



New Mexico State Tax Withholding Form

Instructions: Please print or type in dark ink. This form must be completed in its entirety and returned to ERB via regular mail, or fax for processing. If you have questions regarding your state income tax, contact the New Mexico Taxation and Revenue Department at 1-866-285-2996, <https://www.tax.newmexico.gov> or consult with a tax professional.

Check One: **New Application** **Change Existing** **Beneficiary SSN: XXX-XX-**

Step 1 Your Information

Name (First, Middle Initial, Last) _____ Social Security Number _____

Phone# _____ Mailing Address _____ I hereby authorize NMERB to change my address as indicated above. Yes No

City or Town _____ State _____ Zip Code _____

Step 2 Information About Your New Mexico State Tax Withholding

State Withholding Election:

- No withholding** - DO NOT withhold any state income tax. - **Continue to step 3**
- Tax Table**- Withhold state income tax from each benefit payment according to my filing status I have indicated below:
Filing status:
 Married
 Single
 Head of Household
- Tax table plus extra amount** – Withhold state income tax from each benefit payment according to my filing status, plus the amount I have entered here \$_____
- Flat dollar amount only** – Withhold \$ _____ in state income tax from each benefit payment (**ERB will not withhold a percentage. Only a flat dollar amount will be accepted.**)

Step 3 Your Authorization

I submit this ERB New Mexico State Tax Withholding Form specifying what deductions I authorize to be made from my ERB retirement benefit for New Mexico State Income Tax purposes. I understand that this form supersedes all previous New Mexico tax withholding forms. I understand that if insufficient income taxes are withheld or remitted, I may be subject to a penalty and interest by the State of New Mexico. I hereby submit this request regarding the treatment of my retirement benefit for purposes of withholding New Mexico State income tax.

Signature of Applicant _____ Date _____



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INSTRUCTIONS

Anytime an ERB pension recipient wants to change their New Mexico state income tax withholding information with ERB, they must complete a ERB New Mexico State Tax Withholding Form.

Step 1. The pension recipient must complete the top portion of the form with their personal information.

Step 2. Please check the applicable box/es:

- **Box 1:** Check this box if you do not want New Mexico state income tax withheld from your ERB retirement benefit. If you move outside the state of New Mexico, you should complete a new ERB New Mexico State Tax Withholding Form and check this box. ERB can only withhold New Mexico state income tax and federal income tax. If you move to a state outside of New Mexico that has an income tax, you must pay this income tax directly to the income tax department for that state.
- **Box 2:** Check this box if you would like the amount of withholding to be based on the New Mexico state withholding tax tables. Additionally, please select the filing status for the tax tables. ERB uses the most current New Mexico withholding tax rates. These rates generally change as of January 1 of each year. Even if you do not change your tax withholdings, the amount withheld from your pension payment might change due to a change in the tax rate.
- **Box 3:** Check this box if you would like the amount of withholding to be based on the New Mexico state withholding tax tables and an additional amount withheld. If you select this box, please also indicate your filing status for the tax table in Box 2. Indicate the additional amount you want withheld in the space next to the dollar sign.
- **Box 4:** Check this box if you would like a flat dollar amount withheld for New Mexico state income tax. Indicate the amount you want withheld in the space next to the dollar sign. This amount must be an exact dollar amount and will not change even if the tax rate changes. ERB cannot accept a percentage in Box 4.

Step 3. This section authorizes ERB to deduct and withhold New Mexico state income tax from your pension benefits and must be signed and dated for the withholding to take effect.