



Please print or type in black ink.

Section A. Tell us about yourself.

FIRST NAME	MI	LAST NAME	SUFFIX	SSN (XXX-XX-1234)
MAILING ADDRESS				MEMBER ID
CITY	STATE	ZIP CODE	TELEPHONE NO.	DATE OF BIRTH
E-MAIL ADDRESS				

Section B. Please check the retirement system that applies to these withholding preferences.

If more than one, you must fill out a separate form for each retirement system account.

- | | |
|---|---|
| <input type="checkbox"/> Teachers' and State Employees' Retirement System | <input type="checkbox"/> Legislative Retirement System |
| <input type="checkbox"/> National Guard Pension Fund | <input type="checkbox"/> Disability Income Plan of North Carolina |
| <input type="checkbox"/> Local Governmental Employees' Retirement System | <input type="checkbox"/> Legislative Retirement Fund |
| <input type="checkbox"/> Registers of Deeds' Supplemental Pension Fund | <input type="checkbox"/> Firemen's Pension Fund |
| <input type="checkbox"/> Consolidated Judicial Retirement System | <input type="checkbox"/> Rescue Squad Workers' Pension Fund |

Section C. Federal Income Tax Withholding Preference Certificate (W-4P)

You may elect not to have Federal income tax withheld from your retirement benefit payment; however, if you elect not to have Federal income tax withheld, you are liable for payment of Federal income tax on the taxable portion of your benefit. You also may be subject to tax penalties under the estimated tax payment rules, if your payments of estimated tax and withholding, if any, are not adequate. See Guide A for instructions.

Make your election as to Federal income tax withholding by checking the appropriate box.

- A I **do not want** Federal income tax withheld from my monthly retirement benefit.
- I **want** Federal income tax withheld from my monthly retirement benefit on the following basis (You **must** complete at least *B1* and *B2* below.)

- B1 **Marital Status** Single Married
- Married, but withhold at higher single rate

- B2 **Number of Allowances Claimed**
- B3 **Minimum Withholding (Optional)** \$

Enter **minimum monthly** amount you want withheld. The Retirement Systems Division will **not** process this optional minimum withholding amount without your designations for marital status (*B1*) and number of allowances claimed (*B2*).

Results of Failure to File

If certificate is not filed, withholding will be based on married tax tables with 3 allowances.

Signature _____ Date _____

Section D. North Carolina Income Tax Withholding Preference Certificate (NC-4P)

Retirement benefits are exempt from North Carolina income tax provided you had five (5) or more years of maintained creditable service in the Retirement System as of August 12, 1989. If you are a resident of North Carolina and are not exempt from North Carolina income tax, you may elect not to have North Carolina income tax withheld; however, if you elect not to have tax withheld, you may be subject to tax penalties. The Retirement Systems Division is unable to withhold taxes for other states. Make your election as to North Carolina income tax withholding by checking the appropriate box.

- A I **do not want** North Carolina income tax withheld from my monthly retirement benefit.
- I **want** North Carolina income tax withheld from my monthly retirement benefit on the following basis (You **must** complete at least *B1* and *B2* below.)

- B1 **Marital Status** Single Head of Household Married or Qualifying Widow(er)

- B2 **Number of Allowances Claimed**
- B3 **Minimum Withholding (Optional)** \$

Enter **total monthly** amount you want withheld. The Retirement Systems Division will **not** process this optional minimum withholding amount without your designations for marital status (*B1*) and number of allowances claimed (*B2*).

Results of Failure to File: If you are a resident of North Carolina and are not exempt from North Carolina income tax, and do not make an election, we are required to withhold on the basis of single with 0 allowances. If your retirement benefits are subject to North Carolina income tax and you elect not to have tax withheld, you may be subject to tax penalties.

Submit this page by mail or fax.

N.C. Department of State Treasurer, Retirement Systems Division
3200 Atlantic Avenue, Raleigh, North Carolina 27604
1-877-NCSECURE (1-877-627-3287) toll-free
www.myncretirement.com • You may fax this form to (919) 855-5800.

Guide A. Instructions for Federal Income Tax Withholding Preference Certificate

The Federal income tax laws require that you complete this form so as to make your election on Federal income tax withholding from your retirement benefit.

The pension payments you receive from your Retirement System could be subject to Federal income tax withholding unless you elect not to have withholding apply. Withholding will only apply 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. Thus, there will be no withholding on the return of your own previously taxed contributions to the plan.

Election

- Check box *A* if you do not want Federal income tax withheld.
- Check box *B* if you want Federal income tax withheld. If you check box *B*, you must also indicate *Marital Status* and *Number of Allowances*.

Marital Status

Check the single box if you are not married, or if you are widowed, divorced, or separated. Check the married box only if you are currently living with your spouse.

Number of Allowances Claimed

Enter the number of allowances that you would claim. Generally one allowance would be claimed for yourself, another if you are over 65,

another if you are blind, another for each dependent, and an additional allowance for your spouse if your spouse is not claiming an allowance on another certificate. The allowances that you would claim should be further modified if you have other sources of income or excess deductions. A worksheet for determining allowances can be found on Form W-4P issued by the Internal Revenue Service.

Minimum Withholding (Optional)

Enter the minimum total amount you want withheld from your retirement benefit. If the amount entered is greater than that computed using the tax tables, we will withhold the amount entered. If less, we will withhold as computed using the tax tables.

Failure to File

If certificate is not filed, withholding will be based on married tax tables with 3 allowances. See information on potential penalty on front of the certificate.

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 IRS Pub. 505. It explains your estimated tax requirements and describes penalties in detail. You may be able to avoid quarterly estimated tax payments by having enough tax withheld from your pension or annuity using Form 290.

Guide B. Instructions for North Carolina Income Tax Withholding Preference Certificate

Retirement benefits are exempt from North Carolina income tax provided you had five (5) or more years of maintained creditable service in the Retirement System as of August 12, 1989. You should complete the appropriate section of the Certificate if you want North Carolina income tax withheld from your benefits payment.

Election

- Check box *A* if you do not want North Carolina tax withheld.
- Check box *B* if you want North Carolina tax withheld. If you check box *B*, you must also indicate *Marital Status* and *Number of Allowances*.

Marital Status

- Check *Single* if you are not married, or you are a widow/widower that does not meet the qualification to file as a qualifying widow/widower.
- Check *Head of Household* only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependents.
- Check *Married or Qualifying Widow(er)* if you are: (1) married, or (2) your spouse died in either of the two preceding tax years and you meet the following requirements: (a) Your home is maintained as the main household of a child or stepchild for whom you can claim an exemption; and you can claim an exemption; and (b) You were entitled to file a joint return with your spouse in the year of your spouse's death.

Number of Allowances Claimed

A worksheet for determining allowances is included with the Form NC-4 issued by the North Carolina Department of Revenue.

Minimum Withholding (Optional)

Enter the minimum total amount you want withheld from your retirement benefit. If the amount entered is greater than that computed using the tax tables, we will withhold the amount entered. If less, we will withhold as computed using the tax tables.

Even if your retirement benefits are exempt from North Carolina income tax, we may also withhold for you, if you choose, an amount to cover some other taxable income. If this is desirable, you must check box *B*, enter your marital status, allowances claimed, and a minimum monthly amount to be withheld. We will then withhold this minimum amount.

Failure to File

If you are a resident of North Carolina and are not exempt from North Carolina income tax, and do not make an election, we are required to withhold on the basis of single with 0 allowances. If your retirement benefits are subject to North Carolina income tax and you elect not to have tax withheld, you may be subject to tax penalties.

Thank you.

This form must be filed prior to the date your benefit begins and thereafter at any time you wish to change your election, exemption, or marital status.