

TRUST FUND ADMINISTRATION OFFICE PENSION DEPARTMENT
1640 SOUTH LOOP ROAD • ALAMEDA, CA 94502
TAX WITHHOLDING ELECTION FORM

OT1P

Instructions: Before completing this form, please read the Notice Regarding Federal and State Tax Withholding on the reverse side of this form.

Step 1	Personal Information		
	Type or Print Your Full Name		Your Social Security Number — —
	Home Address (number and street or rural route)		Phone Number () —
	City	State	Zip Code
Step 2	Federal Tax Withholding		
	Please check only <u>one</u> box:		
	<input type="checkbox"/> I do NOT want federal income tax withheld from my monthly pension.		
	<input type="checkbox"/> I do want federal income tax withheld from my monthly pension.		
If you state you do want federal income tax withheld from your monthly pension, please complete the section below to specify which type of withholding you are requesting.			
If you have checked the box to withhold taxes above, you can have tax withheld in two ways:			
<ul style="list-style-type: none"> • According to your withholding status (Single or Married) and the number of exemptions you elect. The amount withheld will be determined by the tables the IRS publishes and you may change your election each year; or • According to the method mentioned above in addition to the dollar amount you specify (whole dollars only). 			
Please complete either A or A and B (Selecting B <u>alone</u> is not a valid election.)	A	Please withhold as:	<input type="checkbox"/> Single <input type="checkbox"/> Married Number of Exemptions Claimed: _____
	B	ADDITIONAL dollar amount, if any, you want withheld from each check	\$ _____ .00
Step 3	State Tax Withholding		
	I am a resident of _____. <i>Your state</i>		
	Please check only one box:		
	<input type="checkbox"/> I do NOT want state income tax withheld from my monthly pension.		
<input type="checkbox"/> I do want state income tax withheld from my monthly pension.			
If you do want state income tax withheld from your monthly pension, please complete the section below to specify which type of withholding you are requesting.			
If you have checked the box to withhold taxes above, you can have tax withheld in two ways:			
<ul style="list-style-type: none"> • The dollar amount you specify (whole dollars only). • In an amount equal to 10% of the amount of federal taxes being withheld. 			
Please complete either A or B (Select only <u>one</u>)	A	Dollar amount to be withheld from each monthly payment (flat amount):	\$ _____ .00
	B	Please withhold in an amount equal to 10% of the amount of Federal withholding.	Check here to select option B _____
Step 4	Signature Required		
	Sign Here:		Date:

NOTICE REGARDING FEDERAL AND STATE TAX WITHHOLDING

	FEDERAL INCOME TAX
Reporting applies to:	All Retirees
If monthly pension is:	Under \$1,680
	We will not withhold any federal income tax, unless you have elected to have tax withheld.
If monthly pension is:	\$1,680 or higher
	And you do <u>not</u> have a Withholding Election Form on file, we are required under Federal Regulations to withhold federal income tax from your pension as if you are married and claiming three withholding exemptions.
Possible effect of insufficient withholding	Withholding is simply a method of paying taxes. It does not increase or decrease the total amount of your tax liability. If your total income is high enough to require you to pay income taxes, but you do not have enough tax withheld from your pension payments, you may be responsible for payment of estimated tax. You could incur penalties under the estimated tax laws if your withholding and estimated tax payments are not sufficient.
How to make a withholding election of change your withholding election	To make your election, complete the back of this form and return it to the Trust Fund Office. Your withholding election will remain in effect until you file a new election form. If you wish to change your election in the future, you can request a new form from the Trust Fund Office.
How long does my election remain in effect	Once you submit a Withholding Election Form, we will continue to withhold taxes in accordance with your election until you change it.
Reporting of income tax withheld	We will report your total annual pension amount to the Internal Revenue Service. The taxes withheld from your pension payments during the year will be reported on the Form 1099-R mailed to you in January of the following year.
Questions about income tax withholding	If you have a question about how much you should withhold, please consult a tax advisor.
Mail completed form to:	PENSION DEPARTMENT OPERATING ENGINEERS TRUST FUNDS P.O. BOX 23190 OAKLAND, CA 94623-9901