

IRS Form W-4P Instructions

Withholding certificate for pension or annuity payments. Please complete the first page of the IRS W-4P form and return it to our main office at: Massachusetts Teachers' Retirement System, 500 Rutherford Avenue, Suite 210, Charlestown, MA 02129

YOUR FEDERAL TAX WITHHOLDING INSTRUCTIONS TO US

Please note:

- Your MTRS retirement benefit is subject to federal income taxes, and, unless you notify us otherwise, we must begin withholding starting with your first payment.**
Please use the IRS form to instruct us whether you want us to withhold any amount from your monthly MTRS benefit for federal income taxes, and, if so, how much. Note: If you are a Massachusetts resident, your benefit is not subject to state income taxes; if you move to another state, however, check with that state's Department of Revenue to find out if your MTRS benefit is taxable in that state.
- You are liable for payment of federal income tax on the taxable portion of your pension.**
If you elect not to have federal income tax withheld from your monthly benefit or if you do not have a sufficient amount withheld, you may be responsible for payment of estimated taxes. Additionally, if your withholding amount, if any, and/or payments of estimated taxes are not sufficient, you may be subject to tax penalties under the IRS's estimated tax rules.
- Your tax withholding instructions, if any, will remain in effect until you change them, and you may change your instructions at any time before or during your retirement.**
To change your withholding instructions, simply complete and submit a new IRS Form W-4P, available on our website at www.mass.gov/mtrs, from the IRS website www.irs.gov or call us and we will send you a form.
- Every time a new form is submitted, it cancels your current withholding and starts your new withholding information.**
- If you need help completing the W-4P form, please consult a tax expert or the IRS.**
For more information on how to complete your tax withholding, and the complete IRS Form W-4P which includes a step-by-step worksheet, please visit the IRS website at www.irs.gov.
You may also use the tax estimator in MyTRS, our online member account system. To create a MyTRS account, go to the *Member sign in* page at <https://mtrs.state.ma.us/mytrs-welcome/>. You will need your Social Security number and date of birth.

Return the completed first page of the Form W-4P.

Pages 2 and 3 of the Form W-4P are for your reference and instruction and do not need to be returned to the MTRS.

Form W-4P, page 1: Withholding Certificate for Periodic Pension or Annuity Payments. Includes fields for name, address, SSN, and withholding instructions.

Form W-4P, page 2: General Instructions. Contains detailed instructions for completing the form.

Form W-4P, page 3: Specific Instructions (continued). Contains further instructions and a Deductions Worksheet.