

**SHEET METAL WORKERS' NATIONAL PENSION FUND**  
**8403 Arlington Blvd. Suite 300**  
**Fairfax, VA 22314**

**FEDERAL AND STATE TAX WITHHOLDING REQUEST**

This form revokes all prior federal and state tax withholding designation. For example, if you previously requested federal and state tax withholdings and now submit an updated request indicating only federal tax, this updated form will remove your prior state withholdings.

**PART I – FEDERAL TAX WITHHOLDING.** If you want federal income tax to be withheld, you must designate the number of withholding allowances on line 3 of this form.

- Under current federal law, you cannot just designate a specific dollar amount to be withheld. However, you can designate an *additional amount* to be withheld on line 4 below.
- If you do not want any federal income tax withheld from your periodic payments, check the box on line 1 of this form.

Type or print your First Name and Middle Initial	Last Name	Your Social Security Number
Home Address (number and street or rural route)		Phone Number
City or Town, State, and ZIP code		

**Complete the following applicable lines.**

- 1.) Check here if you **do not want any** federal income tax withheld from your pension or annuity. (Do not complete lines 2, 3 or 4.) ►
- 2.) Marital status:  Single       Married       Married, but withhold at higher "Single" rate
- 3.) Total number of allowances and marital status you are claiming for withholding from each **periodic** pension or annuity payment. (You may also designate an additional dollar amount on line 4.) ..... ► \_\_\_\_\_
- 4.) Additional amount, if any, you want withheld from each pension or annuity payment. (**Note: For periodic payments, you cannot enter an amount here without entering the number (including zero) of allowances on line 3.**) ..... ► \$ \_\_\_\_\_

**YOUR SIGNATURE ►**

**DATE ►**

*THIS FORM IS NOT VALID UNLESS YOU SIGN IT*

**PART II – STATE INCOME TAX WITHHOLDING REQUEST** Check with your state tax authority or your tax advisor on whether you must withhold for state taxes and, if so, how to determine the amount. It is your responsibility to tell the Plan how much to withhold.

I elect to withhold \$ \_\_\_\_\_ per month for state tax withholdings.

Specify state \_\_\_\_\_

## NOTICE OF WITHHOLDING OF FEDERAL INCOME TAXES FROM PERIODIC PAYMENTS

Under the Tax Equity and Fiscal Responsibility Act of 1982, we are required to withhold federal income tax from any pension payments you receive if:

- 1.) The taxable portion of your annual pension \$19,680 (\$1,640 per month) or more; and,
- 2.) You chose not to elect out of withholding.

Withholding will apply only to the portion of your pension payment that is already included in your income subject to federal income tax and will be like wage withholding. Remember that withholding is required (unless you direct otherwise) if the taxable portion of your annual pension is at least \$19,680 (\$1,640 per month) or more.

Your ELECTION will remain in effect until you revoke or change it. Any ELECTION or revocation will be effective no later than 30 days after it is received. You may revoke or change your ELECTION at any time by returning a signed and dated ELECTION form to us.

If we do not receive the ELECTION form in accordance with the preceding paragraph, and the taxable portion of your annual pension payment is \$19,680 (\$1,640 per month) or more, federal income taxes will automatically be withheld from your payments as though you are a married individual claiming three withholding exemptions. Withholding will continue on that basis unless you elect otherwise in accordance with the preceding paragraph. Any amount withheld based upon the Withholding tables will be rounded up to the nearest whole dollar. Here are a few illustrations based upon the 2012 Withholding Tables – Married with three (3) exemptions, in order to give you an idea of the tax amount to be withheld.

<b>Taxable Annual Payments</b>	<b>Taxable Monthly Payment</b>	<b>Tax Withheld Each Month</b>
\$19,680	\$1,640	\$4.00
\$30,040	\$2,520	\$92.00
\$35,040	\$2,920	\$132.00
\$14,280	\$3,440	\$203.00

If you are currently having federal income taxes withheld because you previously provided us with an election form, that election will continue under the 2012 Withholding Tables unless or until you instruct otherwise.

If you have any questions as to whether you should have federal income tax withheld from your periodic pension payments, please contact your local tax consultant or the Internal Revenue Service Office.

### SHEET METAL WORKERS' NATIONAL PENSION FUND

8403 Arlington Blvd. Suite 300

Fairfax, VA 22314

1.800.231.4622

[info@smwnpf.org](mailto:info@smwnpf.org)