

MONTGOMERY COUNTY PUBLIC SCHOOLS**MCPS Employees' Retirement/Pension System
Maryland State Withholding Request**Employee and Retiree Service Center
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

INSTRUCTIONS: Before submitting this form to ERSC (new retirees) or Aetna (existing retirees). **You must complete the section below.** AETNA'S contact information is Fax: 1-860-262-7412, Telephone: 1-800-952-2700, Email: aetnapensions@aetna.com, Website: <https://pensions.aetna.com>.

Social Security Number (last 4 digits) _____ Print Full Name _____

MARYLAND STATE INCOME TAX WITHHOLDING

Please check the appropriate box indicating your election. Check only one (1).

- I am **NOT** a Maryland resident. Do not withhold Maryland Income Tax.
- I **AM** a Maryland resident, but I do not wish to have tax withheld from my monthly pension check.
- Withhold from each monthly pension check the following **WHOLE DOLLAR** amount (*not less than \$5*).
\$ _____

**FOR STATES OTHER THAN MARYLAND,
YOU WILL NEED TO CONTACT YOUR STATE OF RESIDENCE FOR THE APPLICABLE FORM.**

SIGNATURE REQUIRED

I understand that my electronic submission of this form, and my electronic signature, are intended to be, constitute, and are equivalent to my personal signature.

Signature _____ Telephone _____ - _____ - _____ Date ____/____/____

INCOME TAX WITHHOLDING FOR RETIREES

Each retiree is responsible for having the required State income tax withheld based upon their overall income and projected tax liability. However, it is not necessary to have withholdings from each individual income source. Instead, retirees normally need to have one Federal and one State withholding account (depending upon your state of legal residence, and applicable state tax laws). Individuals who do not have enough income tax withheld may wish to file estimated taxes or they may be subject to penalties if their withholding is not adequate.

Some states exclude pension income from taxable wages while other states exclude pension income once you have attained a certain age, such as age 65. Other states treat pension income as fully taxable. Therefore, it is critical to familiarize yourself with the tax laws and withholding requirements of your state of residence or consult a qualified tax or financial advisor for additional questions or information.

Each year, you file Federal and State income tax returns to determine your actual tax liability. Then, based upon the amount withheld during the tax year, you will either owe additional taxes or receive a tax refund. As your income grows over time, you may need to increase your tax withholdings to insure that adequate taxes have been withheld. Several forms are used to establish or update the amount of federal and state taxes that are withheld from your pension. The forms you will need depend upon your state of residence, and whether you receive your core retirement benefit from the State Teachers' Retirement System or the MCPS Employee's Retirement/Pension System through MCPS' agent, Aetna, Inc.

The following four examples illustrate the common situations based upon plan membership and state of residence. Each example will explain the necessary forms and where to send them to establish or adjust your withholding amount.

SEE PAGE 2 FOR EXAMPLES

INCOME TAX WITHHOLDING FOR RETIREES

EXAMPLE #1

Core Benefit from Maryland State Retirement System
 Supplemental Benefit from MCPS/Aetna
 Resident of Maryland

	Federal Tax Withholding	State of Maryland Tax Withholding
Withheld From	State Monthly Benefit	Either State Monthly Benefit or MCPS Supplemental Benefit
Form to use when establishing or adjusting your withholding amount	IRS Form W-4P	If from State Benefit, lower portion of SRA Form 766.11. If from MCPS Benefit, then Section II of MCPS Form 281-50.
Available Online	Yes	Yes
Online Address	See footnote #1.	For State Form, footnote #1. For MCPS/Aetna Form see footnote #2.
Where to send completed tax forms at retirement	To ERSC along with all retirement forms	To ERSC along with all retirement forms
Where to send completed forms for subsequent changes	Directly to: State Retirement Agency of Maryland, 120 E. Baltimore St., Baltimore, MD 21202-6700	State form to State Retirement Agency MCPS Form to: Aetna, Inc., Large Case Pensions, RS2A, 151 Farmington Avenue Hartford, CT 06156

EXAMPLE #2

Core Benefit from Maryland State Retirement System
 Supplemental Benefit from MCPS/Aetna
 Non-Resident of Maryland

	Federal Tax Withholding	State Tax Withholding States Other Than Maryland
Withheld From	State Monthly Benefit	MCPS Supplemental Benefit
Form to use when establishing or adjusting your withholding amount	IRS Form W-4P	See footnote #3.
Available Online	Yes	Yes
Online Address	See footnote #1.	See footnote #2.
Where to send completed forms at retirement	To ERSC along with all retirement forms	To ERSC along with all retirement forms
Where to send completed forms for subsequent changes	Directly to: State Retirement Agency of Maryland, 120 E. Baltimore St., Baltimore, MD 21202-6700	Directly to: Aetna, Inc., Large Case Pensions, RS2A, 151 Farmington Avenue Hartford, CT 06156

EXAMPLE #3

Core Benefit from MCPS/Aetna
 Supplemental Benefit from MCPS/Aetna
 Resident of Maryland

	Federal Tax Withholding	State of Maryland Tax Withholding
Withheld From	MCPS/Aetna Monthly Benefit	MCPS Monthly Benefit
Form to use when establishing or adjusting your withholding amount	IRS Form W-4P	Section II of MCPS Form 281-50
Available Online	Yes	Yes
Online Address	See footnote #2.	See footnote #2.
Where to send completed forms at retirement	To ERSC along with all retirement forms	To ERSC along with all retirement forms
Where to send completed forms for subsequent changes	Directly to: Aetna, Inc., Large Case Pensions, RS2A, 151 Farmington Avenue Hartford, CT 06156	Directly to: Aetna, Inc., Large Case Pensions, RS2A, 151 Farmington Avenue Hartford, CT 06156

EXAMPLE #4

Core Benefit from MCPS/Aetna
 Supplemental Benefit from MCPS/Aetna
 Non-Resident of Maryland

	Federal Tax Withholding	State Tax Withholding States Other Than Maryland
Withheld From	MCPS/Aetna Monthly Benefit	MCPS Monthly Benefit
Form to use when establishing or adjusting your withholding amount	IRS Form W-4P	See footnote #3.
Available Online	Yes	Yes
Online Address	See footnote #2.	See footnote #2.
Where to send completed forms at retirement	To ERSC along with all retirement forms	To ERSC along with all retirement forms
Where to send completed forms for subsequent changes	Directly to: Aetna, Inc., Large Case Pensions, RS2A, 151 Farmington Avenue Hartford, CT 06156	Directly to: Aetna, Inc., Large Case Pensions, RS2A, 151 Farmington Avenue Hartford, CT 06156

FOOTNOTES:

1. IRS Form W-4P
2. www.montgomeryschoolsmd.org/departments/forms/pdf/281-50.pdf
3. If your state has an income tax withholding form for Pension or Annuity payments, you should complete your state form. Information regarding income tax withholding allowances can be obtained from your state taxing authority. For those retirees living in Virginia, Delaware, West Virginia, and the District of Columbia, forms are available from the following websites:
<https://otr.cfo.dc.gov/page/withholding-tax-forms-and-publications>
<https://www.tax.virginia.gov/>
<https://revenue.delaware.gov/>
www.wv.gov

FOR OTHER STATES, YOU WILL NEED TO CONTACT YOUR STATE OF RESIDENCE FOR THE APPLICABLE FORM.