



Federal and New Mexico State Withholding Tax Form (substitute W-4P)

Instructions

1. **Complete with black or blue ink only. Your request will be rejected if there is any whiteout on this form.**
2. The NMERB must receive your completed form by the 10th of the month in order to process your requested changes and for it to be effective that month. Forms received after the 10th of the month will become effective the following month.
3. Incomplete forms will not be processed and will be returned to you.
4. If you receive a Member Benefit and a Beneficiary Benefit you must fill out a separate form for each account.
5. The NMERB does not provide tax advice. We recommend that you consult with a tax preparer or accountant to discuss your individual situation. Additional resources such as the IRS tax withholding estimator exist to help you determine your federal income tax withholding amount. It is located at www.irs.gov/W4App.
6. If you want your federal and/or state withholding taxes to be calculated using the standard tax tables, check Box #1. Check one of the withholding status choices and provide the number of exemptions. This number may be zero.
7. There are penalties for not paying enough federal or state income tax during the year, either through withholding or estimated tax payments. You must have federal income tax withheld unless you are a non-resident alien. Federal income tax withholding is required on any payments that are to be delivered to you outside the United States or its possessions.
8. The NMERB cannot withhold state income taxes for any state other than New Mexico.
9. If you are a new retiree or beneficiary, do not check Box #3 for federal withholding or Box #4 for state withholding.
10. If you check the flat dollar amount in Box #3 for state withholding, do not check any other state withholding boxes.