



When a TSP participant dies while still actively employed in federal service, the employing agency or service notifies the TSP. **The participant's survivors can also report a participant's death—whether the participant was actively employed, separated from federal service, or the holder of a beneficiary participant account—by calling the ThriftLine Service Center at 1-877-968-3778, OPTION 5.**

When reporting a participant's death, you will need to have the following information about the participant:

Full legal name

Date of death

Date of birth

Mailing address

Last four digits of the participant's social security number (not required, but helpful)

Marital status at time of death

If married, the surviving spouse's name

!! We cannot process a death benefits claim without a copy of the certified death certificate.

You will also need to submit a copy of the certified death certificate. The death certificate must include an official seal, date of death, and cause of death.

While each situation is unique, it generally takes 30 – 45 days to process a death benefits claim once we have verified the participant's information and identified beneficiaries. Having the above information available when you call and submitting any documents or forms in a timely manner can help prevent delays. As an alternative to calling the ThriftLine, you may submit a letter with the participant's information and death certificate to the following address:

<p>TSP Death Benefits ThriftLine Service Center C/O Broadridge Processing PO Box 1600 Newark, NJ 07101-1600</p>	<p>Overnight Delivery ThriftLine Service Center C/O Broadridge Processing 2 Gateway Center 283-299 Market Street 17th Fl Newark, NJ 07102</p>
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