

**SHEET METAL WORKERS NATIONAL PENSION FUND
601 N. FAIRFAX STREET, SUITE 500
ALEXANDRIA, VIRGINIA 22314**

FEDERAL AND STATE TAX WITHHOLDING REQUEST

You must file a federal tax withholding form. This form revokes all prior federal and state tax withholding elections. For example, if you previously requested federal and state tax withholdings and now submit a new request indicating only federal tax, this updated form will delete 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 2 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 3 below.
- If you do not want any federal income tax withheld from your periodic payments, check the box on line 1 of this form.
- **If you do not submit a form, the NPF must withhold periodic payments as if you are married claiming 3 exemptions.**

Type or print your First Name and Middle Initial	Last Name	Your Social Security Number
Mailing 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 or 3.)
- 2.) 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 3.) ▶ _____
(Enter number of
- Marital status: Single Married Married, but withhold at higher "Single" rate
allowances.)
- 3.) 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 2.**) ▶ \$ _____

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 _____.

IT IS IMPORTANT THAT YOU CAREFULLY READ THE REVERSE SIDE OF THIS FORM.

THIS FORM IS NOT VALID UNLESS YOU SIGN.

**Part I
FEDERAL INCOME TAX WITHHOLDING**

Your monthly pension payments, and if applicable your NPF COLA benefit, may be subject to federal income tax withholding. For further information, please refer to Internal Revenue Service Publication 575 regarding the taxability of pension and annuity income.

As a Retiree, the following federal income tax withholding alternatives are available to you:

1. You may elect **not** to have federal income tax deducted from your monthly retirement payment, or
2. You may claim a certain number of exemptions and have the National Pension Fund deduct the appropriate amount, if any, in accordance with the federal income tax tables and you may designate an additional specific whole dollar amount to be withheld from your monthly retirement payment.

If you elect not to have federal withholding apply to your monthly retirement payments, or if you do not have enough federal income tax withheld, you may be responsible for payment of estimated tax. You may incur penalties under the Internal Revenue Services estimated tax rules if your withholding and estimated tax payment is not sufficient. New retirees, especially, should see IRS Publication 505.

**Part II
STATE INCOME TAX WITHHOLDING**

Your National Pension Fund monthly retirement payments may be subject to state income tax withholding. 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.

Your election will remain in effect until you revoke it. You may revoke or change your election at any time by filing a new federal and state tax withholding request. The National Pension Fund can not assist you in the preparation of tax forms.

Please contact the Internal Revenue Service at 1-800-829-1040, or your state's Comptroller's Taxpayer Service Information Line.

To receive additional copies of the Federal and State Tax Withholding Request form, or for other information concerning your retirement benefits, call 703-739-7000, or toll free 1-800-231-4622, or visit our website at www.smwnpf.org.