

**Withholding Certificate  
for Periodic Pension or Annuity Payments****2023**

Give Form W-4P to the payer of your pension or annuity payments.

<b>Step 1: Enter Personal Information</b>	(a) First name and middle initial	Last name	(b) Social security number
	Address		
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

**Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5.** See pages 2 and 3 for more information on each step and how to elect to have no federal income tax withheld (if permitted).

<b>Step 2: Income From a Job and/or Multiple Pensions/ Annuities (Including a Spouse's Job/ Pension/ Annuity)</b>	Complete this step if you (1) have income from a job or more than one pension/annuity, or (2) are married filing jointly and your spouse receives income from a job or a pension/annuity. <b>See page 2 for examples on how to complete Step 2.</b>		
	Do only one of the following.		
	(a) Reserved for future use. (b) Complete the items below. <ul style="list-style-type: none"> <li>(i) If you (and/or your spouse) have one or more jobs, then enter the total taxable annual pay from all jobs, plus any income entered on Form W-4, Step 4(a), for the jobs less the deductions entered on Form W-4, Step 4(b), for the jobs. Otherwise, enter "-0" . . . . . \$ . . . . .</li> <li>(ii) If you (and/or your spouse) have any other pensions/annuities that pay less annually than this one, then enter the total annual taxable payments from all lower-paying pensions/annuities. Otherwise, enter "-0" . . . . . \$ . . . . .</li> <li>(iii) Add the amounts from items (i) and (ii) and enter the total here . . . . . \$ . . . . .</li> </ul>		

**TIP:** To be accurate, submit a new Form W-4P for all other pensions/annuities if you haven't updated your withholding since 2021 or this is a new pension/annuity that pays less than the other(s). Submit a new Form W-4 for your job(s) if you have not updated your withholding since 2019. If you have self-employment income, see page 2.

**Complete Steps 3–4(b) on this form only if (b)(i) is blank and this pension/annuity pays the most annually. Otherwise, do not complete Steps 3–4(b) on this form.**

<b>Step 3: Claim Dependent and Other Credits</b>	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
	Multiply the number of qualifying children under age 17 by \$2,000 . . . . . \$ . . . . .		
	Multiply the number of other dependents by \$500 . . . . . \$ . . . . .		
Add other credits, such as foreign tax credit and education tax credits . . . . . \$ . . . . .			
Add the amounts for qualifying children, other dependents, and other credits and enter the total here . . . . . \$ . . . . .			3 \$ . . . . .
<b>Step 4 (optional): Other Adjustments</b>	(a) <b>Other income (not from jobs or pension/annuity payments).</b> If you want tax withheld on other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, taxable social security, and dividends . . . . .		
	4(a) \$ . . . . .		
	(b) <b>Deductions.</b> If you expect to claim deductions other than the basic standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . .		
(c) <b>Extra withholding.</b> Enter any additional tax you want withheld from each payment . . . . .			4(b) \$ . . . . .
			4(c) \$ . . . . .

**Step 5:**

**Sign  
Here**

Your signature (This form is not valid unless you sign it.)

Date

## Specific Instructions (continued)

### Step 4 (optional).

**Step 4(a).** Enter in this step the total of your other estimated income for the year, if any. You shouldn't include amounts from any job(s) or pension/annuity payments. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your pension, see Form 1040-ES, Estimated Tax for Individuals.

**Step 4(b).** Enter in this step the amount from the Deductions Worksheet, line 6, if you expect to claim deductions other than the basic standard deduction on your 2023 tax return and want to reduce your withholding to account for these deductions.

This includes itemized deductions, the additional standard deduction for those 65 and over, and other deductions such as for student loan interest and IRAs.

**Step 4(c).** Enter in this step any additional tax you want withheld from each payment. Entering an amount here will reduce your payments and will either increase your refund or reduce any amount of tax that you owe.

**Note:** If you don't give Form W-4P to your payer, you don't provide an SSN, or the IRS notifies the payer that you gave an incorrect SSN, then the payer will withhold tax from your payments as if your filing status is single with no adjustments in Steps 2 through 4. For payments that began before 2023, your current withholding election (or your default rate) remains in effect unless you submit a new Form W-4P.

### Step 4(b) – Deductions Worksheet (Keep for your records.)



1	Enter an estimate of your 2023 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income . . . . .	1 \$ _____
2	Enter: { • \$27,700 if you're married filing jointly or a qualifying surviving spouse • \$20,800 if you're head of household • \$13,850 if you're single or married filing separately } . . . . .	2 \$ _____
3	If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-" . . . . .	3 \$ _____
4	If line 3 equals zero, and you (or your spouse) are 65 or older, enter: • \$1,850 if you're single or head of household. • \$1,500 if you're married filing separately. • \$1,500 if you're a qualifying surviving spouse or you're married filing jointly and one of you is under age 65. • \$3,000 if you're married filing jointly and both of you are age 65 or older. Otherwise, enter "-0-". See Pub. 505 for more information . . . . .	4 \$ _____
5	Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information . . . . .	5 \$ _____
6	Add lines 3 through 5. Enter the result here and in Step 4(b) on Form W-4P . . . . .	6 \$ _____

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to provide this information only if you want to (a) request federal income tax withholding from pension or annuity payments based on your filing status and adjustments; (b) request additional federal income tax withholding from your pension or annuity payments; (c) choose not to have federal income tax withheld, when permitted; or (d) change a previous Form W-4P. To do any of the aforementioned, you are required by sections 3405(e) and 6109 and their regulations to provide the information requested on this form. Failure to provide this information may result in inaccurate withholding on your payment(s). Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws. We may

also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

## How To Complete the 2023 Federal Tax W-4P Form

### **For No Withholding:**

- Complete your Name, Social Security Number, and Address in Step 1 and skip to Step 4
- Write "No Withholding" on the Form W-4P on line 4c
- Sign and date the form on Step 5.

### **To have Federal taxes withheld:**

#### Step 1:

- Complete your Name, Social Security Number, and Address
- Pick your anticipated filing status (single/married filing separately, married filing jointly, or head of household)

#### Step 2: Complete this step if you have at least one of the following:

- Line (i): Income from a job
- Line (ii): Income from more than one pension/annuity
- Line (iii): A spouse (if married, filing jointly) that received income from a job/pension/annuity

#### Step 3: This step determines the amount of the child credit and the credit for other dependents that you may be able to claim when file your return.

- Follow the instructions for multiplying the number of children/dependents for each line and complete the total amount on line 3

#### Step 4: Optional

- 4a: Enter the total of your OTHER estimated income for the year, if any (Social Security, interest, dividends). Do NOT include income from a job or pension
- 4b: Enter the amount from the deduction worksheet line 6. See page 3 of the W-4P form for the deduction worksheet and follow instructions for each line item.
- 4c: Enter the amount of additional tax you want withheld from EACH PAYMENT

#### Step 5: Sign and Date the Form

- Please refer to the instructions on the W-4P form or consult with your tax advisor
- Your decision on withholding is an important one. You may wish to discuss it with a qualified tax advisor.

**\*This page is not intended to provide tax advice or complete instructions on how to complete the form.**