



TEMPORARY DISABILITY BENEFIT APPLICATION PACKET

STATE EMPLOYEES' RETIREMENT SYSTEM OF ILLINOIS



Do not proceed unless you have filed a claim with the Illinois Workers' Compensation Commission (IWCC) and your claim has been formally denied by the IWCC.

The SERS temporary disability benefit is not a short-term disability benefit. The SERS temporary disability benefit is only available to eligible members during an appeal of a formal denial of IWCC benefits or an appeal of terminated IWCC benefits that were previously granted. The appeal must be filed before applying for the SERS temporary disability benefit.



2101 South Veterans Parkway
P.O. Box 19255
Springfield, IL 62794-9255

217-785-7444
Email: sers@srs.illinois.gov

Temporary Disability Fact Sheet

Disability and Social Security Benefits

You may be eligible for Social Security (SS) disability benefits if your disability lasts more than 12 months. SERS contracts with a firm specializing in assisting members through the SS disability application process.

If your case is not accepted and you remain disabled for more than 12 months, you must directly apply for SS disability benefits to the Social Security Administration (SSA).

There are specific rules around your benefit if you are approved for SS disability benefits. Contact us as soon as possible if you are approved.

Working while disabled

You can work outside of state government and earn up to the calendar quarterly earnings limitation without disrupting your disability benefit. If you exceed the earnings limitation, you will need to pay the difference in the earnings and the limitation to SERS.

During your disability, you may be contacted regarding your disability, current medical treatment and other daily activities. You may also be asked to undergo an independent medical examination. Your cooperation is vital to the disability investigation process to ensure your benefit is not interrupted.

If your injury was caused by a third party (i.e., motorist, contractor, etc.) and you collect money from that party, SERS is entitled to a reimbursement for sums paid to you in occupational disability benefits and service contributions.

Temporary Disability is available for SERS' members who are disputing a Workers' Compensation case. You apply for this benefit when your Workers' Compensation claim has been formally denied and an appeal has been filed with Illinois Workers' Compensation Commission (IWCC).

Eligibility

In order to qualify for temporary disability you must have:

- Been denied by Workers' Compensation.
- Filed an appeal with the IWCC - Application for Adjustment of Claim.
- SERS finds you disabled from performing your assigned job duties.
- Not received, nor had a right to receive any compensation for at least 30 days.
- 18 months of creditable service with SERS (Teachers' or State Universities Retirement Systems' service credit can also be used to establish 18 months with SERS).

If your Workers' Compensation benefit is terminated, you may be eligible for SERS' temporary disability if you have:

- Filed an appeal with the IWCC and requested a hearing through the Workers' Compensation Commissions' 19(b) process.
- Submitted the required forms to SERS.
- SERS find you disabled from performing your assigned job duties.
- Served a 30-day waiting period or received a decision from the IWCC on your emergency hearing.
- 18 months of creditable service with SERS (Teachers' or State Universities Retirement Systems' service credit can also be used to establish 18 months with SERS).

Benefits start to accrue 31 days from the date you received or had a right to receive any compensation if your Workers' Compensation claim was denied.

After your Workers' Compensation benefit is terminated, the temporary disability benefit begins the day following termination of your Workers' Compensation benefits and after the 30-day waiting period, unless a decision has been made on your 19(b) application. Disability benefits for all periods of disability are payable for a total period of time equal to half of your credited service not earned while on disability or death or you reach age 65. If your disability began at age 60 or older, benefits are payable for up to 5 years, subject to the one-half service credit limitation.

You will continue receive your benefit until one of the following:

- Your disability ends.
- You return to work or become gainfully employed.
- Your disability payments have been made for a period of time equal to half of your earned service credit.
- A payment is made after determining the state's liability under the Workers' Compensation Act or the Workers' Occupational Diseases Act.
- A final determination is made on the member's claim by the IWCC.
- You reach age 65. If your disability began at age 60 or older, benefits are payable for up to 5 years, subject to one-half service credit limitation.

Every January and July a new medical form is sent to you, which must be completed by your physician. You are not required to have an exam if you've seen your physician within the last two months, however your physician must still complete the form and return it to SERS. You will also receive a Certificate of Disability form, certifying that you have not earned more than the calendar quarterly earnings limitation while receiving your SERS disability benefit.

SERS recovery rights

Once the IWCC makes its final determination on a disputed claim, SERS will calculate your benefit to determine if temporary benefits must be repaid. Any member who accepts a temporary benefit acknowledges and authorizes the recovery rights of SERS.

Call SERS at 217-785-7444 if you have questions or need assistance with your disability benefit.



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Temporary Disability Checklist

One of the following must apply:

- ☐ The agency responsible for determining the liability of the State has formally denied employer-paid temporary total disability (TTD) benefits under the Workers' Compensation Act (WCA) or Workers' Occupational Diseases Act (WODA) and an appeal of the denial (Application for Adjustment of Claim) is pending before the Illinois Workers' Compensation Commission (IWCC).
- ☐ The agency responsible for determining the liability of the State has granted and then terminated for any reason an employer-paid TTD benefit and the member has filed a petition for a hearing under Section 19(b) or Section 19 (b-1) of the WCA or WODA.

All of the following must apply:

- ☐ You must be removed from your agency's payroll.
- ☐ You must apply after the date the disability results in loss of pay, and after the date the agency responsible for determining the liability of the State under the WCA and WODA has formally denied or terminated the employer-paid TTD.
- ☐ You must complete a 30-day waiting period beginning on your last day paid.
- ☐ You must be deemed disabled by SERS from performing your job duties.

Required forms/documents that must be on file:

- ☐ A completed Temporary Disability Benefit Application (Form 3924).
- ☐ A photocopy of your official birth certificate, if not already on file (see Form 3928).
- ☐ A signed Release of Information Authorization (Form 3934). This form must be signed and dated by a witness on the same date as your signature for acceptance.
- ☐ A completed Temporary Disability Benefit Acknowledgment (Form 3006).
- ☐ A completed Temporary Disability Medical Report (Form 3135), signed by a licensed healthcare professional.
- ☐ All medical records relevant to the disabling condition and any treatments received. This may include office visit notes, hospital discharge summaries, x-ray and/or MRI results, and any other related test results.
- ☐ A Workers' Compensation Employee's Notice of Injury (IL 45).
- ☐ A photocopy of your IWCC denial or termination of benefits letter.
- ☐ A photocopy of your Application for Adjustment of Claim, 19 (b) IWCC petition with a docket stamp, and/or 19 (b-1) IWCC petition with docket stamp.
- ☐ If age 66 or older, a completed Unreduced Social Security Pension Estimate (Form 3129).
- ☐ If receiving SSA disability benefits, a copy of the SSA disability benefit award letter.

If SERS deems you have submitted insufficient medical evidence to make a final determination, then processing of your claim will be suspended, and additional medical evidence will be requested from you. SERS will not request or pay for medical evidence from your providers. It is the member's responsibility to provide the necessary documentation in support of their claim.

SERS will contact your agency regarding your payroll information and job description. Your agency cannot complete the required information until you are removed from the payroll.



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Temporary Disability Benefit Application

Please print or type. You are required to submit a copy of Workers' Compensation Employees' Notice of Injury (IL45) with this application for temporary disability benefits.

Member information

Name	SSN (last 4) or Member ID
Address (Street)	Date of Birth
(City, State, Zip)	Phone number
Email address	(H)
	(W)
	(C)

Disability information

- Title of your position _____
- Was this disability work related? (If yes, you must file for Workers Compensation benefits) ☐ Yes ☐ No
- Have you filed a claim for Workers' Compensation for this disability? ☐ Yes ☐ No
- Has Workers' Compensation ☐ Denied your request ☐ Terminated your benefit
- Date of injury or accident _____
- Date you ceased work _____
- Have you been removed from your agency payroll? ☐ Yes ☐ No
- Have you returned to work? ☐ Yes ☐ No
- Date you returned to work _____
- Date you expect to return to work _____
- Did a third party (other than your employer) cause this accident? ☐ Yes ☐ No
- If you answered yes to #11, is a lawsuit being filed against that party? ☐ Yes ☐ No
- Describe accident or illness that caused disability: _____

- Have you applied for any type of Social Security benefit? ☐ Yes ☐ No
- Has a final determination been made by Social Security? ☐ Yes ☐ No
- Are you currently receiving a Social Security benefit? ☐ Yes ☐ No If yes, indicate benefit type _____
- Have you ever been a member of the State Universities Retirement System of Illinois? ☐ Yes ☐ No
- Have you ever been a member of the Teachers' Retirement System of Illinois? ☐ Yes ☐ No

Carefully read each section below and initial each line to acknowledge you understand.
Each line must be initialed, check marks are unacceptable.

INITIALS

- _____ 1. I authorize SERS to have a representative review my file for the purpose of evaluating the eligibility of qualifying for disability benefits from the Social Security Administration (SSA), and which a representative may contact me concerning the filing of such a claim. If I am receiving disability benefits or I am eligible for a retirement annuity from SSA, I understand that SERS will offset that amount from my SERS benefit.
- _____ 2. **If I receive a SSA retroactive disability award, this will create an overpayment of SERS disability benefits which I will have to pay back to SERS. I will contact SERS as soon as I receive either benefit from SSA.**
- _____ 3. I understand that my failure to reimburse SERS from the proceeds of a retroactive SSA disability award will result in SERS withholding any amount due for future disability, death and/or refund claim payments until the overpayment is paid in full. Failure to cooperate may result in an Involuntary Withholding Order being placed with the Illinois Comptroller's Office, or the case being referred to the Attorney General's Office for collection efforts.
- _____ 4. I authorize the exchange of information with licensed medical professionals performing independent medical consultations. I also agree to permit SERS to furnish documentation to the appropriate agency for the purpose of documenting my leave status, handling workers' compensation relative to my claim.
- _____ 5. In the event that my injury was caused by a third party and a lawsuit is filed, I understand that SERS is entitled to be reimbursed from any award I may receive for the sums paid for temporary disability benefits and retirement contributions.
- _____ 6. I hereby certify that I have not been gainfully employed during the time I am claiming disability. I will notify SERS immediately when my disability ceases; or when I return to state employment; or when I accept other gainful employment. I authorize SERS to apply any future disability benefits, pension benefits, death benefits or refund of contributions to any excess disability benefit I may have received until the excess disability benefit is repaid in full.

By signing below, I certify this information is correct and that I am aware that knowingly making a false statement or falsifying a record in an attempt to defraud SERS is a class 3 felony. I understand that if the SERS Board of Trustees has a reasonable suspicion that an attempt has been made to defraud SERS, it is required to report the matter to the appropriate State's Attorney for investigation.

Member signature _____

Date _____

Name _____

SSN (last 4) or Member ID _____



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Release of Information Authorization

I authorize any licensed medical professional, hospital, insurer, the Social Security Administration or another organization have any records, data or information concerning me to furnish such records, data or information to the State Employees' Retirement System of Illinois (SERS).

The type of information to be disclosed includes the patient's entire medical record, employment record (including salary postings) or a record of all benefit payments.

I understand that the information being disclosed may include information relating to sexually transmitted disease, acquire immunodeficiency syndrome (AIDS) or human immunodeficiency virus (HIV). It may also include information about behavioral or mental health services, treatment for alcohol and drug abuse and generic health information from medical records.

The information for which I am authorizing disclosure will be used for establishing eligibility for disability benefits from SERS.

I understand that I have a right to revoke this authorization at any time. I understand that if I revoke this authorization, I must do so in writing. I understand that the revocation will not apply to information that has already been released in response to this authorization.

This authorization will expire 12 months from the date of signature listed below, unless otherwise revoked.

I understand that once the above information is received, it may be disclosed by the recipient to other authorized State entities that may be involved in the process to evaluate my eligibility for State funded disability benefits, and as a result, may no longer be protected by federal privacy regulations. SERS is not liable for any consequences of such redisclosure.

I understand that authorizing the use or disclosure of the information identified is mandatory to establish my eligibility for disability benefits.

Name

SSN (last 4) or Member ID

Address (Street)

Phone number

(City, State, Zip)

(H)

(W)

(C)

Email address

Date of birth

By signing below, I certify this information is correct and that I am aware that knowingly making a false statement or falsifying a record in an attempt to defraud SERS is a class 3 felony. I understand that if the SERS Board of Trustees has a reasonable suspicion that an attempt has been made to defraud SERS, it is required to report the matter to the appropriate State's Attorney for investigation.

Signature

Date

Witness*

Date

**Must be age 18 or older.*



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TEMPORARY DISABILITY BENEFIT ACKNOWLEDGMENT

Name:

Member ID:

I have read the information regarding temporary disability benefits, and understand the following regarding the temporary disability benefit termination, overpayment recovery, and subrogation rights of the State Employees' Retirement System of Illinois ("SERS" or "System"):

I understand temporary disability benefits accrue only until payment is made on my claim under the Workers' Compensation Act (820 ILCS 305/) or the Workers' Occupational Diseases Act (820 ILCS 310/), until the Illinois Workers' Compensation Commission makes a final determination on the claim, or until one of the other events described in subsection (b) of Section 14-123.1 of the Illinois Pension Code first occurs.

I understand if the Illinois Workers' Compensation Commission makes a final determination that my claim under the Workers' Compensation Act or Workers' Occupational Diseases Act is work-related or if the involved parties make the same determination in a settlement agreement, then SERS will convert my temporary disability benefit into an occupational disability benefit. Once such a determination is made, I understand temporary disability benefits will no longer be paid by the System.

I understand, after I obtain workers' compensation benefits and my temporary disability benefit is converted into an occupational disability benefit, SERS is responsible for paying only the difference between the value of the occupational disability benefit and my workers' compensation award. In addition, I understand the difference between the value of the occupational disability benefit and the workers' compensation award will, in most circumstances, be less than the amount already paid to me as a temporary disability benefit by SERS. As a result, I understand the retroactive conversion of my temporary disability benefit to an occupational disability benefit will likely result in an overpayment of benefits by SERS, and I understand it will be my responsibility to repay SERS for that benefit overpayment as soon as possible after being notified by SERS.

I understand if I am receiving a disability benefit or I am eligible for an unreduced retirement benefit from Social Security, my SERS temporary disability benefit will be offset by the System.

If my injury was caused by a third party and I collect an award from them, I understand SERS is entitled to be reimbursed for occupational disability benefits paid to me, along with service contributions paid on my behalf.

I hereby acknowledge that SERS is entitled to terminate temporary disability benefit payments and to exercise its subrogation and overpayment recovery rights in accordance with the Illinois Pension Code and the rules adopted by the Board of Trustees of SERS under that Code. I hereby request that SERS grant me a temporary disability benefit, subject to the conditions set forth in the Code and those rules, including, but not limited to, those provisions of the Code and the Board's rules that may require me to repay benefit overpayments made by SERS.

Signature of Member

Date



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Temporary Disability Medical Report

The employee named below has applied for disability benefits from the State Employees' Retirement System. Please complete and return this form using the contact information above. The employee's eligibility for benefits cannot be determined until we receive this information. ***This form is acceptable only if completed by a licensed healthcare professional.***

Employee information

Name _____ Date of birth _____

SSN _____

Medical information

Diagnosis and concurrent conditions: _____

Please list results of appropriate diagnostic studies: _____

Please list objective symptoms and findings: (Please be specific, i.e., B/P reading, or attach a copy of patient's charts) _____

Nature of treatment and dates: (Enclose a copy of your office records if more convenient) _____

Onset date of disability: _____ Date the patient's impairment kept them from working? _____

Is the patient still under your care for the diagnosis listed above? ☐ Yes ☐ No

Date patient is released to return to work: _____

Restrictions: _____

By signing below, I certify this information is correct. I am aware that, under the Illinois Pension Code (40 ILCS 5/1-135), any person who knowingly makes any false statement or falsifies or permits to be falsified a record in an attempt to defraud SERS is guilty of a Class 3 felony. I understand that, if the SERS Board of Trustees has a reasonable suspicion that an attempt has been made to defraud SERS, it is required to report the matter to the appropriate state's attorney for investigation.

The above named individual appeared before me for medical examination. The diagnosis, treatment and remarks are my professional opinion.

Printed name _____ Date _____

Signature _____ Specialty _____

License/NPI Number _____ Phone _____

Address _____ Fax _____



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Birth Certificate Notice

We need a copy of your birth certificate to complete your record. Please write the last four digits of your social security number or your member ID on the copy you provide. It does not need to be a certified copy.

Any member applying for a retirement annuity, survivor's annuity or any disability benefit must submit a copy of their birth record issued by the state/county of birth as proof of your birth date.

If you do not have a copy of your birth certificate, it will be necessary that you obtain a copy from the state/county in which you were born.

If no record exists, you must submit a signed affidavit from the state/county certifying that no birth record exists. Along with the signed affidavit, the following documents may be submitted for consideration of proof of birth date:

- Military records;
- Marriage record showing date of birth;
- Evidence of Social security payments that require you to reach a specific age;
- Church record of birth or baptism;
- Valid passport;
- Valid driver's license; or
- Two or more documents showing date of birth, such as naturalization papers, insurance policies, school or medical records.

If none of the above documents are available, an affidavit from a parent, adult sibling or relative having knowledge of your date of birth may be considered. If you need information on where to contact for your birth record, please contact our office at 217-785-7444.

Please be aware that knowingly making a false statement or falsifying a record in an attempt to defraud SERS is a class 3 felony. If the SERS Board of Trustees has a reasonable suspicion that an attempt has been made to defraud SERS, it is required to report the matter to the appropriate State's Attorney for investigation.



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Return to Work Notice

As stated and initialed on your signed disability benefit application, it is your responsibility to notify SERS of your return to work date. SERS disability benefits cease on the day prior to your return to work and it is imperative you report your return to work in a timely manner.

Failure to report your return to work timely will result in the overpayment of disability benefits that must be repaid to SERS immediately, or will lead to payroll deductions.

Please contact the SERS Call Center at 217-785-7444 or send an email to SERS@srs.illinois.gov to timely report your return to work and avoid an overpayment. The release from your healthcare professional should be provided to your agency.

Please be aware that knowingly making a false statement or falsifying a record in an attempt to defraud SERS is a class 3 felony. If the SERS Board of Trustees has a reasonable suspicion that an attempt has been made to defraud SERS, it is required to report the matter to the appropriate State's Attorney for investigation.



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Gainful Employment Notice

While receiving a disability benefit from SERS, you may not work for the State of Illinois in any capacity.

While receiving a disability benefit from SERS, you may earn up to \$3,660 in gross income per calendar quarter from other employers.

Gross income, which also includes self-employment income, over \$3,660 per calendar quarter will result in the suspension and/or termination of your SERS disability benefits. This also impacts your access to group healthcare insurance and other group insurance benefits.

All disability recipients complete a continuous recertification process where SERS reviews information provided by the Illinois Department of Employment Security. SERS reviews and investigates disability claims continually to minimize fraudulent benefits and claims.

Please be aware that knowingly making a false statement or falsifying a record in an attempt to defraud SERS is a class 3 felony. If the SERS Board of Trustees has a reasonable suspicion that an attempt has been made to defraud SERS, it is required to report the matter to the appropriate State's Attorney for investigation.

Failure to report outside employment and quarterly income above \$3,660 may be considered an attempt to defraud SERS.

If you have any questions about gainful employment, please call the Call Center at 217-785-7444 or send an email to SERS@srs.illinois.gov.



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Coordination of Social Security Administration (SSA) Benefits

If you are receiving disability benefits or a retirement annuity from the SSA, please contact SERS immediately if you have not done so already.

In accordance with the Illinois Pension Code, the original monthly gross disability benefit you receive from SERS must be reduced by any monthly benefit you receive from a SSA disability benefit or SSA retirement annuity.

As stated and initialed on your signed disability benefit application, it is your responsibility to notify SERS if you receive a SSA retroactive disability award. If a portion of the award coincides with a period of time you were also paid SERS disability benefits, you have been overpaid. Any overpayment owed to SERS must be repaid immediately, or will lead to benefit and/or payroll deductions.

Failure to comply could result in SERS applying your full benefit payments towards the overpayment. If you are no longer on a SERS benefit, all legal means available will be used to recover the amount due, including but not limited to, withholding of future benefit payments or refunds and involuntary withholding orders.

During the first year you receive SERS disability benefits, you will be contacted by the Disability Section to assist you in filing for SSA disability benefits. This is required if you remain disabled on a SERS benefit beyond 12 months.

Please be aware that knowingly making a false statement or falsifying a record in an attempt to defraud SERS is a class 3 felony. If the SERS Board of Trustees has a reasonable suspicion that an attempt has been made to defraud SERS, it is required to report the matter to the appropriate State's Attorney for investigation.



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Unreduced Social Security Pension Estimate

To be completed if you are currently age 66 or greater

Member information

Name

Phone number

(H)

Address (Street)

(W)

(City, State, Zip)

SSN

Email address

I hereby authorize the Social Security Administration to furnish the information requested below to the State Employees' Retirement System of Illinois (SERS). This information is required to calculate benefits payable to me by SERS.

By signing below, I certify this information is correct and that I am aware that knowingly making a false statement or falsifying a record in an attempt to defraud SERS is a class 3 felony. I understand that if the SERS Board of Trustees has a reasonable suspicion that an attempt has been made to defraud SERS, it is required to report the matter to the appropriate State's Attorney for investigation.

Member signature _____ Date _____

Social Security Administration only

Please complete this form based on the workers' record for unreduced retirement benefits he/she would be eligible to receive on the date indicated below.

Unreduced Social Security retirement benefits as of _____ would be _____.

Signature _____ Date _____

Title _____ District Office _____

Send information to:

State Employees' Retirement System
2101 South Veterans Parkway
P.O. Box 19255
Springfield, IL 62794-9255



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Payroll Deduction for Optional Service Credit

If you are purchasing optional service credit through payroll deduction, please note that this deduction will cease while you are off the payroll.

Upon returning to work, it is your responsibility to contact your agency's payroll officer immediately to set up a "catch up" schedule. One option is to double the payroll deduction for the number of pay periods that deductions were missed. *(Ex: For 8 deductions of \$15.00 missed payments, the agency may deduct \$30.00 for 8 deductions to catch up the payments.)*

If the payroll deduction agreement ends before you return to work, you will be billed by SERS for the balance due.

Note: *Due to the IRS regulations, the agreement due date cannot be extended for any reason if the payment is being made on a tax-deferred irrevocable payroll deduction basis.*



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Work-Related Accidents Not Caused by your Employer

If your work-related accident was caused by a person other than your employer and you receive benefits from the State Employees' Retirement System (SERS), state law provides that SERS is entitled to collect a portion of any settlement you receive from the responsible party and/or their insurance.

You must notify SERS if you are receiving occupational disability benefits and you file a lawsuit against a third party. Failure to notify SERS of filing a lawsuit against a third party may be considered an attempt to defraud SERS and could result in the termination of your disability benefits.

If you have any questions regarding your obligation to notify SERS when filing a lawsuit against a third party, you may contact SERS at 217-785-7444.

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

OMB No. 1545-0074

2024

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

**Step 1:
Enter
Personal
Information**

(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, when to use the estimator at www.irs.gov/W4App, and how to elect to have no federal income tax withheld (if permitted).

**Step 2:
Income
From a Job
and/or
Multiple
Pensions/
Annuities
(Including a
Spouse's
Job/
Pension/
Annuity)**

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. **See page 2 for examples on how to complete Step 2.**

Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; **or**

(b) Complete the items below.

(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-” . . . \$

(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-” . . . \$

(iii) Add the amounts from items (i) and (ii) and enter the **total** here . . . \$

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.

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.

Step 3: Claim Dependent and Other Credits	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	\$
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs or pension/annuity payments). 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) Deductions. 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 . . .	4(b)	\$
	(c) Extra withholding. Enter any additional tax you want withheld from each payment . . .	4(c)	\$

**Step 5:
Sign
Here**

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

Date

General Instructions

Section references are to the Internal Revenue Code.

Future developments. For the latest information about any future developments related to Form W-4P, such as legislation enacted after it was published, go to www.irs.gov/FormW4P.

Purpose of form. Complete Form W-4P to have payers withhold the correct amount of federal income tax from your periodic pension, annuity (including commercial annuities), profit-sharing and stock bonus plan, or IRA payments. Federal income tax withholding applies to the taxable part of these payments. Periodic payments are made in installments at regular intervals (for example, annually, quarterly, or monthly) over a period of more than 1 year. Don't use Form W-4P for a nonperiodic payment (note that distributions from an IRA that are payable on demand are treated as nonperiodic payments) or an eligible rollover distribution (including a lump-sum pension payment). Instead, use Form W-4R, Withholding Certificate for Nonperiodic Payments and Eligible Rollover Distributions, for these payments/distributions. For more information on withholding, see Pub. 505, Tax Withholding and Estimated Tax.

Choosing not to have income tax withheld. You can choose not to have federal income tax withheld from your payments by writing "No Withholding" on Form W-4P in the space below Step 4(c). Then, complete Steps 1a, 1b, and 5. Generally, if you are a U.S. citizen or a resident alien, you are not permitted to elect not to have federal income tax withheld on payments to be delivered outside the United States and its territories.

Caution: If you have too little tax withheld, you will generally owe tax when you file your tax return and may owe a penalty unless you make timely payments of estimated tax. If too much tax is withheld, you will generally be due a refund when you file your tax return. If your tax situation changes, or you chose not to have federal income tax withheld and you now want withholding, you should submit a new Form W-4P.

When to use the estimator. Consider using the estimator at www.irs.gov/W4App if you:

1. Have social security, dividend, capital gain, or business income, or are subject to the Additional Medicare Tax or Net Investment Income Tax; or
2. Receive these payments or pension and annuity payments for only part of the year.

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you (or you and your spouse) receive. If you do not have a job and want to pay these taxes through withholding from your payments, use the estimator at www.irs.gov/W4App to figure the amount to have withheld.

Payments to nonresident aliens and foreign estates. Do not use Form W-4P. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities, and Pub. 519, U.S. Tax Guide for Aliens, for more information.

Tax relief for victims of terrorist attacks. If your disability payments for injuries incurred as a direct result of a terrorist attack are not taxable, write "No Withholding" in the space below Step 4(c). See Pub. 3920, Tax Relief for Victims of Terrorist Attacks, for more details.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you have at least one of the following: income from a job, income from more than one pension/annuity, and/or a spouse (if married filing jointly) that receives income from a job/pension/annuity. The following examples will assist you in completing Step 2(b).

Example 1. Bob, a single filer, is completing Form W-4P for a pension that pays \$50,000 a year. Bob also has a job that pays \$25,000 a year. Bob has no other pensions or annuities. Bob will enter \$25,000 in Step 2(b)(i) and in Step 2(b)(iii).

If Bob also has \$1,000 of interest income, which he entered on Form W-4, Step 4(a), then he will instead enter \$26,000 in Step 2(b)(i) and in Step 2(b)(iii). He will make no entries in Step 4(a) on this Form W-4P.

Example 2. Carol, a single filer, is completing Form W-4P for a pension that pays \$50,000 a year. Carol does not have a job, but she also receives another pension for \$25,000 a year (which pays less annually than the \$50,000 pension). Carol will enter \$25,000 in Step 2(b)(ii) and in Step 2(b)(iii).

If Carol also has \$1,000 of interest income, then she will enter \$1,000 in Step 4(a) of this Form W-4P.

Example 3. Don, a single filer, is completing Form W-4P for a pension that pays \$50,000 a year. Don does not have a job, but he receives another pension for \$75,000 a year (which pays more annually than the \$50,000 pension). Don will not enter any amounts in Step 2.

If Don also has \$1,000 of interest income, he won't enter that amount on this Form W-4P because he entered the \$1,000 on the Form W-4P for the higher paying \$75,000 pension.

Example 4. Ann, a single filer, is completing Form W-4P for a pension that pays \$50,000 a year. Ann also has a job that pays \$25,000 a year and another pension that pays \$20,000 a year. Ann will enter \$25,000 in Step 2(b)(i), \$20,000 in Step 2(b)(ii), and \$45,000 in Step 2(b)(iii).

If Ann also has \$1,000 of interest income, which she entered on Form W-4, Step 4(a), she will instead enter \$26,000 in Step 2(b)(i), leave Step 2(b)(ii) unchanged, and enter \$46,000 in Step 2(b)(iii). She will make no entries in Step 4(a) of this Form W-4P.

If you are married filing jointly, the entries described above do not change if your spouse is the one who has the job or the other pension/annuity instead of you.



Multiple sources of pensions/annuities or jobs. If you (or if married filing jointly, you and/or your spouse) have a job(s), do NOT complete Steps 3 through 4(b) on Form W-4P. Instead, complete Steps 3 through 4(b) on the Form W-4 for the job. If you (or if married filing jointly, you and your spouse) do not have a job, complete Steps 3 through 4(b) on Form W-4P for **only** the pension/annuity that pays the most annually. Leave those steps blank for the other pensions/annuities.

Step 3. This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 501, Dependents, Standard Deduction, and Filing Information. You can also include **other tax credits** for which you are eligible in this step, such as the foreign tax credit and the education tax credits. Including these credits will increase your payments and reduce the amount of any refund you may receive when you file your tax return.

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

Specific Instructions *(continued)*

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 2024 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 2024, 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 2024 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: <div><div><div>• \$29,200 if you're married filing jointly or a qualifying surviving spouse</div><div>• \$21,900 if you're head of household</div><div>• \$14,600 if you're single or married filing separately</div></div></div>	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: • \$1,950 if you're single or head of household. • \$1,550 if you're married filing separately. • \$1,550 if you're a qualifying surviving spouse or you're married filing jointly and one of you is under age 65. • \$3,100 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.