password

Account Access
Block Online/ThriftLine Access
② Participant Requested Hold

Participant Statement Delivery
Cancel Quarterly Mailings
Cancel Annual Mailings

TSP Address
Active participants: Change your address through your agency or service.

Contact Information

Email 1:
Validated ?   Edit | Delete

Email 2:
Validated ?   Edit | Delete

Phone:
Validated ?   Edit | Delete

Participant Requested Hold: Civilian

Account Information
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Personal Information
- **Profile Settings**
- Beneficiaries

You may place a hold on your TSP account. Before you request to place a hold on your TSP account, please review the policy conditions below.

I would like to place a hold on my TSP account. I understand any pending or new loan or in-service withdrawal request cannot be processed once the hold is on my TSP account. However, I will still be able to request interfund transfers and, if eligible, contribute to my TSP account and change contribution allocations. **If I have more than one TSP account, I understand I will need to request a hold separately on each account, if desired.**

To remove the hold on my account, I must submit a request in writing to the TSP at Thrift Savings Plan, P.O. Box 385021, Birmingam, AL 35238. I must include my name, complete TSP account number, address and telephone number. My request must be signed and dated. My request must also include at least two copies of the following forms of identity:

- Birth Certificate
- U.S. passport
- Driver's license or state-issued ID
- Other government-issued ID

All copies must be clear enough to read.
Holds cannot be removed through the ThriftLine, the TSP Website, or by calling the TSP.

③ Participant Requested Hold ☐

Cancel | Submit ▶