



## DEFENSE FINANCE AND ACCOUNTING SERVICE

Retired and Annuitant Pay  
8899 E. 56<sup>th</sup> Street  
Indianapolis, IN 46249-1300  
[www.dfas.mil/retiredmilitary](http://www.dfas.mil/retiredmilitary)

DOC: DEPREV

Dear \_\_\_\_\_,

### Why we are writing

We are writing regarding the change to the Survivor Benefit Plan (SBP) Optional Annuity for Dependent Children and the reversion of SBP annuity payments to eligible surviving spouses in 2023. Congress recently enacted significant changes to the SBP program that may enhance this benefit for you as the surviving spouse, but first we need to verify your eligibility for the program.

Our records show that when your spouse died, an election was made to pay the SBP annuity to the surviving child/children. Changes in the law, effective January 1, 2023, direct the SBP annuity to be paid to the member's surviving spouse, if eligible, instead of the child(ren).

This packet includes the documents we need you to fill out and return. These documents will help us determine your eligibility for SBP annuity payments and set up your account to begin your payments (if you are eligible) when the changes take effect on January 1, 2023. See the information on the next page.

### What you need to know

The Department of Defense Survivor Benefit Plan (SBP) provides financial support to military spouses and/or children when a military member dies on active duty or inactive duty in the line of duty. The Survivor Benefit Plan (SBP) provides eligible beneficiaries with a monthly payment known as an annuity. The recipient of an SBP annuity is referred to as the annuitant. The annuitant may be a surviving spouse or surviving child (but not both).

When a service member dies on active or inactive duty in the line of duty, the surviving spouse can request to have the SBP annuity paid directly to an eligible dependent child or children. This is called the "Optional Annuity for Dependent Children." The option is available because until recently, there was a requirement for a spouse's SBP payments to be offset (reduced) by the full amount of the spouse's Dependency and Indemnity Compensation (DIC) payment from the Department of Veterans Affairs (VA). Payments to the surviving child were often considered a more favorable option because SBP paid to a child is **not** required to be offset (reduced) by the DIC payment.

The National Defense Authorization Act (NDAA) for Fiscal Year 2020 modified the law that requires an offset (reduction) of SBP payments for surviving spouses who are also entitled to DIC payments from the VA. It directed a phase-out period that will eventually eliminate the entire offset (reduction). Beginning on January 1, 2023, surviving spouses can receive full SBP payments from DoD/DFAS in addition to their full DIC payments from the VA.

**Note: Please return a copy of this page with your documents.**

The NDAA for Fiscal Year 2020 also directed that as of January 1, 2023, the Optional Annuity for Dependent Children will be eliminated and the SBP annuity payment must revert to the surviving spouse (**if** the surviving spouse submits documentation confirming eligibility).

If you remarried after the death of the member (before age 55), you may not be eligible for the SBP annuity. **We must receive a reply from you, even if** you believe you may not be eligible due to remarriage. If we have the documentation to make a determination that you are not eligible, we can continue to pay the annuity to an eligible child, even after January of 2023. However, if we do not receive documentation allowing us to confirm you are not eligible, the child annuity payments **must be suspended** as of January 2023 until we receive the documentation. Therefore, we ask that you complete and submit the attached documents even if you believe you may not be eligible for the SBP annuity.

Once we receive your documents, we will provide you with the results of our review in a postal letter.

Please note that January 2023 benefits will be paid on **February 1, 2023**. SBP benefits are paid on the first day of the following month. Also, in most instances, SBP annuity payments are subject to federal taxes. State and local taxes vary. We are not able to withhold state or local taxes from SBP payments.

### **What you need to do**

Please fill out, sign and return the following **four** enclosed documents as soon as possible, **along with a copy of the first page of this letter**: (1) DD Form 2656-7 Verification for Survivor Annuity; (2) Annuitant Certificate of Eligibility; (3) Direct Deposit form 1059; and (4) IRS W-4P Withholding Certificate for Pension or Annuity Payments. Please submit the documents **as soon as possible**.

We have enclosed instructions to guide you in filling out the forms and sending your documents. We also have a helpful Form Wizard for the DD 2656-7, a helpful how-to checklist, and options for submitting your documents online. Please see our special webpage: [www.dfas.mil/sbp2023childoptrev](http://www.dfas.mil/sbp2023childoptrev)

### **If you have questions**

There is additional information and explanation on our special focus webpage. We will post updates on this webpage, so please plan to check it for news and information: [www.dfas.mil/sbp2023childoptrev](http://www.dfas.mil/sbp2023childoptrev)

If the webpage does not answer your question, you may write us at the address above, fax toll-free: 1-800-982-8459, or call our customer care center at 317-212-0551 or toll-free 1-800-321-1080. If you call the customer care center, please identify yourself as a surviving spouse with an optional dependent annuity.

Sincerely,  
Retired and Annuitant Pay

Enclosures: Instructions, DD2656-7, Annuity COE, Form 1059, W4P

## **INSTRUCTIONS - Please use the instructions below that fit your individual situation.**

### **Situation One**

**If you are the surviving spouse of a service member who died on active duty or on inactive duty in the line of duty and you previously requested the Optional Annuity for Dependent Children, you may be eligible to begin receiving SBP annuity payments directly (without offset) after the January 1, 2023 effective date. We need the following documents to determine your eligibility.**

Please **fill out, sign, date and return** the following **four** enclosed documents as soon as possible:

- (1)** 2656-7 Verification for Survivor Annuity form (please note: you can disregard sections 4, 5 and 6 on the 2656-7 form, so they have been removed on the enclosed special version); and
- (2)** Certificate of Eligibility (COE) for Surviving Spouse; and
- (3)** Direct Deposit form 1059; and
- (4)** IRS W-4P Withholding Certificate for Pension or Annuity Payments.

*Please note: If you are the surviving spouse and you are not a US citizen or you are using an international bank, we will need additional documentation from you. Please see the webpage for special instructions:  
<https://www.dfas.mil/sbp2023childoptrev>*

**Please submit the documents as quickly as possible.**

We have a helpful Form Wizard for the 2656-7 form, a helpful how-to checklist, and options for submitting your documents online. See the Helpful Tips and Tools on the next page.

### **Situation Two**

**If you are the surviving spouse of a service member who died on active duty or on inactive duty in the line of duty and you previously requested the Optional Annuity for Dependent Children, and you believe you may NOT be eligible for the SBP annuity payments because you remarried after the death of the member and before age 55, we DO need the following documents to determine your eligibility.**

Please **fill out, sign, date and return** the following **two** of the enclosed documents as soon as possible, **along with supporting documents referred to on the COE**. You do **not** need to fill out and return the W4P or the Direct Deposit form 1059 at this time.

- (1)** 2656-7 Verification for Survivor Annuity form (please note: you can disregard sections 4, 5 and 6 on the 2656-7 form, so they have been removed from the enclosed special version); and
- (2)** Certificate of Eligibility (COE) for Surviving Spouse (**remember to include supporting documents**)

**Please submit the documents as quickly as possible.** If your marital status changes, please notify us promptly, so we can re-determine your eligibility at that time. We have a helpful **Form Wizard** for the 2656-7 form, a helpful **how-to checklist**, and **options for submitting your documents online**. Also, see the **Helpful Tips and Tools on the next page**.

### **Situation Three**

***If you are not the surviving spouse, and the surviving spouse has passed away:***

To document a surviving spouse as deceased, we need a **photocopy** of the certified death certificate **showing the cause of death**. Please **write the deceased member's Social Security Number** on the top of a photocopy of the spouse's certified death certificate and **include a photocopy of the first page of the cover letter in this package** with the **photocopy** of the spouse's death certificate, **as well as a note with your full name and phone number and relationship to the deceased**. They can be either mailed, faxed or uploaded online as PDFs via the askDFAS online upload tool on our website. See the next page for information. Please submit the documents **as quickly as possible**.

## HELPFUL TOOLS AND TIPS

### Helpful Tools

- Use our **2656-7 Form Wizard** to help you fill out the 2656-7 form easily and correctly, which also lets you electronically sign the form! It's downloadable from: <https://www.dfas.mil/sbp2023childoptrev>
- Or download a special **How-To Checklist** from: <https://www.dfas.mil/sbp2023childoptrev>
- Upload a PDF of your completed/signed documents via the **online upload tool** (this link is case-sensitive): <https://go.usa.gov/xMF3V>
- When you upload your completed/signed documents via our online upload tool (<https://go.usa.gov/xMF3V>) and provide your email address, we will send you email status notifications: (1) when we receive your documents, (2) when we begin work on your documents, and (3) when we complete work on your documents
- Once we complete work on your documents, we will send you a postal letter with the eligibility determination and additional information.

### Tips

- You can **disregard** sections 4, 5 and 6 on the 2656-7 form (they have been removed from the enclosed special version; that is why there are blank spaces). They are not applicable in this situation.
- Remember to sign and date your documents! We are unable to process documents without a signature.
- Keep a copy of your completed/signed documents.
- There is additional information and explanation on our special focus webpage. We post updates on this webpage, so please plan to check it for news and information: <https://www.dfas.mil/sbp2023childoptrev>

## Submitting Your Documents

Send your completed documents (keep a copy of your completed/signed documents):

### Online upload:

**Upload a PDF of your completed/signed documents via the askDFAS online upload tool** on DFAS.mil (this link is case-sensitive): <https://go.usa.gov/xMF3V>

### Or mail to:

Defense Finance and Accounting Service  
U.S. Military Annuitant Pay  
8899 E 56th Street  
Indianapolis, IN 46249-1300

**Or fax toll-free to:** 1-800-982-8459

## Additional Reminders

- Please remember to **update us** if your mailing address, direct deposit, or marital status changes between the time you send in your documents and January 1, 2023.
- January 2023 benefits will be paid on **February 1, 2023**. SBP benefits are paid on the first business day of the following month.
- SBP payments are subject to federal taxes. State and local taxes vary. We are not able to withhold state or local taxes from SBP payments. Please consult a tax advisor about your state and/or local income tax requirements for SBP payments.

## VERIFICATION FOR SURVIVOR ANNUITY - SPECIAL

### PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C. Chapter 73, subchapters II and III Survival Benefit Plan; DoD Instruction 1332.42, Survivor Annuity Program Administration; and E.O. 9397 (SSN), as amended. **PRINCIPAL PURPOSE(S):** Used by the surviving spouse to verify eligibility for an annuity under the Retired Serviceman's Family Protection Plan (RSFPP), Survivor Benefit Plan (SBP), and/or Reserve Component Survivor Benefit Plan (RCSBP).

**ROUTINE USE(S):** The System of Record Notice (SORN) T7347b is published at: <https://www.federalregister.gov/documents/2009/01/07/E9-41/privacy-act-of-1974-systems-of-records>

**DISCLOSURE:** Voluntary; however, failure to provide identifying information may delay the verification process and any subsequent payment.

### INSTRUCTIONS

Please verify that the information provided below is correct. Please provide any missing information and line through and correct any errors. After verifying the information provided, please sign the form below and return it to: **Defense Finance and Accounting Service, U.S. Military Annuitant Pay, 8899 E. 56th Street, Indianapolis, IN 46249-1300** or fax it to DFAS toll-free at **1-800-982-8459**. If you have questions or need assistance completing this form, please contact DFAS toll-free at **1-800-321-1080**.

#### 1. DECEASED MEMBER DATA VERIFICATION

<b>a. DECEASED MEMBER'S NAME</b> ( <i>Last, First, Middle Initial</i> )		<b>b. SOCIAL SECURITY NUMBER</b>	
<b>c. DATE OF BIRTH</b> (YYYYMMDD)	<b>d. DATE OF DEATH</b> (YYYYMMDD)	<b>e. BRANCH OF SERVICE</b>	<b>f. RANK/RATE</b>

#### 2. CLAIMANT VERIFICATION

<b>a. CLAIMANT'S NAME</b> ( <i>Last, First, Middle Initial</i> )		<b>b. SOCIAL SECURITY NUMBER</b>	
<b>c. DATE OF BIRTH</b> (YYYYMMDD)	<b>d. TELEPHONE</b> ( <i>Include Area Code</i> )	<b>e. CITIZEN OF</b> ( <i>Country</i> ) United States of America	

**f. IF YOU ARE A NONRESIDENT ALIEN, X HERE, ENTER YOUR COUNTRY OF RESIDENCE, AND SEE NOTE.**

**NOTE: ALIEN TAX WITHHELD:** Nonresident aliens are automatically taxed at the rate of 30 percent, unless there is a tax treaty between the United States and the foreign country permitting a lesser rate. If the country in which the annuitant lives has a tax treaty with the United States, then complete IRS Form W-8BEN, *Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding* showing the country of residence. This Form may be obtained from any United States Internal Revenue Service office, United States consulate office, on the Internet at [www.irs.gov/pub/irs-pdf/fw8ben.pdf](http://www.irs.gov/pub/irs-pdf/fw8ben.pdf), or by calling the Defense Finance and Accounting Service, toll free **1-800-321-1080** or from overseas **(216) 522-5955**. The Defense Finance and Accounting Service will mail foreign annuitants IRS Form 1042-S, *Foreign Person's U.S. Source Income Subject to Withholding*, at the end of each year for tax reporting purposes.

<b>g. TYPE OF BENEFIT CLAIMED</b>	<b>i. CORRESPONDENCE ADDRESS</b> ( <i>Street, Apartment Number, City, State and ZIP Code</i> )
<input type="checkbox"/> SBP <input type="checkbox"/> RCSBP <input type="checkbox"/> RSFPP	

#### 3. THE FOLLOWING SECTION APPLIES TO SPOUSE APPLICANTS ONLY

<b>a. I CERTIFY THAT I WAS LEGALLY MARRIED TO THE MEMBER ON THE DATE OF DEATH:</b>		<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>(1) If YES, please verify date of marriage to member:</b> <i>(If blank or incorrect, please provide correct marriage date)</i>	<b>(2) If NO, please provide the date of divorce:</b> (YYYYMMDD)	

<b>b. ARE THERE CHILDREN UNDER AGE 23 OR INCAPACITATED OF THE DECEASED MEMBER?</b> <i>(If YES, please provide the following for each child:)</i>			<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>(1) NAME</b> ( <i>Last, First Middle Initial</i> )	<b>(2) SSN</b>	<b>(3) DATE OF BIRTH</b> (YYYYMMDD)	

I understand that my annuity may be affected if I am receiving any other military survivor annuity of any kind from this deceased member or any other deceased member. I also understand that I am obligated to notify DFAS of any other annuities that might affect my entitlement.

<b>c. ARE YOU RECEIVING ANY OTHER ANNUITY FROM DFAS BASED ON THE MILITARY RECORD OF ANY OTHER DECEASED MILITARY RETIREE?</b> ( <i>If YES, please provide the following:</i> )		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>(1) Name of Deceased Retiree</b> ( <i>Last, First, Middle Initial</i> )	<b>(2) SSN</b>	<b>(3) Coverage Type</b>	<b>(4) Monthly Benefit Amount</b>
		<input type="checkbox"/> SBP <input type="checkbox"/> RSFPP	\$

DECEASED MEMBER'S NAME <i>(Last, First, Middle Initial)</i>	MEMBER'S SOCIAL SECURITY NUMBER
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**7. CLAIM CERTIFICATION AND SIGNATURE** *(To be completed by ALL applicants)*

The claimant or authorized representative must sign. The signature must be that of: the claimant or for the annuitant by: the legal representative; guardian; or custodian. Failure to sign will delay payment of the annuity.

a. SIGNATURE OF CLAIMANT OR LEGAL REPRESENTATIVE <i>(If applicable)</i>	b. DATE SIGNED <i>(YYYYMMDD)</i>
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**DEFENSE FINANCE AND ACCOUNTING SERVICE**

Retired and Annuitant Pay  
8899 E. 56<sup>th</sup> Street  
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www.dfas.mil/retiredmilitary

**CERTIFICATE OF ELIGIBILITY (COE) FOR SURVIVING SPOUSE**

1. Member’s First and Last Name: \_\_\_\_\_
2. Member’s Social Security Number: \_\_\_\_\_
3. Surviving Spouse First Name and Last Name: \_\_\_\_\_
4. Surviving Spouse Date of Birth (MM/DD/YYYY): \_\_\_\_\_
5. Surviving Spouse Social Security Number: \_\_\_\_\_
6. Your marital status is required to establish your eligibility to receive an SBP annuity beginning January 2023. Please place an ‘X’ in the applicable boxes below and provide supporting documentation if requested:
  - A. I did not marry after the death of the military member noted above.
  - B. I am currently married\* and my age at the time of marriage was \_\_\_\_\_.  
\*Please include a photocopy of the marriage certificate when submitting this COE.
  - C. I married\* after the death of the military member noted above. My age at the time of marriage was \_\_\_\_\_. The marriage has since ended due to annulment, death or divorce and I am currently unmarried.  
\*Please include a photocopy of the marriage certificate and divorce order, annulment order, and/or death certificate when submitting this COE.

7. Complete **7A OR 7B** below:

<b>7A) If you are the SURVIVING SPOUSE completing this COE please certify and sign here:</b>	
1. Certification. I certify that I am the surviving spouse of the above named member and the information above is correct. I am providing a copy of all marriage certificates, divorce orders, annulment orders, and/or death certificates not previously provided to DFAS. I will promptly notify DFAS, at the above address, if any changes occur in my marital status.	
Signature of surviving spouse:	Date (MM/DD/YYYY):

DOC: DEPREV

Member's Last Name: \_\_\_\_\_ Member's SSN: \_\_\_\_\_

**7B) If you are the Legal Representative of an INCAPACITATED surviving spouse, please certify and sign here:**

1. Legal representative name: \_\_\_\_\_  
EIN, if applicable: \_\_\_\_\_

2. Certification. I certify that: I am the legal representative of the above incapacitated surviving spouse and the information above is correct. I am providing a copy of all marriage certificates, divorce orders, annulment orders, and/or death certificates not previously provided to DFAS. I will promptly notify DFAS, at the above address, if any changes occur in the surviving spouse's marital status or if I have knowledge that the surviving spouse is deceased.

**If this COE is signed by a legal representative, a photocopy of the legal document or court order granting you the authority to act on the surviving spouse's behalf must be attached.**

Signature of legal representative of surviving spouse:

Date (MM/DD/YYYY):

NOTE: By providing your signature you are certifying that all information provided is true and correct to the best of your knowledge and belief. You further agree to return all overpayments of benefits to which you are not entitled under the law. Any intentionally false statement, willful concealment of material fact, or use of a writing or document knowing the same to contain a false, fictitious, or fraudulent statement or entry, is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001)."

### Instructions for Completing the COE for Surviving Spouses

Note: Please fill in the Members's last name and Social Security Number at the top of Page 2

1. Fill in deceased Member's **first and last name**
2. Fill in deceased Member's **Social Security number**
3. Fill in your/Surviving Spouse's **first and last name**
4. Fill in your/Surviving Spouse's **date of birth** (use two-digit month/two-digit day/four-digit year)
5. Fill in your/Surviving Spouse's **Social Security number**
6. **Place an 'X' in the applicable box(es): A, B, and/or C; and**

**If you chose "B. I am currently married\*\*"** fill in your age on the date of marriage and include a photocopy of the marriage certificate with this COE.

**If you chose, "C. I married\* after the death of the military member noted above. The marriage has since ended due to annulment, death or divorce,"** fill in your age on the date of marriage and include a photocopy of the marriage certificate and divorce order, annulment order, or death certificate with this COE.

7. If you are the **Surviving Spouse, sign and date in 7A.**

**OR, if you are the Legal Representative of an incapacitated surviving spouse, sign and date in 7B and include a photocopy of the legal document or court order granting you the authority to act on the surviving spouse's behalf.**





## PRIVACY ACT STATEMENT

Collection of the information you are requested to provide on this form is authorized under 31 CFR 209 and/or 210. The information is confidential and is needed to prove entitlement to payments. The information will be used to process payment data from the federal agency to the financial institution and/or its agent.

## INSTRUCTIONS FOR PREPARING AUTHORIZATION

**PURPOSE** - You may use this form to provide instructions for processing your net pay. Failure to provide the requested information may affect the processing of this form and may delay or prevent the receipt of payments through the Direct Deposit / Electronic Funds Transfer Program.

### SECTION I - EMPLOYEE / MEMBER / ANNUITANT INFORMATION (ITEMS 1-5)

You must complete all blocks after carefully reading the instructions and Privacy Act Statement. You must keep the agency informed of any address change to remain qualified for payments.

### SECTION II - DIRECT DEPOSIT ACCOUNT INFORMATION

**ITEM 6 - TYPE OF ACCOUNT** - Place "X" in the appropriate box, to indicate if you want your payment to be sent to a checking or savings account.

**ITEM 7 - TYPE OF PAYMENT** - Place an "X" in the appropriate box to indicate what type of payment you want sent by Direct Deposit.

**ITEM 8 - ROUTING TRANSIT NUMBER** - Your financial institution's 9-digit routing transit number. See the illustration below.

**ITEM 9 - ACCOUNT NUMBER** - Your account number at your financial institution. See the illustration below.

**ITEM 10 - ACCOUNT TITLE** - The depositor's name on the account at the financial institution. See the illustration below.

**ITEM 11 - FINANCIAL INSTITUTION NAME / ADDRESS** - The institution to which payments are to be directed  
See the illustration below.

The illustration shows a check with the following fields and labels:

- 10**: A bracket above the top line of the check, which contains the text: "NAME OF DEPOSITOR", "STREET ADDRESS", "CITY, STATE, ZIP CODE".
- 101**: A label next to the amount field, which contains: "20" followed by a line, a box with "\$", and "DOLLARS".
- 11**: A bracket on the left side of the check, which contains: "NAME OF YOUR BANK", "Payable Through Another Bank", and "For" followed by a line.
- 8**: A bracket below the first 8 digits of the MICR line: "99999999 9".
- 9**: A bracket below the next 9 digits of the MICR line: "000 000 000".
- CHECK NUMBER**: A label below the last 4 digits of the MICR line: "0101".

**8 - ROUTING TRANSIT NUMBER** - Examine your deposit slip or check for items labeled 9 in the above sample. Is the Routing Transit Number (RTN) eight numbers in a row followed by a space and then one number? Is the first number of the RTN "0," "1," "2," or "3"? If the answer to both questions is "yes" enter the numbers from your deposit slip or check on the reverse of this form in Item 9. Otherwise, call your financial institution and ask them to provide you with their RTN.

**9 - ACCOUNT NUMBER** - Include dashes where the symbol "III" appears on your check or deposit slip. Be sure not to include the check number (#101 in the example) or deposit slip number as part of your Account Number in Item 9. If you cannot determine your Account Number, contact your financial institution.

**10 - ACCOUNT TITLE** - Must include recipient's name.

**11 - FINANCIAL INSTITUTION NAME / ADDRESS** - If your check or sharedraft includes "Payable Through" under the bank name, contact the financial institution to help obtain the correct Routing Transit Number for Direct Deposit.

### SECTION III - AUTHORIZATION

**ITEMS 12 AND 13** - You must sign and date this form before the authorization can be processed.

**FOR CHANGES** - You must complete and submit a new "Direct Deposit Authorization" form to the applicable DoD agency. We recommend that you maintain accounts at both financial institutions until the new institution receives your Direct Deposit payments.

**FOR CANCELLATIONS** - This authorization will remain in effect until you cancel by providing a written notice to the DoD Agency or by your death or legal incapacity. Upon cancellation, you should notify the receiving financial institution. The authorization may be cancelled by the financial institution by providing you a written notice 30 days in advance of the cancellation date. You must immediately advise the DoD Agency if the authorization is cancelled by the financial institution. The financial institution cannot cancel the authorization by advice to the Government Agency.

# Withholding Certificate for Periodic Pension or Annuity Payments

# 2022

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

**Step 1:**  
**Enter Personal Information**

<b>(a)</b> First name and middle initial	Last name	<b>(b)</b> Social security number
Address		
City or town, state, and ZIP code		
<b>(c)</b> <input type="checkbox"/> <b>Single or Married filing separately</b>		
<input type="checkbox"/> <b>Married filing jointly or Qualifying widow(er)</b>		
<input type="checkbox"/> <b>Head of household</b> (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 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)** Reserved for future use.

**(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 2022 Form W-4P for all other pensions/annuities. Submit a new Form W-4 for your job(s) if you have not updated your withholding since 2019. If you have self-employment income, see page 2.

If (b)(i) is blank and this pension/annuity pays the most annually, complete Steps 3–4(b) on this form.

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**

<b>(a) Other income (not from jobs or pension/annuity payments).</b> 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 . . .	<b>4(a)</b>	\$ _____
<b>(b) Deductions.</b> 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 . . .	<b>4(b)</b>	\$ _____
<b>(c) Extra withholding.</b> Enter any additional tax you want withheld from <b>each payment</b> . . .	<b>4(c)</b>	\$ _____

**Step 5:**  
**Sign Here**

▶ <b>Your signature</b> (This form is not valid unless you sign it.)	▶ <b>Date</b>
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## 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](http://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 possessions.

**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.

**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, you should enter the self-employment income in Step 4(a). Then compute your self-employment tax, divide that tax by the number of payments remaining in the year, and include that resulting amount per payment in Step 4(c). You can also add half of the annual amount of self-employment tax to Step 4(b) as a deduction. To calculate self-employment tax, you generally multiply the self-employment income by 14.13% (this rate is a quick way to figure your self-employment tax and equals the sum of the 12.4% social security tax and the 2.9% Medicare tax multiplied by 0.9235). See Pub. 505 for more information, especially if your self-employment income multiplied by 0.9235 is over \$147,000.

**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.

**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.

# Specific Instructions (continued)

## 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 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 2022 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 2022, 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.)



<b>1</b>	Enter an estimate of your 2022 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 . . . . .	<b>1</b>	\$ _____			
<b>2</b>	Enter: <table style="display: inline-table; vertical-align: middle;"> <tr> <td style="font-size: 3em; vertical-align: middle;">{</td> <td style="padding: 0 10px;"> <ul style="list-style-type: none"> <li>• \$25,900 if you're married filing jointly or qualifying widow(er)</li> <li>• \$19,400 if you're head of household</li> <li>• \$12,950 if you're single or married filing separately</li> </ul> </td> <td style="font-size: 3em; vertical-align: middle;">}</td> </tr> </table> . . . . .	{	<ul style="list-style-type: none"> <li>• \$25,900 if you're married filing jointly or qualifying widow(er)</li> <li>• \$19,400 if you're head of household</li> <li>• \$12,950 if you're single or married filing separately</li> </ul>	}	<b>2</b>	\$ _____
{	<ul style="list-style-type: none"> <li>• \$25,900 if you're married filing jointly or qualifying widow(er)</li> <li>• \$19,400 if you're head of household</li> <li>• \$12,950 if you're single or married filing separately</li> </ul>	}				
<b>3</b>	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-" . . . . .	<b>3</b>	\$ _____			
<b>4</b>	If line 3 equals zero, and you (or your spouse) are 65 or older, enter: <ul style="list-style-type: none"> <li>• \$1,750 if you're single or head of household.</li> <li>• \$1,400 if you're a qualifying widow(er) or you're married and one of you is under age 65.</li> <li>• \$2,800 if you're married and both of you are age 65 or older.</li> </ul> Otherwise, enter "-0-". See Pub. 505 for more information . . . . .	<b>4</b>	\$ _____			
<b>5</b>	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 . . . . .	<b>5</b>	\$ _____			
<b>6</b>	<b>Add</b> lines 3 through 5. Enter the result here and in <b>Step 4(b)</b> on Form W-4P . . . . .	<b>6</b>	\$ _____			

**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 possessions 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.