

State of Delaware

Office of Pensions
McArdle Building
860 Silver Lake Blvd., Suite 1,
Dover, DE 19904-2402

New Address

Pension Plan Income Tax Withholding Election Form In Lieu of W4P

Name, EmplID, Social Security Number, Telephone Number, Street Address, City, State, Zip+4

Sign and date the bottom of the form. Your request cannot be processed if the form is not signed. Return it by mail to the address above or by fax to (302) 739-6129.

If you have questions about this form or how to fill it out, call (302) 739-4208 or (800) 722-7300.

- 1. I elect NO Federal income tax to be withheld from my monthly pension
I elect NO State income tax to be withheld from my monthly pension.

- 2. I elect to have my monthly withholdings calculated using the tax tables based on the following marital status and number of allowances:

Federal withholdings:

- Single ~ # of allowances
Married ~ # of allowances
Married but withhold at the higher single rate ~ # of allowances
Also, withhold \$ in addition to this calculation.

State withholdings:

- Single ~ # of allowances
Married ~ # of allowances
Married but withhold at the higher single rate ~ # of allowances
Also withhold \$ in addition to this calculation.

- 3. I elect to have ONLY the following flat dollar amount withheld from my monthly pension:

Federal tax withholdings \$ State tax withholdings \$

- 4. I elect to have the following dollar amount withheld IN ADDITION to my current monthly withholdings.

Federal tax withholdings \$ State tax withholdings \$

I understand that the withholding elections requested above will remain in effect until I change them. I understand that I may revoke or change my tax withholding election at any time by notifying the Office of Pensions in writing.

Signature of Pensioner or Legal Guardian Date

STATE OF DELAWARE
STATE BOARD OF PENSION TRUSTEES
AND
OFFICE OF PENSIONS
MCARDLE BUILDING
860 SILVER LAKE BLVD., SUITE 1
DOVER, DE 19904-2402

When Calling Long Distance
Toll Free Number 1-800-722-7300

Telephone (302) 739-4208
FAX # (302) 739-6129

Dear Pensioner,

On the reverse side, you will find a Tax Withholding Election Form. This form can be used to make changes to your Federal and State tax withholdings. **If you do not want to make any changes at this time, please dispose of this form and do not return it to our office. Your current withholdings will remain exactly as they are now unless we receive written instructions from you to make changes.**

If you want to make changes, please take a moment to read the descriptions below of how each numbered choice will affect your withholdings.

If you elect #1, NO withholdings will be made. Please be aware that penalties may be assessed under the estimated tax rules if your withholdings and estimated payments are not sufficient.

If you elect #2, your tax withholdings will be assessed based on the marital status and number of allowances that you choose. You will also notice that there is a line to allow an additional amount. Use this line if you want your withholdings calculated using the tax tables AND an additional amount withheld on top of that calculation.

Also be aware that if you elect “Married but withhold at the higher single rate” for option #2 that your Tax Marital Status will show as “single” even if you are married.

If you elect #3, ONLY the dollar amount that you indicate will be withheld.

If you elect #4, the dollar amount that you indicate will be withheld IN ADDITION to your current withholdings.

If you are a dual pensioner (receiving both a service and survivor pension), you *must* fill out a separate TWE for each check/direct deposit that you receive. Please be sure to indicate your employee ID number (found on your check/check advice) on each form to ensure that the changes are applied to the proper account.