



**W-4P**  
**(TR)**

**Withholding Certificate for IMRF Monthly Annuity Payments**

Rev. 02/2019

*(Please see instructions on back)*

Name \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Select **Only ONE** of the three sections below:

**1)** I elect not to have income tax withheld from my pension or annuity.

**2)** Please withhold according to IRS withholding tables. **Complete A & B.**  
Depending on the amount of your IMRF monthly pension, IRS tables may not provide a deduction amount for federal withholding. **See Sample Withholding** on IRS Instructions and Worksheets.

**A & B REQUIRED: (If Box 2 Selected)**

**A) Marital Status:**

Married     Single     Married, but withhold at higher single rate

**B) Number of personal exemptions** \_\_\_\_\_

**OPTIONAL:**

In addition to the amount from the IRS withholding tables,  
please withhold the following **additional** amount \$ \_\_\_\_\_

**3)** Instead of the IRS withholding tables, please withhold  
\$ \_\_\_\_\_ from each monthly payment.

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

**Your Signature** \_\_\_\_\_  
*(This form is not valid unless signed.)*

Date \_\_\_\_\_  
(MM/DD/YYYY)

**IMRF**

2211 York Road, Suite 500, Oak Brook Illinois 60523-2337  
Member Services Representatives 1-800-ASK-IMRF (275-4673) Fax: 630-706-4289  
[www.imrf.org](http://www.imrf.org)

## Options for submitting the W-4P:

- **eForm** — You may submit the W-4P online through your IMRF Member Access account at [www.imrf.org](http://www.imrf.org).
- **Enterable PDF** — You may enter information into the PDF Form W-4P at [www.imrf.org](http://www.imrf.org). Print, sign, and mail or fax the form to IMRF (see contact information below.) **Do not send the IRS worksheets to IMRF.**
- **Paper form** — You may request a paper form be mailed to you by calling 1-800-ASK-IMRF (1-800-275-4673).

## Sample Withholding

Depending on the amount of your IMRF monthly pension, IRS tables may **not** provide a deduction amount for federal withholding. Following the new 2019 tax tables, the annuity payment must be greater than \$667.00 for single with one exemption, or \$1,683.00 for married with two exemptions.

To assist you in determining withholding, please refer to the table below. **NOTE:** This table provides **approximate** withholding amounts, based on **rounded** monthly pension amounts. Actual withholding amounts are based on your actual monthly pension.

## 2019 Sample Withholding Table

Monthly Pension ↓ Exemptions	Marital Status - MARRIED				Marital Status - SINGLE			
	3	2	1	0	3	2	1	0
500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18.30
750.00	0.00	0.00	0.00	0.00	0.00	0.00	8.30	43.30
1,000.00	0.00	0.00	0.00	1.70	0.00	0.00	33.30	68.30
1,250.00	0.00	0.00	0.00	26.70	0.00	23.30	58.30	95.80
1,500.00	0.00	0.00	16.70	51.70	13.30	48.30	83.80	125.80
1,750.00	0.00	6.70	41.70	76.70	38.30	73.30	113.80	155.80
2,000.00	0.00	31.70	66.70	101.70	63.30	101.80	143.80	185.80
2,250.00	21.70	56.70	91.70	126.70	89.80	131.80	173.80	215.80
2,500.00	46.70	81.70	116.70	151.70	119.80	161.80	203.80	245.80
2,750.00	71.70	106.70	141.70	179.00	149.80	191.80	233.80	275.80
3,000.00	96.70	131.70	167.00	209.00	179.80	221.80	263.80	305.80
3,250.00	121.70	156.70	197.00	239.00	209.80	251.80	293.80	335.80
3,500.00	146.70	185.00	227.00	269.00	239.80	281.80	323.80	365.80
3,750.00	173.00	215.00	257.00	299.00	269.80	311.80	353.80	410.20
4,000.00	203.00	245.00	287.00	329.00	299.80	341.80	388.20	465.20

## IRS Instructions & Worksheets

On the following pages, we are including the IRS instructions and worksheets. The worksheets allow you to refine your withholding instructions when you have multiple sources of income or need to make adjustments for other income tax adjustments and/or deductions. **Do not send the IRS worksheets to IMRF.**

If you know what withholding instructions you want to use, you will not need to complete the worksheets, just fill out the W-4P form and return it to IMRF. If you need assistance with the IRS worksheets, please consult with your tax advisor.

The IRS also has a **withholding calculator** on its web site that will help you determine how many withholding allowances to claim. Go to [www.irs.gov](http://www.irs.gov) and search for "withholding calculator."

### IMRF

2211 York Road, Suite 500, Oak Brook Illinois 60523-2337  
 Member Services Representatives 1-800-ASK-IMRF (275-4673) Fax: 630-706-4289  
[www.imrf.org](http://www.imrf.org)

## When Should I Complete the Form?

Complete Form W-4P and submit it to IMRF as soon as possible. You may use the IRS Withholding Calculator at [www.irs.gov/individuals](http://www.irs.gov/individuals) for help in determining how many withholding allowances to claim on your Form W-4P. You may also get Pub. 505, Tax Withholding and Estimated Tax, to see how the dollar amount you are having withheld compares to your projected total federal income tax for 2019.

## Multiple Pensions/More Than One Income Worksheet

Complete this worksheet if you receive more than one pension, if you have a pension and a job, or if you're married filing jointly and have a working spouse or a spouse who receives a pension. If you don't complete this worksheet, you might have too little tax withheld. If so, you will owe tax when you file your tax return and may be subject to a penalty.

Figure the total number of allowances you're entitled to claim and any additional amount of tax to withhold on all pensions using worksheets from only one Form W-4P. Claim all allowances on the Form W-4P that you or your spouse file for the highest paying pension in your family and claim zero allowances on Forms W-4P filed for all other pensions.

For example, if you receive \$60,000 from your pension per year and your spouse receives \$20,000 from a pension, you should complete the worksheets to determine what to enter on lines 2 and 3 of your Form W-4P, and your spouse should enter zero ("-0-") on lines 2 and 3 of his or her Form W-4P. See Pub. 505 for details. Another option is to use the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to figure your withholding more precisely.

## Other Income

If you have a large amount of income from other sources not subject to withholding (such as interest, dividends, or capital gains), consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Get Form 1040-ES and Pub. 505 at [www.irs.gov/formspubs](http://www.irs.gov/formspubs). Or, you can use the Deductions, Adjustments, and Additional Income Worksheet on page 4 or the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to make sure you have enough tax withheld from your payments. If you have income from wages, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or Form W-4P.

**Note:** Social Security and railroad retirement payments may be includible in income. See Form W-4V, Voluntary Withholding Request, for information on voluntary withholding from these payments.

## Withholding From Pensions and Annuities

Federal income tax withholding applies to IMRF pension payments. Withholding is figured in the same manner as withholding from wages. Because your tax situation may change from year to year, you may want to refigure your withholding each year. Unless you submit Form W-4P, tax must be withheld as if you are married claiming three

withholding allowances. Generally, this means that tax will be withheld if your pension is at least \$2,030 a month.

**Caution:** There are penalties for not paying enough federal income tax during the year, either through withholding or estimated tax payments. New retirees, especially, should see Pub. 505. 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 using Form W-4P.

You can use Form W-4P to change the amount of tax to be withheld. You can use line 1 to exempt the payments from withholding. This exemption from withholding does not apply to certain recipients who have payments delivered outside of the United States or its possessions.

For periodic payments, your withholding instruction stays in effect until you change or revoke it. IMRF must notify you each year of your right to choose not to have federal income tax withheld (if permitted) or to change your choices.

**Caution:** If you submit a Form W-4P that doesn't contain your correct SSN, the payer can't honor your request not to have income tax withheld and must withhold 10% of the payment for federal income tax.

## Exemption From Income Tax Withholding

If you are a U.S. citizen or resident alien receiving periodic (monthly) payments that are delivered outside of the United States or its possessions, you cannot choose exemption from income tax withholding. See IRS Pub. 505 for details.

Other recipients, such as nonresident aliens, who have these payments delivered outside the United States or its possessions, may choose exemption from withholding only if they are a citizen of and resident of a country covered by a tax treaty that provides for such exemptions. (see Payments to Foreign Persons and Payments Outside the United States on Page 2.)

## Choosing not to have income tax withheld.

You (or in the event of death, your beneficiary or estate) can choose not to have federal income tax withheld from your payments by using line 1 of Form W-4P. For an estate, the election to have no income tax withheld may be made by the executor or personal representative of the decedent. Enter the estate's employer identification number (EIN) in the area reserved for "Your social security number" on Form W-4P.

You may not make this choice for eligible rollover distributions.

## Changing Your "No Withholding" Choice

If you previously chose not to have federal income tax withheld and you now want withholding, complete another Form W-4P and submit it to IMRF. If you want federal tax withheld at the rate set by law (married with three allowances), write "Revoked" by the first check box. If you want tax withheld at any different rate, complete one of the other check boxes.

**Statement of Federal Income Tax Withheld from Your Pension**

By January 31 of the next year, IMRF will furnish a statement to you on Form 1099-R, Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc., showing the total amount of your pension or annuity payments and the total federal income tax withheld during the year. If you are a foreign person who has provided your payer with Form W-8BEN, your payer instead will furnish a statement to you on Form 1042-S, Foreign Person’s U.S. Source Income Subject to Withholding, by March 15 of next year.

**Payments to Foreign Persons and Payments Outside the United States**

Unless you are a nonresident alien, withholding (in the manner described above) is required on any periodic or nonperiodic payments that are delivered to you outside the United States or its possessions. You cannot choose not to have federal income tax withheld on line 1 of Form W-4P. See Pub. 505 for details.

In the absence of a tax treaty exemption, nonresident aliens, nonresident alien beneficiaries, and foreign estates generally are subject to a 30% withholding tax under section 1441 on the taxable portion of a periodic or nonperiodic pension or annuity payment that is from U.S. sources. However, most tax treaties provide that private pensions and annuities are exempt from withholding and tax. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities, and Pub. 519, U.S. Tax Guide for Aliens, for details. A foreign person should submit Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding, to the payer before receiving any payments. The Form W-8BEN must contain the foreign person’s taxpayer identification number (TIN).

**Privacy Act and Paperwork Reduction Act Notice**

We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to provide this information only if you want to (a) request federal income tax withholding from periodic pension or annuity payments based on your withholding allowances and marital status, (b) request additional federal income tax withholding from your pension or annuity, (c) choose not to have federal income tax withheld, when permitted, or (d) change or revoke a previous Form W-4P. To do any of the aforementioned, you are required by sections 3405(e) and 6109 and their regulations to provide the information requested on this form. Failure to provide this information may result in inaccurate withholding on your payment(s). Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries

under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

**Note:** This form is IMRF’s version of IRS Form W-4P. IMRF will accept either version. You can also complete a form through Member Access at [www.imrf.org](http://www.imrf.org) or write us a letter with your withholding choices.

**Specific Instructions**

**Personal Allowances Worksheet**

Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

**Line C. Head of household please note:**

Generally, you can claim head of household filing status on your tax return only if you’re unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

**Line E. Child tax credit:**

When you file your tax return, you may be eligible to claim a child tax credit for each of your eligible children. To qualify, the child must be under age 17 as of December 31, must be your dependent who lives with you for more than half the year, and must have a valid social security number. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your payments by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your pensions, wages, and other income, including income earned by a spouse, if you are filing a joint return.

**Line F. Credit for other dependents.**

When you file your tax return, you might be eligible to claim a credit for each of your dependents that don’t qualify for the child tax credit, such as any dependent children age 17 and older. To learn more about this credit, see Pub. 972. To reduce the tax withheld from your payments by taking this credit into account, follow the instructions on line F of the worksheet.

On the worksheet, you will be asked about your total income. For this purpose, total income includes all of your pensions, wages, and other income, including income earned by a spouse during the year, if you are filing a joint return.

**Line G. Other credits.**

You might be able to reduce the tax withheld from your payments if you expect to claim other tax credits, such as the earned income tax credit and tax credits for education and child care expenses. If you do so, your payments will be larger but the amount of any refund that you receive when you file your tax return will be smaller. Follow the instructions for Worksheet 1-6 in Pub. 505 if you want to reduce your withholding to take these credits into account.

**Deductions, Adjustments, and Additional Income Worksheet**

Complete this worksheet to determine if you're able to reduce the tax withheld from your pension or annuity payments to account for your itemized deductions and other adjustments to income, such as IRA contributions. If you do so, your refund at the end of the year will be smaller, but your payments will be larger. You're not required to complete this worksheet or reduce your withholding if you don't wish to do so.

You can also use this worksheet to figure out how much to increase the tax withheld from your payments if you have a large amount of other income, such as interest, dividends, or capital gains.

Another option is to take these items into account and make your withholding more accurate by using the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App). If you use the calculator, you don't need to complete any of the worksheets for Form W-4P.

Figure the total number of allowances you're entitled to claim and any additional amount of tax to withhold on all pensions using worksheets from only one Form W-4P. Claim all allowances on the Form W-4P that you or your spouse file for the highest paying pension in your family and claim zero allowances on Forms W-4P filed for all other pensions. For example, if you receive \$60,000 from your pension per year and your spouse receives \$20,000 from a pension, you should complete the worksheets to determine what to enter on line 2 or 3 of your Form W-4P, and your spouse should enter zero ("-0-") on his or her Form W-4P. See Pub. 505 for details.

Another option is to use the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to figure your withholding more precisely.

**Personal Allowances Worksheet (Keep for your records.)**

<b>A</b>	Enter "1" for yourself . . . . .	<b>A</b>	_____
<b>B</b>	Enter "1" if you will file as married filing jointly . . . . .	<b>B</b>	_____
<b>C</b>	Enter "1" if you will file as head of household . . . . .	<b>C</b>	_____
<b>D</b>	Enter "1" if: { • You're single, or married filing separately, and have only one pension; or • You're married filing jointly, have only one pension, and your spouse has no income subject to withholding; or • Your income from a second pension or a job or your spouse's pension or wages (or the total of all) are \$1,500 or less. } . . . . .	<b>D</b>	_____
<b>E</b>	<b>Child tax credit.</b> See Pub. 972, Child Tax Credit, for more information. • If your total income will be less than \$71,201 (\$103,351 if married filing jointly), enter "4" for each eligible child. • If your total income will be from \$71,201 to \$179,050 (\$103,351 to \$345,850 if married filing jointly), enter "2" for each eligible child. • If your total income will be from \$179,051 to \$200,000 (\$345,851 to \$400,000 if married filing jointly), enter "1" for each eligible child. • If your total income will be higher than \$200,000 (\$400,000 if married filing jointly), enter "-0-" . . . . .	<b>E</b>	_____
<b>F</b>	<b>Credit for other dependents.</b> See Pub. 972, Child Tax Credit, for more information. • If your total income will be less than \$71,201 (\$103,351 if married filing jointly), enter "1" for each eligible dependent. • If your total income will be from \$71,201 to \$179,050 (\$103,351 to \$345,850 if married filing jointly), enter "1" for every two dependents (for example, "-0-" for one dependent, "1" if you have two or three dependents, and "2" if you have four dependents). • If your total income will be higher than \$179,050 (\$345,850 if married filing jointly), enter "-0-" . . . . .	<b>F</b>	_____
<b>G</b>	<b>Other credits.</b> If you have other credits, see Worksheet 1-6 of Pub. 505 and enter the amount from that worksheet here. If you use Worksheet 1-6, enter "-0-" on lines E and F . . . . .	<b>G</b>	_____
<b>H</b>	Add lines A through G and enter the total here . . . . . ▶	<b>H</b>	_____

For accuracy, complete all worksheets that apply.   
 • If you plan to **itemize** or **claim adjustments to income** and want to reduce your withholding, or if you have a large amount of other income not subject to withholding and want to increase your withholding, see the **Deductions, Adjustments, and Additional Income Worksheet**, later.   
 • If you **have more than one source of income subject to withholding** or are **married filing jointly and you and your spouse both have income subject to withholding** and your combined income from all sources exceeds \$53,000 (\$24,450 if married filing jointly), see the **Multiple Pensions/More-Than-One-Income Worksheet** on page 54 to avoid having too little tax withheld.   
 • If **neither** of the above situations applies, **stop here** and enter the number from line H on line 2B of Form W-4P.



**Deductions, Adjustments, and Additional Income Worksheet**

**Note:** Use this worksheet *only* if you plan to itemize deductions, claim certain adjustments to income, or have a large amount of other income not subject to withholding.

- 1 Enter an estimate of your 2019 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 10% of your income. See Pub. 505 for details . . . . . **1** \$ \_\_\_\_\_
- 2 Enter: { \$24,400 if you're married filing jointly or qualifying widow(er)  
\$18,350 if you're head of household  
\$12,200 if you're single or married filing separately } . . . . . **2** \$ \_\_\_\_\_
- 3 **Subtract** line 2 from line 1. If zero or less, enter "-0-" . . . . . **3** \$ \_\_\_\_\_
- 4 Enter an estimate of your 2019 adjustments to income, qualified business income deduction, and any additional standard deduction for age or blindness (see Pub. 505 for information about these items) . . . . . **4** \$ \_\_\_\_\_
- 5 **Add** lines 3 and 4 and enter the total . . . . . **5** \$ \_\_\_\_\_
- 6 Enter an estimate of your 2019 other income not subject to withholding (such as dividends, interest, or capital gains) . . . . . **6** \$ \_\_\_\_\_
- 7 **Subtract** line 6 from line 5. If zero, enter "-0-". If less than zero, enter the amount in parentheses . . . . . **7** \$ \_\_\_\_\_
- 8 **Divide** the amount on line 7 by \$4,200 and enter the result here. If a negative amount, enter in parentheses. Drop any fraction . . . . . **8** \_\_\_\_\_
- 9 Enter the number from the **Personal Allowances Worksheet**, line H, page 3 . . . . . **9** \_\_\_\_\_
- 10 **Add** lines 8 and 9 and enter the total here. If zero or less, enter "-0-". If you plan to use the **Multiple Pensions/More-Than-One-Income Worksheet**, also enter this total on line 1 below. Otherwise, **stop here** and enter this total on line 2B, of Form W-4P. . . . . **10** \_\_\_\_\_

**Multiple Pensions/More-Than-One-Income Worksheet**

**Note:** Use this worksheet *only* if the instructions under line H from the **Personal Allowances Worksheet** direct you here. This applies if you (and your spouse if married filing jointly) have more than one source of income subject to withholding (such as more than one pension, or a pension and a job, or you have a pension and your spouse works).

- 1 Enter the number from the **Personal Allowances Worksheet**, line H, page 3 (or from line 10 above if you used the **Deductions, Adjustments, and Additional Income Worksheet**) . . . . . **1** \_\_\_\_\_
- 2 Find the number in **Table 1** below that applies to the **LOWEST** paying pension or job and enter it here. However, if you're married filing jointly and the amount from the highest paying pension or job is \$75,000 or less and the combined amounts for you and your spouse are \$107,000 or less, do not enter more than "3" . . . . . **2** \_\_\_\_\_
- 3 If line 1 is **more than or equal to** line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-") and on Form W-4P, line 2B. **Do not** use the rest of this worksheet . . . . . **3** \_\_\_\_\_

**Note:** If line 1 is **less than** line 2, enter "-0-" on Form W-4P, line 2B. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.

- 4 Enter the number from line 2 of this worksheet . . . . . **4** \_\_\_\_\_
- 5 Enter the number from line 1 of this worksheet . . . . . **5** \_\_\_\_\_
- 6 **Subtract** line 5 from line 4 . . . . . **6** \_\_\_\_\_
- 7 Find the amount in **Table 2** below that applies to the **HIGHEST** paying pension or job and enter it here . . . . . **7** \$ \_\_\_\_\_
- 8 **Multiply** line 7 by line 6 and enter the result here. This is the additional annual withholding needed . . . . . **8** \$ \_\_\_\_\_
- 9 **Divide** line 8 by the number of payments remaining in 2019. For example, divide by 8 if you're paid every month and you complete this form in April 2019. Enter the result here and on Form W-4P, on the "OPTIONAL" additional amount line. This is the additional amount to be withheld from each payment. . . . . **9** \$ \_\_\_\_\_

**Table 1**

**Table 2**

Married Filing Jointly		All Others		Married Filing Jointly		All Others	
If wages from <b>LOWEST</b> paying job or pension are—	Enter on line 2 above	If wages from <b>LOWEST</b> paying job or pension are—	Enter on line 2 above	If wages from <b>HIGHEST</b> paying job or pension are—	Enter on line 7 above	If wages from <b>HIGHEST</b> paying job or pension are—	Enter on line 7 above
\$0 - \$5,000	0	\$0 - \$7,000	0	\$0 - \$24,900	\$420	\$0 - \$7,200	\$420
5,001 - 9,500	1	7,001 - 13,000	1	24,901 - 84,450	500	7,201 - 36,975	500
9,501 - 19,500	2	13,001 - 27,500	2	84,451 - 173,900	910	36,976 - 81,700	910
19,501 - 35,000	3	27,501 - 32,000	3	173,901 - 326,950	1,000	81,701 - 158,225	1,000
35,001 - 40,000	4	32,001 - 40,000	4	326,951 - 413,700	1,330	158,226 - 201,600	1,330
40,001 - 46,000	5	40,001 - 60,000	5	413,701 - 617,850	1,450	201,601 - 507,800	1,450
46,001 - 55,000	6	60,001 - 75,000	6	617,851 and over	1,540	507,801 and over	1,540
55,001 - 60,000	7	75,001 - 85,000	7				
60,001 - 70,000	8	85,001 - 95,000	8				
70,001 - 75,000	9	95,001 - 100,000	9				
75,001 - 85,000	10	100,001 - 110,000	10				
85,001 - 95,000	11	110,001 - 115,000	11				
95,001 - 125,000	12	115,001 - 125,000	12				
125,001 - 155,000	13	125,001 - 135,000	13				
155,001 - 165,000	14	135,001 - 145,000	14				
165,001 - 175,000	15	145,001 - 160,000	15				
175,001 - 180,000	16	160,001 - 180,000	16				
180,001 - 195,000	17	180,001 and over	17				
195,001 - 205,000	18						
205,001 and over	19						