



## State and Federal Income Tax Withholding Preference Certificate

Purpose: To indicate how you would like income tax withheld from your retirement benefit payment. Unless you elect otherwise, the law requires that income tax be withheld from payments based on rates for a married person claiming three withholding allowances.

Name:
Social Security Number:
Address:

Periodic Payment: If you are going to, or are receiving a periodic (monthly) benefit, complete the following:

<u>California State Income Tax Withholding</u>	<u>Federal Income Tax Withholding</u>
<input type="checkbox"/> 1. Do not withhold California State Income Tax from my monthly benefit payment. (If you mark this, do not complete lines 2, 3, or 4).	<input type="checkbox"/> 1. Do not withhold Federal Income Tax from my monthly benefit payment. (If you mark this, do not complete lines 2, 3, or 4).
<input type="checkbox"/> 2. Calculate withholding from the California State tables using the marital status AND number of allowances shown. Mark one of the following that best describes your situation:  <div style="margin-left: 40px;"> <input type="checkbox"/> Single, or married with two or more incomes  <input type="checkbox"/> Married  <input type="checkbox"/> Head of Household           </div> <div style="text-align: right; margin-right: 20px;">(Number of allowances) _____</div>	<input type="checkbox"/> 2. Calculate withholding from the Federal tables using the marital status AND number of allowances shown. Mark one of the following that best describes your situation:  <div style="margin-left: 40px;"> <input type="checkbox"/> Single, or married with two or more incomes  <input type="checkbox"/> Married  <input type="checkbox"/> Head of Household           </div> <div style="text-align: right; margin-right: 20px;">(Number of allowances) _____</div>
3. Withhold the following amount in addition to the amount from line 2.  <div style="text-align: right; margin-right: 20px;">(Enter a flat amount only) _____</div>	3. Withhold the following amount in addition to the amount from line 2.  <div style="text-align: right; margin-right: 20px;">(Enter a flat amount only) _____</div>
4. Withhold ONLY the following amount:  <div style="text-align: right; margin-right: 20px;">(Enter a flat amount only) _____</div>	4. Withhold ONLY the following amount:  <div style="text-align: right; margin-right: 20px;">(Enter a flat amount only) _____</div>
<b>Participant's Signature</b>	<b>Date</b>

# Income Tax Withholding Certificate Instructions

## FEDERAL AND CALIFORNIA STATE WITHHOLDING REQUIREMENTS

Federal California state statutes require income tax withholding on distributions from pensions, annuities, and deferred compensation plans unless a payee elects otherwise. Therefore, the Southern California Pipe Trades Retirement Fund must withhold income tax on all benefit payments unless the payee has filed an election not to have withholding apply. Benefit recipients must make their election on the front side of this form.

## COMPLETING THE FORM

If you do not return this form, the Southern California Pipe Trades Retirement Fund will withhold tax from a periodic payment in accordance with the established rate for a married individual claiming three withholding allowances.

If you do not want withholding applied, you must return the form with the "Do not withhold" boxes checked; however, recipients who have payments delivered outside the United States or its possessions may not elect "Do not withhold" as a withholding choice (see "Payments Delivered Outside the United State").

The number of state withholding allowances you claim may be different from the number of allowances you claim for federal withholding.

Note: If you previously submitted federal and state withholding instructions to the Fund Office and you wish to change either the federal or state withholding, but not both, complete ONLY the section that pertains to the change you wish to make at this time. Withholding for the other will remain the same.

If you are receiving different types of periodic payments from the Fund Office, you may elect a different withholding amount for each type of payment. Please indicate the type of payment that you want in the correct space provided on the front of this page. If you want different withholding for different types of payments, complete a separate form.

The election you submit on this form will take effect within 60 days after the form is received by the Fund Office. Usually, if the form is received by the first of the month, the changes will be in effect by the next payment.

Your tax withholding preference will remain in effect until you change or cancel it. A change or cancellation may be made at any time by completing and submitting this form to the Fund Office.

CAUTION: Remember there may be penalties for not paying enough tax during the year, either through withholding or estimated tax payments.

## PAYMENTS DELIVERED OUTSIDE THE UNITED STATES

The option to not have federal income tax withheld does not apply to any payment that is delivered outside the United States or its possessions to a U.S. citizen, non-U.S. resident alien, or a U.S. resident alien.

If you are a U.S. citizen and you do not want to have tax withheld from your benefit payment you must give the Fund Office a home address in the United States or a U.S. possession. For example, the Fund Office would have to withhold tax if you provide a U.S. address for a nominee, trustee, or agent to whom the benefits are to be delivered, but do not provide your own home address in the United States or U.S. possession.

U.S. citizens who have payments delivered outside the United States or its possessions, and U.S. resident aliens, may elect any withholding status (married, single, or head of household) and one or more withholding allowances.

## QUESTIONS

The Fund Office can only provide limited tax information. Contact the Fund Office toll free at (800) 595-7473 or (213) 385-6161 outside of the U.S. if you have any questions. Also, we suggest you read IRS publication 575 "Pension and Annuity Income," and the California Franchise Tax Board Publication FTB 1005 "Pension and Annuity Guidelines" or contact a qualified tax professional for advice.