



Federal and Maryland State Tax Withholding Request
Howard County Retirement Plan
 and the
Howard County Police and Fire Employees' Retirement Plan

This is a combined form covering both your Federal and Maryland State tax withholding elections for your monthly retirement benefit.

PART I – FEDERAL TAX WITHHOLDING

If you want federal income tax to be withheld, you must designate the number of withholding allowances on line 2 of Form W-4P. Under current federal law, you cannot only designate a specific dollar amount to be withheld. However, you can designate an additional amount to be withheld on line 3 below. If you do not want any federal income tax withheld from your periodic payments, check the box on line 1 of Form W-4P. If you do not submit Form W-4P, the Agency must withhold periodic payments as if you are married claiming 3 exemptions.

Form W-4P Department of the Treasury Internal Revenue Service	Withholding Certificate for Pension or Annuity Payments	20 __
Type or print your first name and middle initial	Last name	Your social security number
Home address (number and street or rural route)		Claim or identification number (if any) of your pension or annuity contract
City or town, state, and ZIP code		

Complete the following applicable lines.

- 1 Check here if you **do not want any** federal income tax withheld from your pension or annuity. (Do not complete lines 2 or 3.) ▶
- 2 Total number of allowances and marital status you are claiming for withholding from each **periodic** pension or annuity payment. (Note: You must enter a number on the line and check a box. You also may designate an additional amount on line 3.) ▶ (Enter number of allowances.)
- Marital status:** Single Married Married but withhold at higher "Single" rate
- 3 Additional dollar amount, if any, you want 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** ▶ _____

THIS FORM IS NOT VALID UNLESS YOU SIGN IT. Form W-4P (2016)

PART II – MARYLAND STATE TAX WITHHOLDING

Please check the appropriate block indicating your election. Check only one.

1. I am not a Maryland resident. Do not withhold Maryland State income tax.
2. I AM a Maryland resident but I do NOT wish to have Maryland State income taxes withheld.
3. Withhold the following fixed whole dollar amount which is not less than \$5.00 from each of my monthly retirement checks: \$_____.

Signature _____ Date _____

Return this form to: Retirement Coordinator-Howard County MD, 3430 Court House Drive, Ellicott City, MD 21043

IT IS IMPORTANT THAT YOU CAREFULLY READ THE REVERSE SIDE OF THIS FORM.
THIS FORM IS NOT VALID UNLESS YOU SIGN.

Part I
FEDERAL INCOME TAX WITHHOLDING

The monthly retirement payments you receive from the Howard County Retirement Plan or the Howard County Police & Fire Employees' Retirement Plan may be subject to Federal income tax withholding. For further information, please refer to Internal Revenue Service Publication 575 regarding the taxability of pension and annuity income.

As a retiree, the following Federal income tax withholding alternatives are available to you:

1. You may elect not to have Federal income tax deducted from your monthly retirement payment, or
2. You may claim a certain number of exemptions and have the Retirement Plan deduct the appropriate amount, if any, in accordance with the Federal income tax tables and you may designate an additional specific whole dollar amount to be withheld from your monthly retirement payment.

If you elect not to have Federal withholding apply to your monthly retirement payments, or if you do not have enough Federal income tax withheld, you may be responsible for payment of estimated tax. You may incur penalties under the Internal Revenue Service estimated tax rules if your withholding and estimated tax payment are not sufficient.

Part II
MARYLAND STATE INCOME TAX WITHHOLDING

The monthly retirement payments you receive from the Howard County Retirement Plan or the Howard County Police & Fire Employees' Retirement Plan may be subject to Maryland income tax withholding.

As a retiree and a Maryland resident, the following Maryland income tax withholding alternatives are available to you:

1. You may elect not to have Maryland income tax deducted from your monthly retirement payment, or
2. You may designate a specific whole dollar amount to be withheld from your monthly retirement payment.

If you elect not to have Maryland withholding apply to your monthly retirement payments, or if you do not have enough Maryland income tax withheld, you may be responsible for payment of estimated tax.

An election of any one of the alternatives will remain in effect until you revoke it. Any change or revocation of your withholding election must be in writing. You may revoke or change your election at any time by filing a new Federal and Maryland State Tax Withholding Request form.

SEE REVERSE SIDE FOR FEDERAL AND MARYLAND STATE TAX WITHHOLDING REQUEST