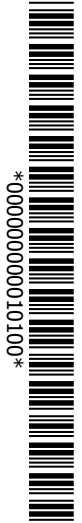




## MONTANA TAX WITHHOLDING ELECTION

<b>Section 1: BENEFIT RECIPIENT INFORMATION</b>		
<i>Read the instructions on the back before completing this form. Please print or type in dark ink and initial any corrections.</i>		
Last Name	First Name, MI	Person ID
Retirement System (circle one) If you are receiving more than one benefit, complete a separate form for each benefit. PERS JRS HPORS SRS GWPORS MPORS FURS VFCA		
Mailing Address		
City	State	Zip code
Daytime Phone Number (      )	Email address	
<b>SECTION 2: MONTANA TAX WITHHOLDING ELECTION</b>		
<input type="checkbox"/> Check if you <b>do not want any</b> Montana income tax withheld from your pension. (Do not complete lines 1, 2 or 3)		
<b>Complete the following applicable lines:</b>		
1. Total number of allowances you are claiming for withholding from each periodic pension or annuity payment. (You may also designate an additional dollar amount to be withheld on line 2) .....	▶	_____ Number of allowances
2. Additional amount, if any, you want withheld. ( <b>Note:</b> you cannot enter an amount here without entering a number of allowances, including zero, on line 1) .....	▶	\$ _____ Dollar amount only
3. Dollar amount to withhold from each pension or annuity payment. (Do not complete lines 1 or 2) .....	▶	\$ _____ Dollar amount only
<b>Please note,</b> it must be a dollar amount. We will not accept a percentage.		
<b>Section 3: BENEFIT RECIPIENT SIGNATURE</b>		
THIS FORM WILL NOT BE PROCESSED WITHOUT A SIGNATURE.		
Signature	Date	



## Tax Withholding Election Instructions

**Purpose.** Use this *Tax Withholding Certificate* form to tell MPERA the amount of state income tax to withhold from your monthly benefit payments. Complete the form and submit it to MPERA as soon as possible. Because your tax situation may change from year to year, you may want to recalculate your withholdings each year and submit a new form.

Correctly completed forms received at MPERA by the 15<sup>th</sup> of any month will be effective for that month. Your tax withholding preference will remain in effect until you change or cancel your preference. A change or cancellation may be made at any time by completing and submitting a new *Tax Withholding Certificate* to MPERA. This form is available on the MPERA web site at [www.mpera.mt.gov](http://www.mpera.mt.gov), or by calling MPERA at 406-444-3154 or toll free at 1-877-275-7372.

**Choosing not to have income tax withheld.** You can choose not to have state income tax withheld from your monthly benefit payments.

**Caution.** There are penalties for not paying enough state tax during the year, through withholding or estimated tax payments. You may be able to avoid quarterly state estimated tax payments by having enough tax withheld from your monthly benefit payment.

If you do not complete and submit this form to MPERA, we will not withhold Montana state income tax from your monthly benefit payments.

**Section 1 - Benefit Recipient Information.** Enter your full name and all other applicable information.

**Section 2 - State Tax Withholdings Election.** If you are a resident of Montana, your benefits are subject to Montana state income tax laws and MPERA can withhold Montana state income tax if you request it. MPERA cannot withhold taxes for any other state.

The number of Montana state income withholding allowances you claim may be different from the number of allowances you claim for federal income tax withholding. If you do not live in Montana but think you may be liable for Montana state income

tax, you may request MPERA withhold Montana state income tax.

If you want Montana state income tax withheld, indicate the appropriate number of withholding allowances on line 1. You may also specify an additional dollar amount, if any, you wish to have withheld on line 2. Alternatively, for Montana state income tax withholding purposes, on line 3 you may designate a flat dollar amount to be withheld instead of withholding based on allowances. If you do not want any Montana state income tax withheld, check the box.

**Section 3 - Required Signature.** Sign and date your form before submitting it to MPERA. Your form will not be accepted without your signature.

### IMPORTANT INFORMATION

**Statement of Income Tax Withheld.** By January 31 of next year (and each following year), MPERA will furnish a statement to you on Form 1099-R showing the total amount of your benefit payments and the total federal and state income tax withheld during the preceding year. If you are a foreign person who has provided MPERA with Form W-8BEN, MPERA will instead furnish a statement to you on Form 1042-S, *Foreign Person's U.S. Source Income Subject to Withholding*, by March 15 of the next year.

### QUESTIONS

For information about Montana state tax withholding, contact the Montana Department of Revenue at 1-866-859-2254 or 406-444-6900; you may also visit [www.revenue.mt.gov](http://www.revenue.mt.gov).

The method you elect to utilize in paying your federal and state income tax liability is a personal decision. While MPERA tries to assist you in any way possible, we are not qualified to make tax decisions for you and recommend you contact a qualified tax professional if you need tax advice.