



SCHOOL EMPLOYEES RETIREMENT SYSTEM OF OHIO

300 E. BROAD ST., SUITE 100 • COLUMBUS, OHIO 43215-3746

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WITHHOLDING CERTIFICATE FOR MONTHLY PENSION PAYMENTS
(Substitute Form W-4P)

Name: _____

Address: _____

City, State ZIP: _____

Select **only ONE** of the two boxes below:

Box 1 I elect not to have income tax withheld from my pension.

—OR—

Box 2 Please withhold according to IRS withholding tables. **Complete A & B.**

Example: 2016 monthly pension must be greater than \$520 for single with one exemption or \$1,400 for married with 2 exemptions before the tables will provide withholding.

A & B REQUIRED: (If Box 2 is selected)

A) Marital Status:

Married Single Married, but withhold at higher single rate

B) Number of personal exemptions, including yourself: _____

C) (Optional):

In addition to the amount from the IRS tables,
please withhold the following additional amount \$_____.00 (whole dollars)

This form REPLACES any previous income tax withholding instructions I have sent.

Signature _____ Date _____

Social Security Number _____ Phone Number _____

SEE BACK FOR INFORMATION

INFORMATION AND INSTRUCTIONS FOR FEDERAL INCOME TAX WITHHOLDING CERTIFICATE

Withholding From Pensions

Federal income tax withholding applies to SERS pension payments. It is figured in the same manner as the withholding from wages was calculated when you were working. Unless you submit a form W-4P (or substitute), tax must be withheld as if you are married claiming three withholding allowances (exemptions). For 2016, this means that tax will be withheld if the taxable portion of your monthly pension is more than \$1,720. By completing this form, you are determining the amount of federal income tax to be withheld.

Caution: There are penalties for not paying enough tax during the year, either through withholding or estimated tax payments. New retirees especially should read IRS publication 505, *Tax Withholding and Estimated Tax*. It explains your estimated tax requirements and describes the penalties in detail. You may be able to avoid quarterly estimated tax payments by having enough tax withheld from your pension.

For periodic (monthly) payments your withholding instructions stay in effect until you change or revoke them. SERS must notify you each year of your right to elect to have no tax withheld or to change withholding amounts.

Annual Tax Statements

By January 31 of each year, SERS will mail to you a statement (IRS form 1099-R) showing you the total amount of your pension and the total income taxes withheld during the year.

INSTRUCTIONS

There are two boxes for withholding on the front of this form. **Select only one.** Then sign and date the form in space provided.

Box 1: Check this box if you do not want tax withheld from your pension. This can be changed at any time by requesting a new withholding certificate.

Box 2: Complete this box if you want taxes withheld according to IRS tables. Generally, your withholding amount will change when you receive a cost-of-living increase on the anniversary of your retirement or when the tax tables change (usually the beginning of the year). You must complete parts A & B; C is optional.