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FINANCIAL SECURITY FOR
MEMBERS & THEIR FAMILIES

How to Complete the W-4P Form

Please contact a tax professional for any questions regarding any federal tax implications of your Wyoming Retirement System (WRS) monthly benefit. Since every person's tax situation is unique, WRS cannot advise you on what specifically to enter on your form or provide advice. Specific instructions from the IRS can be found here: <https://www.irs.gov/pub/irs-pdf/fw4p.pdf> or use the estimator at www.irs.gov/W4App.

Reminder: If you do not submit a Form W-4P or it is not complete, WRS is required to withhold at the default rate of "single with no adjustments".

W-4P Required fields:

1. **Complete Step 1(a)** - Fill in your first name, last name, home address, city, state & ZIP code.
2. **Complete Step 1(b)** - Enter your full social security number.
3. **Complete Step 5** - Sign and date your form.

W-4P Optional fields Steps 1(c), 2, 3, and 4:

1. ***If you choose to have no federal taxes withheld from your monthly retirement benefit.***
 - a. Under Step 4(c) check box for no tax withholding.
 - b. Do not complete any other steps
2. ***If you choose to have WRS use the IRS Tax Table to calculate how much to withhold from your monthly retirement benefit for Federal Income Taxes.***
 - a. Select your filing status in Step 1(c)
 - b. **(optional)** Fill out Steps 2 – 4(b), **otherwise, leave blank**
 - c. **(optional)** If you choose for WRS to withhold an additional amount on top of the withholding based on the IRS Tax Tables, enter a dollar amount on Step 4(c).
If not, leave it blank.