

San Francisco Culinary, Bartenders & Service Employees Trust Funds

1182 Market Street, Suite 320 • San Francisco • California • 94102-4919

Telephone: (844) 492-9157 • Fax: (415) 233-9341

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ANNUAL REMINDER REGARDING FEDERAL TAX RESPONSIBILITY

Why is this notice being sent to me?

The Pension Fund is required by federal regulations to provide you with an annual notice of your tax obligations and the ability to make this election. Please read this notice thoroughly and carefully.

What do I need to do?

Along with your retirement application, you would have been given a Federal W-4P form to complete, upon which you would have chosen your filing status and number of exemptions. If you have been retired for a while now, you may have even requested a new form to complete since your original application.

- **Your most recent election will remain in effect until you file a new form with us, which you may do at any time. If you do not want to change your existing withholding status, DO NOTHING - it is NOT necessary to complete a new form.**
- **If you DO wish to modify your existing election, please contact the Fund Office Pension Department.**
 - If you make a change, it will be put into effect on the first of the month that is at least 30 days after the date the Fund Office receives the form.

IMPORTANT INFORMATION – PLEASE READ:

- If an election form is not on file, the Plan is required to withhold from your monthly pension payments as if you are single with no adjustments.
- **WARNING:** If you choose not to have Federal income tax withheld from your monthly annuity payments, or if you do not have enough Federal income tax withheld, you may be responsible for payment of estimated tax. In addition, you may incur penalties under the estimated tax rules if you're withholding and estimated tax payments are not sufficient. Please note that the Fund Office personnel are not authorized to provide tax advice or recommendations. Your decision on withholding is an important one. You may wish to discuss it with a qualified tax advisor.
- The IRS updates the federal tax withholding calculation each January.

If you have any questions, please contact the Fund Office.