

Commonwealth of Massachusetts
Worcester Regional Retirement System

Kevin P. Blanchette • Chairman

Board Members: Rebecca L. Tuttle • Pauline M. Lajoie • Michael J. Donoghue • Eugene J. Durgin, Jr.
Michael Sacco, Esquire • Chief Executive Officer

Dear New Retiree:

Enclosed with your first pension check is IRS Tax Form W-4P. If you decide that you would like to have federal tax deducted from your monthly retirement payment, please fill out the form and submit it to our office. No tax will be withheld unless Form W-4P is received.

When completing the form please make sure to complete Step 1 a-c, and Step 5.

If they apply to you, please read the instructions for steps 2-4. You can enter information regarding additional income for which you would like to adjust your withholdings and include deduction and exemption information if needed.

We will enter the information provided on your form and the tax will be calculated accordingly.

In an effort to assist our retirees, we will be sending out an **Income Verification Statement** to you, after your first monthly pension payment to review. This report will show the amount of the federal tax being withheld based on your selection. If the withholding amount is too low/high you can submit a new W-4P to make the adjustment. To increase the withholding, you can use line 4 (C) to specify an additional flat dollar amount to be added if necessary .

Keep in mind you can change this amount anytime during the year by submitting a new tax withholding form to our office.

Congratulations on your retirement! Please contact the office with any questions.

Thank you,

WRRS Staff