What Is Form W-4P? This form is for recipients of income from annuity, pension, and certain other deferred compensation plans to tell payers whether income tax is to be withheld and on what basis. The options available to the recipient depend on whether the payment is periodic or nonperiodic (including a qualified total distribution) as explained on page 3.

Recipients can use this form to choose to have no income tax withheld from the payment (except for payments to U.S. citizens delivered outside the U.S. or its possessions) or to have an additional amount of tax withheld.

What Do I Need To Do? Recipients who want no tax to be withheld can skip the worksheet below and go directly to line 1 of the form. All others should complete lines A through F of the worksheet. Many recipients can stop at line F.

Other Income? If you have a large amount of income from other sources not subject to withholding (such as interest, dividends, taxable social security), you should consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Call 1-800-829-3676 for copies of Form 1040-ES, and Pub. 505, Tax Withholding and Estimated Tax.

When Should I File? File as soon as possible to avoid underwithholding problems.

Multiple Pensions? More Than One Income? To figure the number of allowances you may claim, combine allowances and income subject to withholding from all sources on one worksheet. You can file a Form W-4P with each pension payer, but do not claim the same allowances more than once. Your withholding will usually be more accurate if you claim all allowances on the largest source of income subject to withholding.


Personal Allowances Worksheet For 1991, the value of your personal exemption(s) is reduced if your income is over $100,000 ($150,000 if married filing jointly, $125,000 if head of household, or $75,000 if married filing separately). Get Pub. 919 for details.

A Enter "1" for yourself if no one else can claim you as a dependent

1. You are single and have only one pension; or
2. You are married, have only one pension, and your spouse has no income subject to withholding; or
3. Your income from a second pension or a job or your spouse's pension or wages (or the total of all) is $1,000 or less.

B Enter "1" if: 

C Enter "1" for your spouse. But you may choose to enter "0" if you are married and have either a spouse who has income subject to withholding or you have more than one source of income subject to withholding. (This may help you avoid having too little tax withheld.)

D Enter number of dependents (other than your spouse or yourself) whom you will claim on your return

E Enter "1" if you will file as a head of household on your tax return

F Add lines A through E and enter total here

For accuracy, do all worksheets that apply.

- If you plan to itemize or claim other deductions and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2.
- If you have more than one source of income subject to withholding or a spouse with income subject to withholding AND your combined earnings from all sources exceed $27,000, or $46,000 if you are married filing a joint return, see the Multiple Pensions/More Than One Income Worksheet on page 2 if you want to avoid having too little tax withheld.
- If neither of the above situations applies to you, stop here and enter the number from line F on line 2 of Form W-4P below.

Cut here and give the certificate to the payer of your pension or annuity. Keep the top portion for your records.

Withholding Certificate for Pension or Annuity Payments

1991

Type or print your full name

Home address (number and street or rural route)

City or town, state, and ZIP code

Your social security number

Claim or identification number (if any) of your pension or annuity contract

Complete the following applicable lines:

1 I elect not to have income tax withheld from my pension or annuity. (Do not complete lines 2 or 3.)

2 I want my withholding from each periodic pension or annuity payment to be figured using the number of allowances and marital status shown. (You may also designate an amount on line 3.)

Marital status: □ Single □ Married □ Married, but withheld at higher Single rate

(Enter number of allowances.)

3 I want the following additional amount 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
Deductions and Adjustments Worksheet

NOTE: Use this Worksheet only if you plan to itemize deductions or claim adjustments to income on your 1991 tax return.

1. Enter an estimate of your 1991 itemized deductions. These include: qualifying home mortgage interest, charitable contributions, state and local taxes (but not sales taxes), medical expenses in excess of 7.5% of your income, and miscellaneous deductions. (For 1991, you may have to reduce your itemized deductions if your income is over $100,000 ($50,000 if married filing separately). Get Pub. 919 for details.) .............................................. 1 $ 

2. Enter:
   \[
   \begin{align*}
   & \text{\$5,700 if married filing jointly or qualifying widow(er)} \\
   & \text{\$5,000 if head of household} \\
   & \text{\$3,400 if single} \\
   & \text{\$2,850 if married filing separately}
   \end{align*}
   \] ................................................................................................................. 2 $ 

3. Subtract line 2 from line 1. If line 2 is greater than line 1, enter zero ........................................................................................................................................ 3 $ 

4. Enter estimate of your 1991 adjustments to income. These include alimony paid and deductible IRA contributions ......................................................................................................................... 4 $ 

5. Add lines 3 and 4 and enter the total .................................................................................................................................................................................... 5 $ 

6. Enter an estimate of your 1991 income not subject to withholding (such as dividends or interest income) ................................................................................................................................. 6 $ 

7. Subtract line 6 from line 5. Enter the result, but not less than zero ........................................................................................................................................... 7 $ 

8. Divide the amount on line 7 by $2,000 and enter the result here. Drop any fraction ........................................................................................................................................... 8 $ 

9. Enter the number from Form W-4P Worksheet, line F, on page 1 ................................................................................................................................. 9 $ 

10. Add lines 8 and 9 and enter the total here. If you plan to use the Multiple Pensions/More Than One Income Worksheet, also enter the total on line 1, below. Otherwise stop here and enter this total on Form W-4P, line 2 on page 1 ........................................................................................................... 10 $ 

Multiple Pensions/More Than One Income Worksheet

NOTE: Use this Worksheet only if the instructions under line F on page 1 direct you here. This applies if you (and your spouse if married filing a joint return) have more than one source of income subject to withholding (such as more than one pension, or a pension, or you have a pension and your spouse works).

1. Enter the number from line F on page 1 (or from line 10 above if you used the Deductions and Adjustments Worksheet) ........................................................................................................................................... 1 $ 

2. Find the number in Table 1 below that applies to the LOWEST paying pension or job and enter it here ........................................................................................................................................... 2 $ 

3. If line 1 is GREATER THAN OR EQUAL TO line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "0") and on Form W-4P, line 2, page 1. Do not use the rest of this worksheet ........................................................................................................................................... 3 $ 

4. If line 1 is LESS THAN line 2, enter "0" on Form W-4P, line 2, page 1, and enter the number from line 2 of this worksheet here ........................................................................................................................................... 4 $ 

5. Enter the number from line 1 of this worksheet ................................................................................................................................................... 5 $ 

6. Subtract line 5 from line 4 and enter the result here ................................................................................................................................................... 6 $ 

7. Find the amount in Table 2 below that applies to the HIGHEST paying pension or job and enter it here ........................................................................................................................................... 7 $ 

8. Multiply line 7 by line 6 and enter the result here ................................................................................................................................................... 8 $ 

9. Divide line 8 by the number of pay periods in each year. (For example, divide by 12 if you are paid every month.) Enter the result here and on Form W-4P, line 3, page 1. This is the additional amount to be withheld from each payment ........................................................................................................................................... 9 $ 

### Table 1: Multiple Pensions/More Than One Income Worksheet

<table>
<thead>
<tr>
<th>Marital Status</th>
<th>If Amount from LOWEST Paying Pension or Job is</th>
<th>Enter on Line 2, Above</th>
<th>If Amount from LOWEST Paying Pension or Job is</th>
<th>Enter on Line 2, Above</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jointly</td>
<td>0 - 4,000</td>
<td>0</td>
<td>0 - 6,000</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>4,001 - 8,000</td>
<td>1</td>
<td>6,001 - 10,000</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>8,001 - 12,000</td>
<td>2</td>
<td>10,001 - 14,000</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>12,001 - 17,000</td>
<td>3</td>
<td>14,001 - 18,000</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>17,001 - 21,000</td>
<td>4</td>
<td>18,001 - 22,000</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>21,001 - 26,000</td>
<td>5</td>
<td>22,001 - 45,000</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>26,001 - 30,000</td>
<td>6</td>
<td>45,001 and over</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>30,001 - 35,000</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>35,001 - 40,000</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>40,001 - 55,000</td>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>55,001 - 75,000</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>75,001 and over</td>
<td>11</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Table 2: Multiple Pensions/More Than One Income Worksheet

<table>
<thead>
<tr>
<th>Marital Status</th>
<th>If Amount from HIGHEST Paying Pension or Job is</th>
<th>Enter on Line 7, Above</th>
<th>If Amount from HIGHEST Paying Pension or Job is</th>
<th>Enter on Line 7, Above</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jointly</td>
<td>0 - 46,000</td>
<td>$260</td>
<td>0 - 62,000</td>
<td>$260</td>
</tr>
<tr>
<td></td>
<td>46,001 - 94,000</td>
<td>600</td>
<td>54,001 - 100,000</td>
<td>600</td>
</tr>
<tr>
<td></td>
<td>94,001 and over</td>
<td>670</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Personal Exemption

The amount of the personal exemption has been increased to $2,150 for the individual, the spouse, and for each dependent.

Withholding From Pensions and Annuities

Generally, withholding applies to payments made from pension, profit-sharing, stock bonus, annuity, and certain deferred compensation plans, from individual retirement arrangements (IRAs), and from commercial annuities. The method and rate of withholding depends upon the kind of payment you receive.

Periodic payments from all of the items above are treated as wages for the purpose of withholding. A periodic payment is one that is includible in your income for tax purposes and that you receive in installments at regular intervals over a period of more than one full year from the starting date of the pension or annuity. The intervals can be annual, quarterly, monthly, etc.

You can use Form W-4P to change the amount of tax to be withheld by using lines 2 and 3 of the form or to exempt the payments from withholding by using line 1 of the form. This exemption from withholding does not apply to certain recipients who have payments delivered outside the United States or its possessions. See Exemption From Income Tax Withholding later.

Caution: Remember that there are penalties for not paying enough tax during the year, either through withholding or estimated tax payments. New retirees, especially, should see Pub. 505. It explains the estimated tax requirements and 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 W-4P.

Unless you tell your payer otherwise, tax must be withheld on periodic payments as if you are married and claiming three withholding allowances. This means that tax will be withheld if your pension or annuity is more than $833 a month ($10,000 a year).

There are some kinds of periodic payments for which you cannot use Form W-4P since they are already defined as wages subject to income tax withholding. Retirement pay for service in the Armed Forces of the U.S. generally falls into this category. Certain nonqualified deferred compensation plans and state and local deferred compensation plans described in section 457 also fall into this category. Your payer should be able to tell you whether Form W-4P will apply. Social security payments are not subject to withholding but may be includible in income.

For periodic payments, your certificate stays in effect until you change or revoke it. Your payer must notify you each year of your right to elect to have no tax withheld or to revoke your election.

Nonperiodic payments will have income tax withheld at a flat 10% rate unless the payment is a qualified total distribution. Tax will be withheld from a qualified total distribution using tables furnished by the payor and prescribed by the Treasury Department. Distributions from an IRA that are payable upon demand are treated as nonperiodic payments. You can elect to have no income tax withheld from a nonperiodic payment by filing Form W-4P with your payer and checking the box on line 7. Generally, your election to have no tax withheld will apply to any later payment from the same plan. You cannot use line 2 to change the way tax is withheld. But you may use line 3 to specify that an additional amount be withheld.

Exemption From Income Tax Withholding

The election to be exempt from income tax withholding does not apply to any periodic payment or nonperiodic distribution which is delivered outside the United States or its possessions to a U.S. citizen or resident alien.

Other recipients who have these payments delivered outside the U.S. or its possessions can elect exemption only if an individual certifies to the payer that the individual is not: (1) a U.S. citizen or resident alien or (2) an individual to whom section 877 of the Internal Revenue Code applies (concerning expatriation to avoid tax). The certification can be made in a statement to the payer under the penalties of perjury. A nonresident alien who elects exemption from withholding under section 3405, is subject to withholding under section 1441.

Revoking the Exemption From Withholding

If you want to revoke your previously filed exemption from withholding for periodic payments, file another Form W-4P with the payer. If you want tax withheld at the rate set by law (married with three allowances), write the word “Revoked” by the checkbox on line 1 of the form. If you want tax withheld at any different rate, complete line 2 on the form.

If you want to revoke your previously filed exemption for nonperiodic payments, write the word “Revoked” by the checkbox on line 1 and file Form W-4P with the payer.

Statement of Income Tax Withheld From Your Pension or Annuity

By January 31 of next year, you will receive a statement from your payer showing the total amount of your pension or annuity payments and the total income tax withheld during the year.

Copies of Form W-4P will not be sent to IRS by the payer, regardless of the number of allowances claimed on line 2 of Form W-4P.