



Denver Employees Retirement Plan  
 777 Pearl Street  
 Denver, Colorado 80203  
 Ph. - 303/839-5419  
 Fax - 303/839-9525  
[www.derp.org](http://www.derp.org)  
[mbrsvs@derp.org](mailto:mbrsvs@derp.org)

## INCOME TAX WITHHOLDING ELECTION

Print name: \_\_\_\_\_ DERP ID #: \_\_\_\_\_  
*(First Name, Middle Initial, Last Name)*

Home Address: \_\_\_\_\_  
*(Street, Avenue, Road, P.O. Box, etc.) (City, State, ZIP)*

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
*(Area Code, Number) (Last four digits)*

### FEDERAL TAX WITHHOLDING ELECTION\*

|  |   |
|--|---|
|  | DO NOT WITHHOLD FEDERAL INCOME TAX.   |
|  | WITHHOLD FEDERAL INCOME TAX BASED ON THE TAX TABLES FOR:<br>A MARRIED INDIVIDUAL WITH _____ EXEMPTIONS (OPTIONAL) PLUS \$ _____<br>A SINGLE INDIVIDUAL WITH _____ EXEMPTIONS (OPTIONAL) PLUS \$ _____   |
|  | WITHHOLD FEDERAL INCOME TAX BASED ON EITHER A FIXED AMOUNT OR A PERCENTAGE:<br>I ELECT TO HAVE \$ _____ WITHHELD FROM EACH BENEFIT PAYMENT<br>I ELECT TO HAVE _____% WITHHELD FROM EACH BENEFIT PAYMENT |

### COLORADO STATE TAX WITHHOLDING ELECTION\*

|  |   |
|--|---|
|  | DO NOT WITHHOLD COLORADO STATE TAX.   |
|  | WITHHOLD COLORADO STATE TAX BASED ON THE TAX TABLES FOR:<br>A MARRIED INDIVIDUAL WITH _____ EXEMPTIONS (OPTIONAL) PLUS \$ _____<br>A SINGLE INDIVIDUAL WITH _____ EXEMPTIONS (OPTIONAL) PLUS \$ _____   |
|  | WITHHOLD COLORADO STATE TAX BASED ON EITHER A FIXED AMOUNT OR A PERCENTAGE:<br>I ELECT TO HAVE \$ _____ WITHHELD FROM EACH BENEFIT PAYMENT<br>I ELECT TO HAVE _____% WITHHELD FROM EACH BENEFIT PAYMENT |

**\* The Plan staff is unable to provide tax counseling to its members. You should seek legal and tax advice before completing this form.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Federal & Colorado State Tax Withholding Information

The monthly retirement benefit you receive from Denver Employees Retirement Plan (DERP) is subject to federal tax withholding according to federal tax guidelines. Because of the many changes in tax laws, please examine your withholding each year to avoid the risk of incurring a penalty.

Your current federal tax withholding election will remain in effect until you complete and return another Election Form (provided on the reverse side) or a federal W-4P Withholding Certificate to DERP. The federal form has a special detailed worksheet that may help you determine the number of withholding allowances you should claim. You may obtain a federal W-4P Withholding Certificate and Worksheet by contacting any Internal Revenue Service (IRS) office in your area.

Colorado law excludes from state taxation pension income up to \$24,000 per year for those age 65 and over, and \$20,000 per year for those age 55 to 64.

If you would like to change your Colorado withholding, complete the form on the back and return it to DERP.

You may change your withholding preferences at any time. However, DERP must receive your form by the 15th of the month prior to the month in which you want the change to become effective.

In a continued effort to reduce postage expenses and provide our members with information more timely, DERP encourages you to consider transitioning to electronic forms such as direct deposit advices and 1099-Rs.

If you choose to receive electronic forms, you will receive an email when your 1099-R is ready for viewing/printing on the Member Self-Service Portal (MSS Portal). The electronic 1099-R forms will be available on the same day your 1099-R is processed which means no more waiting for the mail.

You can make the change to electronic forms in one of two ways:

1) Visit our MSS Portal at [www.myderp.org](http://www.myderp.org) to create a log in. When you open the MSS Portal, you will find a link to *The MSS Portal Guide* which provides instructions for creating an MSS Portal account. After creating an account and logging in, please select 'Opt In' from the menu bar on the left side. Select the check box next to '1099-R' and click on the 'Submit' button.

**OR**

2) Contact our Membership Services department by email at [mbrsvs@derp.org](mailto:mbrsvs@derp.org) or call (303) 839-5419. We will gladly assist you with the transition to electronic forms and answer any questions you may have.

*NOTE: This information is provided as a service to Denver Employees Retirement Plan members. Specific questions about your taxes should be directed to the IRS, the Colorado Department of Revenue or to your personal tax consultant.*

**DERP staff cannot provide tax counseling.**