Please print and return all 17 pages. If all 17 pages are not returned Empower will reject.

Plan name: The Supplemental Pension/401(k) Plan to IBEW LU 1141

Retirement and 401(k) Plan

Plan number: 780838-01

## Required Minimum Distribution Form

Use this form to request a one-time payment or to establish or change an installment payment for your required minimum distribution (RMD).

- The enclosed instruction guide will help you as you fill out this form.
- Questions on this form? Call 405-310-7028

## **Step 1: Your information**

is required to be complete		ot write outside the	boxes. All requested	personal information					
First name		/I Last name (Ent	ire name must match the	name on file.)					
U.S. Social Security number	er/U.S. Taxpayer Date	of birth	Account exter	nsion					
Identification number	(mm	/dd/yyyy)	(if this applies	5)					
Update me on withdraw									
Text message (area code +	number)		o check the status of yonyretirement.com	ur request at:					
Standard text messaging rates from	om your mobile carrier may a	apply.							
Email address									
Citizenship and marital s	status - Failure to provide	the following information	on will result in delays.						
Are you a U.S. citizen or	Yes 🔲 OR No 🖵								
U.S. resident alien?	•								
	If no, complete the following information:  Country of legal residence								
	Country of legal resi	luerice							
You must submit IRS form W-8BEN with your withdrawal request. Download and print form W-8BEN at irs.gov. If the W-8BEN form is not provided or is not filled out correctly, 30% of your withdrawal will be withheld for federal taxes. Refer to the instruction guide for important IRS Fo W-8BEN requirements.									
Did you receive this account from another person due to a QDRO (divorce) or beneficiary claim?	Yes OR No O		ess information and the	n skip to Step 3.					





Last 4 digits of SSN/TIN									
Are you married?	Yes 🖵	OR	No 🖵						
	If marrie			s's signature and consent are required unless your balance					
If you are married, would you like to calculate your	Yes 🗖	OR	No 🗖	If no or you do not answer this question, the joint life expectancy table will <u>not</u> be used and you may complete the address information below and then skip to Step 2.					
payment over your and your spouse's	If yes, is y	If yes, is your spouse your sole primary beneficiary?							
joint life expectancy?	Yes 🗖	OR	No 🖵	If no or you do not answer this question, you are not eligible to use the joint life expectancy table and you may complete the address information below and then skip to Step 2.					
	If yes, is your spouse more than 10 years younger than you?								
	Yes 🗖	OR	No 🖵	If no or you do not answer this question, you are not eligible to use the joint life expectancy table and you may complete the address information below and then skip to Step 2.					
	If yes, provide your spouse's name and date of birth below.								
	Spouse's name								
	Spouse's date of birth (mm/dd/yyyy)								
Confirm your addres	SS								
Write in the first line of		dress.							
<ul> <li>Exclude your city, state and ZIP code.</li> <li>We will use this to confirm that we have your correct address on file.</li> </ul>									

• If your address is different than what we have on file, we will not use this address to update your account and your withdrawal may be delayed.

If you believe that we do not have your correct address or if you need to change your address, call us at 1-833-569-2433 before submitting this form.

Acc	oun <sup>.</sup>	t ad	dre	ss (i	nclı	ude	str	eet	add	res	s wi	th a	pt/	uni	t#i	f ap	plic	abl	e [e	xclı	ıde	city	, st	ate	and	d zip	co	de])	



Last 4 digits of SSN/TIN							

## Step 2: Account information

Have you separated from the plan sponsor providing this plan?	Enter your date of retirement or separation (m OR Last contribution date (mm/dd/yyyy):	nm/dd/yyyy):  Capstone Retirement Service will complete this section.

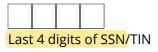


Last 4 digits of SSN/TIN						

## Step 3: RMD payment options

	se select one of th	ne options b	elow.				
One-	time payments						
Option A	Calculate a one-time RMD payment for me.						
Insta	Ilment payments	5					
	☐ Installment p	ayment					
Option B	Are you currently periodic installmed payments and work to continue to receive these amounts in to starting your R	ent ould like ceive a addition MD	Yes OR No OR No If you answer no or you do not make a selection, any existing periodic installment payment you may have will be stopped and replaced with your RMD installment payment.				
	installment paym		Please complete W4P that is attached.				
Insta	Ilment payment	options:					
When would you like to start this installment payment?		Date must be between the 1 <sup>st</sup> and the 28 <sup>th</sup> .  (mm/dd/yyyy)  If no date is entered, we will set up the installment payments using the date this form is received in good order.					
	often would you your payment?	☐ Monthly	Quarterly  Semi-Annually  Annually				
like y with	would you your payments drawn from your ount? (optional):	Unless I make a choice below, my installment payment will be calculated and prora across all the money types in my account. See the instruction guide for more infor about the differences in pretax and after-tax money types.					
decourte (optional).			to draw down this money type first ( <b>choose only one</b> ):				
		☐ Pretax					
		☐ After-tax	C C				
			est is received on or before April 1, any remaining prior year, initial deferred withdrawn on the date this form is received in good order and will be sent in a ayment.				





## **Step 4: Tax withholding**

Federal tax - For one-time RMD payments or lumpsum payment for previous calendar year: For your federal income tax withholding election, unless you elect out of withholding below, or otherwise complete the IRS Form W-4R (please go to irs.gov and enter *Form W-4R* into the search bar or call 1-800-TAX-FORM (829-3676)), federal income tax will be withheld at a rate of 10% for non-periodic installment withdrawals. If you choose to make an alternate income tax withholding election, then you must complete and attach Form W-4R to this Withdrawal Form.

l elect not to have federal income tax withheld (must have U.S. residence address on file).

I understand that I am still liable for the payment of federal income tax on the taxable amount. I also understand that I may be subject to tax penalties under the estimated tax payment rules if my payments of estimated tax and withholding, if any, are not adequate.

Federal tax –
For installment
payments – current
and future calendar
years:

#### Periodic installment payments lasting longer than 10 years:

For your federal income tax withholding election, unless you elect out of withholding below, or otherwise complete the IRS Form W-4P (please go to irs.gov and enter Form W-4P into the search bar or call 1-800-TAX-FORM (829-3676)), federal income tax will be withheld as if you are single with no adjustments. If you choose to make an alternate income tax withholding election, then you must complete and attach the IRS Form W-4P to this Withdrawal Form.

l elect not to have federal income tax withheld (must have U.S. residence address on file).

I understand that I am still liable for the payment of federal income tax on the taxable amount. I also understand that I may be subject to tax penalties under the estimated tax payment rules if my payments of estimated tax and withholding, if any, are not adequate.

#### Periodic installment payments that are scheduled for less than 10 years:

For your federal income tax withholding election, unless you elect out of withholding below, or otherwise complete the IRS Form W-4R (please go to irs.gov and enter *Form W-4R* into the search bar or call 1-800-TAX-FORM (829-3676)), federal income tax will be withheld at a rate of 10%. If you choose to make an alternate income tax withholding election, then you must complete and attach Form W-4R to this Withdrawal Form.

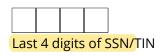
I elect not to have federal income tax withheld (must have U.S. residence address on file).

I understand that I am still liable for the payment of federal income tax on the taxable amount. I also understand that I may be subject to tax penalties under the estimated tax payment rules if my payments of estimated tax and withholding, if any, are not adequate.



Last 4 digits of SSN/TIN	
State tax:	Any state tax withholding is based on your state of residence. You can make optional state tax elections if your state allows. Otherwise, we will withhold the standard state tax rate based on the requirements of your state of residence and any elections you make below.
	Do not withhold state taxes from my withdrawal.
	ADD an <b>EXTRA</b> (choose either a % or a dollar amount, <b>not both</b> ):
	Percentage Dollar amount
	OR \$
	I have attached the election form for my state, if required.



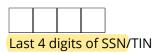


## **Step 5: Delivery options**

For one-time RMD payments or lump-	<b>Regular</b> mail to my address on file. <b>(Free)</b> Estimated delivery is up to five business days after the withdrawal is completed.							
sum payment for previous calendar year:	<b>Express</b> delivery to my address on file. (\$30.00 fee for each type of check - pre and after-tax.) Estimated delivery is two to three business days after the withdress completed.							
	<b>Electronic</b> deposit (ACH) to the bank account on file. <b>(Free)</b> Estimated delivery is two to three business days after the withdrawal is completed.							
	<b>Important:</b> If you have more than one bank account on file with us, please provide the account nickname and the last four digits of the account number that you would like to use. For your protection, your ACH banking information must have been previously submitted to us and verified; otherwise, we will send the check(s) to your address on file.							
	Bank account nickname							
	Last four digits of the bank account number							
For installment payments – current	<b>Regular</b> mail to my address on file. <b>(Free)</b> Estimated delivery is up to five business days after the withdrawal is completed.							
and future calendar years:	<b>Electronic</b> deposit (ACH) to the bank account on file. <b>(Free)</b> Estimated delivery is two to three business days after the withdrawal is completed.							
	<b>Important:</b> If you have more than one bank account on file with us, please provide the account nickname and the last four digits of the account number that you would like to use. For your protection, your ACH banking information must have been previously submitted to us and verified; otherwise, we will send the check(s) to your address on file.							
	Bank account nickname							
	Last four digits of the bank account number							

If you elect to have direct deposit you must call Empower at 1-833-569-2433 to set up bank account information. If this is not done Empower will NOT direct deposit.





## Step 6: Signatures and consent

#### My consent:

I understand and agree to all pages of this form, instruction guide and notice(s) and affirm all information is correct. I acknowledge the following:

I request a withdrawal of my account according to my instructions on the form. Once a payment has been completed, it cannot be changed or reversed.

I understand that my election(s) on this form are effective for 180 days. If I request a full withdrawal from my account, any residual amounts that may be posted to my account will be paid out in the same manner as I have elected on this form. I consent to any subsequent payment of these residual amounts in accordance with this form.

Under penalty of perjury, I certify that the U.S. Social Security number or U.S. Taxpayer Identification number I have provided in Step 1 is correct. I am a U.S. person if I marked *Yes* to the *Are you a U.S. citizen or U.S. resident alien?* question in Step 1 of this form.

#### For an installment payment, I understand that the following fee(s) will be assessed:

• Empower will charge a one time set up fee of \$50.00 and Capstone Retirement Services LLC will charge a one time fee of \$75.00.

#### Please note:

This withdrawal request may be subject to an administrative review period prior to processing, and the investments in your account will not be sold until the withdrawal is completed. The review period may take several business days. Your investments may fluctuate with market performance, so you may want to review your account with your advisor prior to making a withdrawal request. If you initiate a fund transfer during the review period, it may delay your withdrawal. If you want to make investment changes prior to withdrawal, please contact us or access your account online.

Any person who presents a false or fraudulent claim is subject to criminal and civil penalties.

My signature	Signature date (Required)
An original, handwritten signature is required on this form.	(mm/dd/yyyy)



Last 4 digits of SSN/TIN
Spouse's consent - Not required for Beneficiaries or Alternate Payees
As the participant's spouse, my consent is required if I am legally married.
<b>Spouse to complete:</b> I (name of spouse),, am the spouse of the person making this request and I have read and understand the withdrawal request. I understand that I can refuse to consent to the withdrawal request, and that my consent cannot be revoked or withdrawn once given. I further understand and voluntarily consent that the withdrawal to be made will reduce any future benefit I may be entitled to. Being fully apprised of these facts, I hereby voluntarily consent to this withdrawal request.



Last 4 digits of SSN/TIN	
Spouse's signature	Signature date (Required)
An original, handwritten signature is required on this form.	(mm/dd/yyyy)
Statement of notary for spousal consent:	33337
The spouse's signature must be notarized by a Notary Public. The date of the must match the date of the Notary Public signature on the separate jurat or n below. Consent must be obtained no more than 180 days prior to the effective to be effective. If your notary completes a separate jurat or notarial certificate above spouse's signature line and enter the date on this form.	otarial certificate or in this section e date of the original request in order
ATTENTION Notary Public: Make sure that you have reviewed the notary state requires a separate jurat or notarial certificate, please complete a	
We require that the following information must be included on the sepa (1) name of document being notarized; (2) the plan name; (3) the plan numbe names. Separate jurat or notarial certificates submitted that do not include the delay the withdrawal request. If your state does require a separate jurat or not section below, this statement of notary will be rejected and will delay the with	r; and (4) participant's and spouse's iis information will be rejected and will starial certificate and you complete the
If your state does not require a separate jurat or notarial certificate, you may	complete the notary section below.
Statement of notary:	Notary seal must be visible.
State of The consent to this request was subscribed and sworn affirmed) to before me on this day of year, by (name of spouse)	
County/Parish/ Borough of evidence to be the person who appeared before me what such consent represents his or her free a voluntary act.	ho
Notary Public's signature My co	ommission expires (mm/dd/yyyy)
An original, handwritten signature is required on this form.	
All original, harlawritterr signature is required on this form.	



Notary Public's full name

Telephone number

Last 4 digits of SSN/TIN	
Authorized plan administrator signature	
This request is in compliance with the terms of the plan. The appropriate by me, and you are authorized to rely on the information provided on the	
I certify that the Participant's accurate vesting percentage for each mone that balances may not exist in all money sources.)	ey source is listed below. (Please be advised
ERO 1 - Employer Pension	%
I represent that I am an authorized signer on behalf of the above-named to process this form.	d plan and have an authority to instruct you
Authorized plan administrator signature	Signature date ( <b>Required</b> )
An original, handwritten signature is required on this form.  Peelex Poyrell with Constant Potisement, Services LLC.	(mm/dd/yyyy)
Becky Powell with Capstone Retirement Services LLC.	



## Verify and send

#### Make sure to complete each step.

Did you provide all nine digits of your U.S. Social Security number/U.S. Taxpayer Identification number on the first page and the last four digits on the other pages, answer the citizenship questions and obtain all handwritten signatures? Omitting information will cause delays.

#### Send your request. Return all pages with the bar code.

Electronically:	becky@crstpaok.com
Regular Mail:	1310 S. Kelly Ave, Edmond, OK 73003
FAX:	405-330-4931

#### **Contact information:**

Online empowermyretirement.com

By phone 1-833-569-2433 weekdays from 8 a.m. to 10 p.m. Eastern time

1-303-737-7249 from outside the U.S.

Becky Powell 405-310-7028

Securities, when presented, are offered and/or distributed by Empower Financial Services, Inc., Member FINRA/SIPC. EFSI is an affiliate of Empower Retirement, LLC; Empower Funds, Inc.; and registered investment adviser Empower Advisory Group, LLC. This material is for informational purposes only and is not intended to provide investment, legal or tax recommendations or advice.

Effective December 31, 2020, Empower acquired the Massachusetts Mutual Life Insurance Company's (MassMutual) retirement business. Empower administers the business on MassMutual's behalf, with certain administrative services being performed by MassMutual and its affiliates during a temporary transition period. Empower is not affiliated with MassMutual or its affiliates.

# The Supplemental Pension/401(k) Plan to IBEW LU 1141 Retirement and 401(k) Plan BENEFICIARY DESIGNATION

Participant's Name	first	middle	lost	
Participant's Address		die	last	
1	street			
	city		state	zip
Social Security No		Marital Status:	Married ☐ Single or Legal	ly Separated
		ation is on file or if designa ording to plan documents	ntion cannot otherwise be d and applicable law.	letermined, beneficiary
This designation sup	ersedes any prior designa	tion.		
Primary Beneficiary	y: (Check one of the box	es below)		
☐ Spouse death.	e Primary Beneficiary: I c	lesignate my spouse to recei	ve my entire account balanc	e upon my
Spouse's N	ame:			
Spouse's S	ocial Security No.:	Sp	ouse's Date of Birth:	
•	• —			mm/dd/yyyy
□ Non-Sn	ouse or Multinle Primary	Reneficiaries: I designate	the following person(s) to re	ceive my account halance
	ath: (Must be in whole pe		the following person(s) to re	cerve my account barance
Name		Relationship	Social Security #	Percent
Name		Relationship	Social Security #	Percent
Name		Relationship	Social Security #	Percent
Name		Relationship	Social Security #	Percent
10				(must total 100%)
•	•		<mark>ciary, please have your spous</mark>	
legal right in accordance	e with the beneficiary designated bluntarily elect to relinquish s	tion set forth above. I acknow	the participant's entire account ledge that I have a right to limit and acknowledge that if I sign t	my consent only to a specific
<b>-</b>			/	/
Spouse's Signature			Date	
The spouse's signature	e must be witnessed by a No	tary Public:		
N		1 001 27	D 11'	
•	•	an be signed off by a Notary		
Before me, the unders documents allowed by who affirmed to me th	igned notary, personally apy law, which were at they executed the above	peared, to be the person Consent of Spouse as a free a	, and proved who signed the preceding doo and voluntary act.	l to me through identificatio cument in my presence and
			arial seal this day of	
Witnessed:	gnature and seal of notary)	State:	County:	
My Commission expire	es:			

# The Supplemental Pension/401(k) Plan to IBEW LU 1141 Retirement and 401(k) Plan BENEFICIARY DESIGNATION

Participant's Name first	middle	last		
Contingent Beneficiary (optional): person(s) to receive my account balance	e upon my death: (Must be in who	le percentages totaling 100%	)	
NOTE: MassMutual does not retain at www.massmutual.com/retire. Plan	n Administrator: Please retain a o	copy of this form in your fi	les.	site
Name	Relationship	Social Security #	Percent	
Name	Relationship	Social Security #	Percent	
Name	Relationship	Social Security #	Percent	
Name	Relationship	Social Security #	Percent	
	<u> </u>	l	(must total 100%)	
IGNATURES				
I understand that this beneficiary designates	ation supersedes any previous design	ation		
i andersand that this beneficiary designa	ation supersedes any previous design	unon.		
		/	/	
Participant		Date	· ·	



Department of the Treasury Internal Revenue Service

# Withholding Certificate for Periodic Pension or Annuity Payments

Give Form W-4P to the payer of your pension or annuity payments.

**2023** 

OMB No. 1545-0074

Internal Revenue Ser	rvice	Give Form w-4F to the pa	ayer or your pension or armuly payments.				
Step 1:	(a) F	irst name and middle initial	Last name	(b) S	ocial security number		
Enter Personal Information	Addr	ess		<u></u>			
mormation	City o	City or town, state, and ZIP code					
	(c)	(c) Single or Married filing separately  Married filing jointly or Qualifying surviving spouse  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.)					
•	-	<ul> <li>4 ONLY if they apply to you; otherwis have no federal income tax withheld (if</li> </ul>	se, skip to Step 5. See pages 2 and 3 for more in permitted).	formati	on on each step		
Step 2: Income From a Job	jc		from a job or more than one pension/annuity, or from a job or a pension/annuity. See page 2 for o				
and/or	D	o only one of the following.					
Multiple	(a	) Reserved for future use.					
Pensions/ Annuities	(t	) Complete the items below.					
(Including a Spouse's Job/		(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-" \$					
Pension/ Annuity)			any other pensions/annuities that pay less annual nual taxable payments from all lower-paying pe				
		(iii) Add the amounts from items (i) and	d (ii) and enter the <b>total</b> here		\$		
	W	rithholding since 2021 or this is a new pe	W-4P for all other pensions/annuities if you have ension/annuity that pays less than the other(s). So withholding since 2019. If you have self-employmate.	ıbmit a	new Form W-4 for		
Complete Ste Steps 3-4(b) o			d this pension/annuity pays the most annually. C	therwis	e, do not complete		
Step 3:	If	your total income will be \$200,000 or le	ss (\$400,000 or less if married filing jointly):				
Claim		Multiply the number of qualifying child	dren under age 17 by \$2,000 \$	_			
Dependent and Other		Multiply the number of other depende	ents by \$500	_			
Credits	Α	dd other credits, such as foreign tax cre	edit and education tax credits \$	_			
			other dependents, and other credits and enter the		\$		
Step 4 (optional): Other Adjustments		<ul> <li>Other income (not from jobs or pen on other income you expect this year</li> </ul>	sion/annuity payments). If you want tax withher that won't have withholding, enter the amount nterest, taxable social security, and dividends	ld	) \$		
	§ (t		eductions other than the basic standard deduction, use the Deductions Worksheet on page 3 ar		)  \$		
	(0	e) Extra withholding. Enter any addition	nal tax you want withheld from each payment	. 4(c	)   \$		
Step 5: Sign Here							
	Yo	ur signature (This form is not valid unles	ss you sign it.)	ate ———			

Form W-4P (2023) Page 2

### **General Instructions**

Section references are to the Internal Revenue Code.

**Future developments.** For the latest information about any future developments related to Form W-4P, such as legislation enacted after it was published, go to www.irs.gov/FormW4P.

Purpose of form. Complete Form W-4P to have payers withhold the correct amount of federal income tax from your periodic pension, annuity (including commercial annuities), profit-sharing and stock bonus plan, or IRA payments. Federal income tax withholding applies to the taxable part of these payments. Periodic payments are made in installments at regular intervals (for example, annually, quarterly, or monthly) over a period of more than 1 year. Don't use Form W-4P for a nonperiodic payment (note that distributions from an IRA that are payable on demand are treated as nonperiodic payments) or an eligible rollover distribution (including a lump-sum pension payment). Instead, use Form W-4R, Withholding Certificate for Nonperiodic Payments and Eligible Rollover Distributions, for these payments/distributions. For more information on withholding, see Pub. 505, Tax Withholding and Estimated Tax.

Choosing not to have income tax withheld. You can choose not to have federal income tax withheld from your payments by writing "No Withholding" on Form W-4P in the space below Step 4(c). Then, complete Steps 1a, 1b, and 5. Generally, if you are a U.S. citizen or a resident alien, you are not permitted to elect not to have federal income tax withheld on payments to be delivered outside the United States and its territories.

Caution: If you have too little tax withheld, you will generally owe tax when you file your tax return and may owe a penalty unless you make timely payments of estimated tax. If too much tax is withheld, you will generally be due a refund when you file your tax return. If your tax situation changes, or you chose not to have federal income tax withheld and you now want withholding, you should submit a new Form W-4P.

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you (or you and your spouse) receive. If you do not have a job and want to pay these taxes through withholding from your payments, you should enter the self-employment income in Step 4(a). Then compute your self-employment tax, divide that tax by the number of payments remaining in the year, and include that resulting amount per payment in Step 4(c). You can also add half of the annual amount of self-employment tax to Step 4(b) as a deduction. To calculate self-employment tax, you generally multiply the self-employment income by 14.13% (this rate is a quick way to figure your self-employment tax and equals the sum of the 12.4% social security tax and the 2.9% Medicare tax multiplied by 0.9235). See Pub. 505 for more information, especially if your self-employment income multiplied by 0.9235 is over \$160,200.

Payments to nonresident aliens and foreign estates. Do not use Form W-4P. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities, and Pub. 519, U.S. Tax Guide for Aliens, for more information.

Tax relief for victims of terrorist attacks. If your disability payments for injuries incurred as a direct result of a terrorist attack are not taxable, write "No Withholding" in the space below Step 4(c). See Pub. 3920, Tax Relief for Victims of Terrorist Attacks, for more details.

### **Specific Instructions**

**Step 1(c).** Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you have at least one of the following: income from a job, income from more than one pension/annuity, and/or a spouse (if married filing jointly) that receives income from a job/pension/annuity. The following examples will assist you in completing Step 2.

**Example 1.** Bob, a single filer, is completing Form W-4P for a pension that pays \$50,000 a year. Bob also has a job that pays \$25,000 a year. Bob has no other pensions or annuities. Bob will enter \$25,000 in Step 2(b)(i) and in Step 2(b)(iii).

If Bob also has \$1,000 of interest income, which he entered on Form W-4, Step 4(a), then he will instead enter \$26,000 in Step 2(b)(i) and in Step 2(b)(iii). He will make no entries in Step 4(a) on this Form W-4P.

Example 2. Carol, a single filer, is completing Form W-4P for a pension that pays \$50,000 a year. Carol does not have a job, but she also receives another pension for \$25,000 a year (which pays less annually than the \$50,000 pension). Carol will enter \$25,000 in Step 2(b)(ii) and in Step 2(b)(iii).

If Carol also has \$1,000 of interest income, then she will enter \$1,000 in Step 4(a) of this Form W-4P.

**Example 3.** Don, a single filer, is completing Form W-4P for a pension that pays \$50,000 a year. Don does not have a job, but he receives another pension for \$75,000 a year (which pays more annually than the \$50,000 pension). Don will not enter any amounts in Step 2.

If Don also has \$1,000 of interest income, he won't enter that amount on this Form W-4P because he entered the \$1,000 on the Form W-4P for the higher paying \$75,000 pension.

**Example 4.** Ann, a single filer, is completing Form W-4P for a pension that pays \$50,000 a year. Ann also has a job that pays \$25,000 a year and another pension that pays \$20,000 a year. Ann will enter \$25,000 in Step 2(b)(ii), \$20,000 in Step 2(b)(iii), and \$45,000 in Step 2(b)(iii).

If Ann also has \$1,000 of interest income, which she entered on Form W-4, Step 4(a), she will instead enter \$26,000 in Step 2(b)(i), leave Step 2(b)(ii) unchanged, and enter \$46,000 in Step 2(b)(iii). She will make no entries in Step 4(a) of this Form W-4P.

If you are married filing jointly, the entries described above do not change if your spouse is the one who has the job or the other pension/annuity instead of you.



Multiple sources of pensions/annuities or jobs. If you (or if married filing jointly, you and/or your spouse) have a job(s), do NOT complete Steps 3 through 4(b)

on Form W-4P. Instead, complete Steps 3 through 4(b) on the Form W-4 for the job. If you (or if married filing jointly, you and your spouse) do not have a job, complete Steps 3 through 4(b) on Form W-4P for **only** the pension/annuity that pays the most annually. Leave those steps blank for the other pensions/annuities.

Step 3. This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 501, Dependents, Standard Deduction, and Filing Information. You can also include other tax credits for which you are eligible in this step, such as the foreign tax credit and the education tax credits. Including these credits will increase your payments and reduce the amount of any refund you may receive when you file your tax return.

Form W-4P (2023) Page **3** 

### Specific Instructions (continued)

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include amounts from any job(s) or pension/annuity payments. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your pension, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 6, if you expect to claim deductions other than the basic standard deduction on your 2023 tax return and want to reduce your withholding to account for these deductions.

This includes itemized deductions, the additional standard deduction for those 65 and over, and other deductions such as for student loan interest and IRAs.

**Step 4(c).** Enter in this step any additional tax you want withheld from **each payment**. Entering an amount here will reduce your payments and will either increase your refund or reduce any amount of tax that you owe.

**Note:** If you don't give Form W-4P to your payer, you don't provide an SSN, or the IRS notifies the payer that you gave an incorrect SSN, then the payer will withhold tax from your payments as if your filing status is single with no adjustments in Steps 2 through 4. For payments that began before 2023, your current withholding election (or your default rate) remains in effect unless you submit a new Form W-4P.

	Step 4(b) — Deductions Worksheet (Keep for your records.)		50
1	Enter an estimate of your 2023 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income	1	\$ 
2	Enter:   • \$27,700 if you're married filing jointly or a qualifying surviving spouse • \$20,800 if you're head of household • \$13,850 if you're single or married filing separately	2	\$ 
3	If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-"	3	\$ 
4	If line 3 equals zero, and you (or your spouse) are 65 or older, enter:  • \$1,850 if you're single or head of household.  • \$1,500 if you're married filing separately.  • \$1,500 if you're a qualifying surviving spouse or you're married filing jointly and one of you is under age 65.  • \$3,000 if you're married filing jointly and both of you are age 65 or older.  Otherwise, enter "-0-". See Pub. 505 for more information	4	\$
5	Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information	5	\$ 
6	Add lines 3 through 5. Enter the result here and in Step 4(b) on Form W-4P	6	\$

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to provide this information only if you want to (a) request federal income tax withholding from pension or annuity payments based on your filing status and adjustments; (b) request additional federal income tax withholding from your pension or annuity payments; (c) choose not to have federal income tax withheld, when permitted; or (d) change a previous Form W-4P. To do any of the aforementioned, you are required by sections 3405(e) and 6109 and their regulations to provide the information requested on this form. Failure to provide this information may result in inaccurate withholding on your payment(s). Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws. We may

also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.