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Member Access – How to Update Tax Withholding

ONLINE TOOLS



Update My Payment Preference >



View Payment History >



Update my Contact Information >

To update tax withholding instructions, click the “Update My Payment Preference” widget under “Online Tools”.

Update My Personal Information

Personal Information

Tax Information

Contact Information

Banking Information

Spousal Information

Beneficiary Designation

Communication Preferences

- 1 Federal Taxes
- 2 Review
- 3 Confirmation

Federal Taxes

W-4P

Need assistance in completing this form?

Please see the [W-4P instructions and worksheets](#) for more information. Specific page numbers referenced in the form below pertain to the applicable pages of the instructions where such information may be found.

Prior to filing this form

Your name and contact information have been prepopulated. If you require updates, please use [Update my personal information](#).

If you do not make an election or your elections are incomplete, the plan may withhold tax from your payments as if your filing status is single with no adjustments in Steps 2 through 4. If you are currently receiving pension payments, your current withholding election (or your default rate) remains in effect unless you submit a new Form W-4P.

Please fill in this form to notify the plan of the correct amount of federal income tax to withhold from your periodic pension payments. If eligible, you may also choose not to have any federal income tax withheld by making the appropriate election below.

Click the "Tax Information" tab.

Step 1: Personal information

(a) City or town, state, and ZIP code

[Redacted]

Address

[Redacted]

Last name

[Redacted]

First name and middle initial

[Redacted]

(b) Social security number

XXX-XX-[Redacted]

(c) Please select your filing status

- Single or Married filing separately**
- Married filing jointly or Qualifying widow(er)**
- Head of household** (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Step 1A and B will auto populate with the member's information on file.

Select filing status in 1C.

Complete steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5.

See pages 2 and 3 for more information on each step and how to elect to have no federal income tax withheld (if permitted).

Step 2: Income From a Job and/or Multiple Pensions/Annuities (Including a Spouse's Job/Pension/Annuity)

Complete this step if you (1) have income from a job or more than one pension/annuity, or (2) are married filing jointly and your spouse receives income from a job or a pension/annuity. See page 2 for examples on how to complete Step 2.

Do **only one** of the following.

(a) Reserved for future use.

(b) Complete the items below.

(i) If you (and/or your spouse) have one or more jobs, then enter the total taxable annual pay from all jobs, plus any income entered on Form W-4, Step 4(a), for the jobs less the deductions entered on Form W-4, Step 4(b), for the jobs. Otherwise, enter "0".

(ii) If you (and/or your spouse) have any other pensions/annuities that pay less annually than this one, then enter the total annual taxable payments from all lower-paying pensions/annuities. Otherwise, enter "0".

(iii) Add the amounts from items (i) and (ii) and enter the total here.

Tip: To be accurate, submit a 2023 Form W4-P for all other pensions/annuities. Submit a new W-4 form for your job(s) if you have not updated your withholding since 2019. If you have self-employment income, see page 2.

If (b)(i) is blank and this pension/annuity pays the most annually, complete Steps 3-4(b) on this form.

Otherwise, do not complete Steps 3-4(b) on this form.

Complete steps 2-4 if applicable.

If not applicable, skip to step 5.

Step 3: Claim Dependent and Other Credits

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000.

Multiply the number of other dependents by \$500.

Add other credits, such as foreign tax credit and education tax credits.

Add the amounts for qualifying children, other dependents, and other credits and enter the total here.

3

Step 4 (optional): Other Adjustments

(a) **Other income (not from jobs or pension/annuity payments).** If you want tax withheld on other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, taxable social security, and dividends.

4(a)

(b) **Deductions.** If you expect to claim deductions other than the basic standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here.

4(b)

(c) **Extra withholding.** Enter any additional tax you want withheld from **each payment**.

4(c)

If you would like an additional amount withheld monthly, enter this in 4C.

No withholding

I choose not to have Federal taxes withheld.

If you check this box, any elections entered in step 1(c) to 4 will not be saved.

Step 5: Signature

Date

Apr 3, 2023

Name

① No paper forms or handwritten signatures will be required. You consent to making these elections electronically and understand your electronic signature is legally binding with the same force and effect as a manually executed signature.

Cancel

Next

To elect no withholding, check the box in the “No Withholding” section.

Type your full name in step 5 as an electronic signature.

Click Next.



Federal Taxes



Review



Confirmation

Review

Please validate or complete the following information.

Federal Taxes

Marital Status

Single or married filing separate

Income

Total	\$6,000
Other Pensions/Annuities	\$6,000
Jobs	\$0

Credits

Total	\$0
Other Credits	\$0
Other Dependents	\$0
Qualifying Children Under 17	\$0

Other Adjustments

Extra Withholding	\$150
Deductions	\$0
Other Income	\$4,000

Signed by [redacted] on Apr 3, 2023

Review.

Certification

I, [REDACTED], confirm that the information summarized on this page is accurate. I understand that this form supersedes any and all previous federal and state tax withholding elections for this Plan. I understand that, if I elect not to have tax payments withheld or if I have insufficient taxes withheld, I may be liable for payment of income tax on the taxable portion of my pension benefit payments and be subject to tax penalties by both the Internal Revenue Service and my state of residence. I hereby submit this request regarding the treatment of my pension benefit payments for purposes of withholding federal and state taxes.

I agree

[Previous](#)

[Confirm](#) 

Click “previous” to make a correction.

Certification

I, , confirm that the information summarized on this page is accurate. By clicking on "I agree", I am providing my electronic signature and no paper forms or handwritten signatures will be required. I consent to making these changes electronically and understand that my electronic signature is legally binding with the same force and effect as manually executed signatures.

I agree

If correct, click the checkbox in the "Certification" box next to "I agree".

Click "Confirm" to submit to IMRF.