



FEDERAL INCOME TAX Substitute Form W-4P
Withholding Certificate for Pension or Annuity Payment

SECTION 1 - RETIREE/BENEFICIARY INFORMATION (Required Section)

PENSION PLAN (Choose One)

☐ Board of Education

☐ General Employees

☐ Fire

☐ Police

Name: _____ SSN: _____
(Last) (First) (MI)

Daytime Phone Number: _____ Email Address: _____

Mailing Address: _____
(Street) (City) (State) (Zip Code)

SECTION 2 - FILING STATUS (Required Section)

Indicate your tax filing status below.

FILING STATUS: ☐ Single or Married Filing Separately ☐ Married Filing Jointly ☐ Head of Household

If you want no taxes withheld, check below.

☐ No withholding - do not withhold any Federal Income tax from my monthly benefit
----- IF NO WITHHOLDING SELECTED, SKIP SECTIONS 3 & 4 -----

SECTION 3 - OTHER INCOME, DEPENDENT CREDITS, AND DEDUCTIONS (Optional Section)

This section is optional. Skip this section unless you want to withhold for taxes due on income besides your City of Atlanta pension or you want to reduce your pension by credits so your tax withholding is less than the standard amount.

1. \$ _____ .00 Other annual income (not including your City of Atlanta pension)

2. \$ _____ .00 Dollar Amount of credits for dependents

3. \$ _____ .00 Dollar Amount of other deductions/credits

SECTION 4 - ANY ADDITIONAL WITHHOLDING (Optional Section)

Extra Withholding (Optional)

\$ _____ Withhold this ADDITIONAL amount from each monthly pension payment

SECTION 5 - SIGNATURE (Required Section)

Signature _____ Date _____

FEDERAL INCOME TAX

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Caution: Specific questions regarding the withholding of Federal income tax should be directed to the person who prepares your tax return or to the Internal Revenue Service (IRS). The toll free number for the IRS is 1-800-829-1040. Remember that there are penalties for not paying enough tax during the year, either through withholding or estimated tax payments. Pub. 505 (available from IRS) explains the estimated tax requirements and penalties in detail.

SECTION 3 INSTRUCTIONS

Skip this section unless you want to withhold for taxes due on other income besides your City of Atlanta pension or you want to reduce your pension by credits so your tax withholding is less than the standard amount.

1. Include an additional income dollar amount only if you want to withhold for taxes due on other income besides your City of Atlanta pension.
2. Include a dependent credit dollar amount if you claim dependents on your tax return and want your tax withholding on your pension to be less than the standard amount.
3. Include an additional credit dollar amount if you claim deductions other than the basic standard deduction on your tax return and you want your tax withholding on your pension to be less than the standard amount.

Your choice is effective until you complete a new form. You may change your tax withholding election at any time. For a change to be effective for a particular month, the request must be received by the 10th of the month.

WITHHOLDING ESTIMATORS

The two websites below provide tools that you may use to estimate the federal tax to be withheld from your pension payment based on your tax table elections completed on the attached form. Please note that while these and other similar websites are available to assist you, neither the City of Atlanta nor Strategic Benefits Advisors is responsible for these websites or the results that they produce.

paycheckcity.com/calculator/salary/georgia
adp.com/resources/tools/calculators/salary-paycheck-calculator.asp

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