

# Tax Withholding Change Form (W4P)

## Tennessee Consolidated Retirement System

502 Deaderick Street  
Nashville, Tennessee 37243-0201  
1-800-770-8277 ♦ <http://tcrs/tn.gov>



Please complete this form if you would like to change your Federal income tax withholding. This election will remain in effect until the Tennessee Consolidated Retirement System (TCRS) receives written notification from the member to change it.

### SECTION 1. MEMBER INFORMATION

Member ID Last 4 SSN XXX-XX- Date of Birth

Full Name

Mailing Address

City State Zip Code

Email Phone Number

### SECTION 2. WITHHOLDING SELECTION

A. I elect NOT to have income tax withheld from my pension. *(Do not complete B or C if you choose this selection.)*

B. *(Do not complete A or C if you choose this selection.)*

I want the following TOTAL amount withheld  
from each payment: \$ \_\_\_\_\_

OR

I want the following PERCENTAGE withheld  
from each payment: \_\_\_\_\_%

C. I want my withholding from each payment to be figured using the following filing status and exemptions:

Filing Status:     Single     Married     Married, but withholding at a higher single rate

Total Exemptions Claimed: \_\_\_\_\_

In addition to the calculated deduction based on filing status and exemptions, I want the following  
additional amount withheld from each pension payment: \$ \_\_\_\_\_

Member's Signature

Date

*Income tax withholding applies to the taxable part of your monthly annuity payment and taxes are withheld according to your instructions. However, if you make no election, Federal regulations require that TCRS withhold based on a status of married with three exemptions. If you elect to have no income tax withheld, you may be liable for payment of the taxes due on the taxable portion of your monthly annuity payment.*

*By January 31st of each year, you will be mailed a 1099R tax statement showing the amount of your monthly annuity payments and total taxes withheld during the year.*

*Additional tax questions should be directed to the Internal Revenue Service. In Nashville, call (615) 250-5656 or outside Nashville, call 1-800-829-1040.*