

STATE OF DELAWARE
STATE BOARD OF PENSION TRUSTEES
AND
OFFICE OF PENSIONS
MCARDLE BUILDING
860 SILVER LAKE BLVD., SUITE 1
DOVER, DE 19904-2402

When Calling Long Distance
Toll Free Number 1-800-722-7300

Telephone (302) 739-4208
FAX # (302) 739-6129

Dear Pensioner,

On the reverse side, you will find a Tax Withholding Election Form. This form can be used to make changes to your Federal and State tax withholdings. **If you do not want to make any changes at this time, please dispose of this form and do not return it to our office. Your current withholdings will remain exactly as they are now unless we receive written instructions from you to make changes.**

If you want to make changes, please take a moment to read the descriptions below of how each numbered choice will affect your withholdings.

If you elect #1, NO withholdings will be made. Please be aware that penalties may be assessed under the estimated tax rules if your withholdings and estimated payments are not sufficient.

If you elect #2, your tax withholdings will be assessed based on the marital status and number of allowances that you choose. You will also notice that there is a line to allow an additional amount. Use this line if you want your withholdings calculated using the tax tables AND an additional amount withheld on top of that calculation.

Also be aware that if you elect “Married but withhold at the higher single rate” for option #2 that your Tax Marital Status will show as “single” even if you are married.

If you elect #3, ONLY the dollar amount that you indicate will be withheld.

If you elect #4, the dollar amount that you indicate will be withheld IN ADDITION to your current withholdings.

If you are a dual pensioner (receiving both a service and survivor pension), you must fill out a separate TWE for each check/direct deposit that you receive. Please be sure to indicate your employee ID number (found on your check/check advice) on each form to ensure that the changes are applied to the proper account.