

# REQUEST FOR INCOME TAX WITHHOLDING



**VIRGINIA RETIREMENT SYSTEM**  
P.O. Box 2500 ♦ Richmond, Virginia 23218-2500  
Toll-free 1-888-VARETIR (827-3847)  
Fax 1-804-786-9718  
[www.varetire.org](http://www.varetire.org)

1. Social Security Number

2. Phone Number

Complete this form to request or make changes to your income tax withholding. If a completed VRS-15 is not on file, VRS withholds federal income tax based on the rate for a married individual claiming three exemptions and state income tax based on the rate for zero exemptions. Refer to the back of this form to calculate exemptions.

## PART A. REQUESTOR INFORMATION

3. Name (First, Middle Initial, Last)	
4. Address (Street, City, State and Zip+4)	
5. Type of Request <input type="checkbox"/> New Request <input type="checkbox"/> Change to current withholdings	6. Type of Payment (Choose payments affected by this change) <input type="checkbox"/> Retiree <input type="checkbox"/> Survivor <input type="checkbox"/> Third Party
7. Citizenship <input type="checkbox"/> US Citizen <input type="checkbox"/> Resident Alien <input type="checkbox"/> Non-resident Alien (Marking this box certifies your status as non-resident alien and that you are not a U.S. citizen or resident alien)	

## PART B. FEDERAL INCOME TAX WITHHOLDING

Choose one option below. If you choose to have income tax withheld, provide marital status and number of exemptions.

- Do not withhold federal income tax from my monthly benefit. I understand I am liable for paying federal income tax on the taxable portion of my benefit and I may be subject to tax penalties under the estimated tax payment rules if my payment(s) of estimated tax and withholding are not adequate. (If I am a U.S. Citizen or resident alien whose benefit payments are delivered outside the U.S. or its possessions, I *must* have federal income tax withheld.)
- Calculate my federal income tax withholding (if any) in accordance with the tax formula as published in IRS Publication 15 based on the following selections:
- Marital Status for Federal Taxes:     Single     Married
- Number of Exemptions: \_\_\_\_\_

**If you wish an amount withheld in addition to the calculated tax, enter the additional amount to be withheld per month: \$ \_\_\_\_\_**

## PART C. STATE OF VIRGINIA INCOME TAX WITHHOLDING

Choose one option below. If you choose to have income tax withheld, provide marital status and number of each exemption type.

(You are not required to have Virginia state income tax withheld from your benefit if you do not reside in Virginia.)

- Do not withhold state income tax from my monthly benefit. I understand I am liable for paying state income tax on the taxable portion of my benefit and I may be subject to tax penalties under the estimated tax payment rules if my payment(s) of estimated tax and withholding are not adequate.
- Calculate my state income tax withholding (if any) in accordance with the tax formula as published in the Virginia Income Tax publication based on the following selections:
- Marital Status for State Taxes:     Single     Married
- Exemptions:    Personal: \_\_\_\_\_    Age and Blindness: \_\_\_\_\_    Total: \_\_\_\_\_

**If you wish an amount withheld in addition to the calculated tax, enter the additional amount to be withheld per month: \$ \_\_\_\_\_**

Signature \_\_\_\_\_

Date \_\_\_\_\_



## Completing Part B. Federal Income Tax Withholding

For detailed information about federal income tax withholding, refer to the Internal Revenue Service (IRS) website at [www.irs.gov](http://www.irs.gov) to review the IRS Form W-4P. The "Personal Allowances Worksheet" from the W-4P is provided below for calculating exemptions for federal income tax purposes. Review the IRS Form W-4P for additional information about other worksheets that might apply.

- A** Enter "1" for **yourself** if no one else can claim you as a dependent. **A** \_\_\_\_\_
- B** Enter "1" if: a) You are single and have only one pension; or **B** \_\_\_\_\_  
b) You are married, have only one pension and your spouse has no income subject to withholding; or  
c) Your income from a second pension or a job, or your spouse's pension or wages (or the total of all), is \$1,500 or less.
- C** Enter "1" for your **spouse**. You may choose to enter "0" if you are married and have either a spouse who has income subject to withholding or you have more than one source of income subject to withholding. (Entering "0" may help you avoid having too little tax withheld.) **C** \_\_\_\_\_
- D** Enter the number of **dependents** (other than your spouse or yourself) you will claim on your tax return. **D** \_\_\_\_\_
- E** Enter "1" if you will file as **head of household** on your tax return. **E** \_\_\_\_\_
- F** **Child Tax Credit** (including additional child tax credit): If your total income will be less than \$70,000 (\$100,000 if married), enter "2" for each eligible child, then **less** "1" if you have two to four eligible children or **less** "2" if you have five or more eligible children. If your total income will be between \$70,000 and \$84,000 (\$100,000 and \$119,000 if married), enter "1" for each eligible child. **F** \_\_\_\_\_
- G** Add lines A through F for total Personal Exemptions. Enter this number in Part B if you choose to have federal income tax withheld. **Note:** This may be different than the number of exemptions you claim on your tax return. **G** \_\_\_\_\_

## Completing Part C. State Income Tax Withholding

For detailed information about state income tax withholding, refer to the Virginia Department of Taxation web site at [www.tax.virginia.gov](http://www.tax.virginia.gov) to review the Virginia Form VA-4P. The "Personal Exemption Worksheet" from the VA-4P is provided below for calculating exemptions for state income tax purposes.

### Calculate Personal Exemptions

- 1** Enter "1" for **yourself**. **1** \_\_\_\_\_
- 2** If you are married and your spouse is not claimed on his or her own certificate, enter "1". **2** \_\_\_\_\_
- 3** Enter the number of dependents you will claim on your state income tax return. (Do not include your spouse.) **3** \_\_\_\_\_
- 4** Add lines 1, 2, and 3 for total Personal Exemptions. Enter this number in Part C if you choose to have state income tax withheld. **4** \_\_\_\_\_

### Calculate Exemptions for Age and Blindness

- 5** Age: a) If you will be 65 or older on January 1, enter "1". **5a** \_\_\_\_\_  
b) If you claimed an exemption on line 2 above and your spouse will be 65 or older on January 1, enter "1". **5b** \_\_\_\_\_
- 6** Blindness: a) If you are legally blind, enter "1". **6a** \_\_\_\_\_  
b) If you claimed an exemption on line 2 above and your spouse is legally blind, enter "1". **6b** \_\_\_\_\_
- 7** Add lines 5a through 6b for total Age and Blindness Exemptions. Enter this number in Part C if you choose to have state income tax withheld. **7** \_\_\_\_\_