|  |  |
| --- | --- |
| Wells Fargo Institutional Retirement and Trust  MAC: D4001-02C, 100 N Main Street, Winston Salem, NC 27101-4047 | Phone: 877-877-1207  Fax: 866-494-7923 |

|  |  |
| --- | --- |
|  | **Stop - Do not return this form unless you wish to change your present election.** |

## Participant Information

|  |  |
| --- | --- |
| Participant Name | Social Security Number |
| Trust Account Number | Trust Account Name |

## Federal Tax Withholding

Even if you elect not to have Federal income tax withheld, you are liable for payment of Federal income tax on the taxable portion of your periodic payment. You also may be subject to tax penalties under the estimated tax payment rules if your payments of estimated tax and withholding, if any, are not adequate. For questions regarding your current withholding elections call 1-877-877-1207.

Submitting this form will nullify any other elections you may have made prior to this election.

Choose only *one* of the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO**. I elect not to have Federal income tax withheld from my periodic payment.  **YES**. I elect to have Federal income tax withheld from my periodic payment. This election will remain in effect until I revoke it.  \*IA, MA and NE Residents: State income tax must be withheld if you are having federal income tax withheld. | | | | |
| Withholding Election Status: (check one) | Single | Married | Number of allowances claimed: | |
| *Optional:* **In addition** to the amount calculated above, withhold this amount: | | | | $ |

## State Tax Withholding

Choose only *one* of the following:

|  |
| --- |
| **NO.** I elect not to have state income tax withheld from my periodic payment. |
| **YES.** I elect to have state income tax withheld from my periodic payment. This election will remain in effect until I revoke it.  **The two-letter abbreviation for my withholding state is:**  Your state may offer calculated or fixed amount withholding options. Use the included chart to find the options that are permitted for your state and complete either the appropriate section below.  **Arizona, Connecticut, and Michigan Residents**: Complete the section provided for your state’s options. |

### Calculated Withholding

To be completed if your state allows a calculated amount-**YES** is in the calculated column on the chart.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Withholding Election Status: Find your state on the back of this form. An “X” identifies the permitted withholding elections for your state. Please choose a permitted election. | | | | |
| Married (M) | Single (S) | Married Both Spouses Working (B) | | Married Filing Jointly (J) |
| Married One Spouse Working (O) | | | Married Filing Separately (X) | Head of Household (H) |
| Number of allowances claimed: | | | | |
| *Optional:* In addition to the amount calculated above, withhold this amount: $ | | | | |

### Fixed Withholding

To be completed if your state allows a fixed dollar amount - **YES** is in the fixed column on the chart.

|  |
| --- |
| I elect to withhold a fixed amount of $ |
| **Arizona only** (Circle One): 0% 0.8% 1.3% 1.8% 2.7% 3.6% 4.2% 5.1% |
| ***Connecticut only****, (Circle One)* ***A B C D E F*** *Additional Amount $ Reduced Amount $* |
| Please see State W4P Form located - <http://www.ct.gov/drs/lib/drs/forms/1-2018/wth/2018-ct-w4p.pdf> |
| **Michigan only** (Circle One): **1**- No withholding **2**- Born before 1946 **3**- Born between 1946/1952  **4**- Born between 1946/1952 and not covered under SSA **5**- born after 1952, retired as of Jan 1, 2013 & employment not covered under SSA **6**- Born after 1952 and not covered under SSA **7**- Born after 1952 or No MI W-4P filed  ***Optional:*** In addition to the amount calculated above, withhold this amount: $ |

## Notice of Withholding of Federal Income Tax from Periodic Payments

Federal law requires that periodic payments you receive be subject to Federal income tax withholding unless you elect not to have withholding apply. Withholding will only apply to the portion of your periodic payments that is already included in your income subject to Federal income tax and will be like wage withholding. You may change or revoke your previous election at any time by returning a signed and dated election form to the above address. Any election or revocation will become effective on either of the next two pay dates, depending on when your election form arrives in our office. Additional election forms may be obtained by contacting the number above. Participant Signature.

|  |  |
| --- | --- |
| Participant Signature: | Date: |

## Periodic Payment State Withholding Reference Chart

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | **Permitted Elections for Calculated Option X= Permitted option for state***.* | | | | | | | |
| **State** | **Does My State Accept a …** | | | **Married** | | **Single** | **Married Both Spouses**  **Working** | **Married Filing**  **Jointly** | **Married One Spouse**  **Working** | **Married Filing Separately** | **Head of Household** |
| **Calculated**  **Withholding**  **Option?** | | **Fixed**  **Withholding**  **Option?** |
| AL – Alabama 1 | Yes | Yes | | X | | X |  |  |  | X | X |
| AZ – Arizona 1 | Percentage | | | See Chart on Page 1 | | | | | | | |
| AK – Alaska | **No withholding** | | |  | | | | | | | |
| AR – Arkansas 1 | Yes | **No** | | X | | X |  |  |  |  | X |
| CA – California 2 | Yes | Yes | | X | | X |  |  |  |  | X |
| CO- Colorado 1 | Yes | Yes | | X | | X |  |  |  |  | X |
| CT – Connecticut | Yes | No | | C | | F | D | C |  | A | B |
| DC - District of  Columbia 1 | Yes | **No** | |  | | X |  | X |  | X | X |
| DE – Delaware 2 | Yes | Yes | |  | | X |  | X |  | X |  |
| FL – Florida | **No withholding** | | |  | | | | | | | |
| GA – Georgia 2 | Yes | **No** | |  | | X | X |  | X | X | X |
| HI – Hawaii 1 | **No withholding** | | |  | | | | | | | |
| ID – Idaho 1 | Yes | Yes | | X | | X |  |  |  |  |  |
| IL – Illinois 1 | **No** | Yes | | Fixed amount only | | | | | | | |
| IN – Indiana 1 | **No** | Yes | | Fixed amount only | | | | | | | |
| IA – Iowa 3 | Yes | Yes | | Marital Status is not applicable for this state. The calculation is based on # of allowances. | | | | | | | |
| KS – Kansas 2 | Yes | **No** | | X | X | |  | X |  |  | X |
| KY – Kentucky 1 | Yes | Yes | | Marital Status is not applicable for this state. The calculation is based on # of allowances. | | | | | | | |
| LA – Louisiana 1 | Yes | Yes | | X | X | |  |  |  |  | X |
| ME – Maine 2 | Yes | Yes | | X | X | |  |  |  |  |  |
| MD – Maryland 1 | **No** | Yes | | Fixed amount only | | | | | | | |
| MA – Massachusetts 3 | Yes | Yes | | X | X | | X | X | X | X | X |
| MI – Michigan 2 | Yes | **No** | | Also use Michigan W-4P form codes 1 – 7 | | | | | | | |
| MN – Minnesota 1 | Yes | Yes | | X | X | |  |  |  |  |  |
| MO – Missouri 1 | **No** | Yes | | Fixed amount only | | | | | | | |
| MS – Mississippi 1 | **No** | Yes | | Fixed amount only | | | | | | | |
| MT – Montana 1 | Yes | Yes | | Marital Status is not applicable for this state. The calculation is based on # of allowances. | | | | | | | |
| NC - North Carolina 2 | Yes | **No** | | X | X | |  |  |  |  | X |
| ND - North Dakota 1 | Yes | Yes | | X | X | |  |  |  |  | X |
| NE - Nebraska 3 | Yes | Yes | | X | X | |  |  |  |  | X |
| NH - New Hampshire | **No withholding** | | |  | | | | | | | |
| NJ - New Jersey  1 | **No** | Yes | | Fixed amount only | | | | | | | |
| NM - New Mexico 1 | Yes | Yes | | X | X | |  |  |  |  | X |
| NV – Nevada | **No withholding** | | |  | | | | | | | |
| NY - New York 1 | **No** | Yes | | Fixed amount only | | | | | | | |
| OH – Ohio 1 | Yes | Yes | | Marital Status is not applicable for this state. The calculation is based on # of allowances. | | | | | | | |
| OK – Oklahoma 2 | Yes | **No** | | X | X | |  |  |  |  |  |
| OR – Oregon 2 | Yes | Yes | | X | X | |  |  |  |  | X |
| PA – Pennsylvania  1 | No | Yes | | Fixed amount only | | | | | | | |
| PR - Puerto Rico 1 | Yes | **No** | | X | X | |  |  |  | X | X |
| RI - Rhode Island 1 | Yes | Yes | | X | X | |  |  |  |  |  |
| SC - South Carolina 1 | Yes | Yes | | Marital Status is not applicable for this state. The calculation is based on # of allowances. | | | | | | | |
| SD - South Dakota | **No withholding** | | |  | | | | | | | |
| TN - Tennessee | **No withholding** | | |  | | | | | | | |
| TX - Texas | **No withholding** | | |  | | | | | | | |
| UT – Utah 1 | Yes | Yes | | X | X | |  |  |  |  |  |
| VA – Virginia 2 | Yes | Yes | | Marital Status is not applicable for this state. The calculation is based on # of allowances | | | | | | | |
| VI - Virgin Islands 1 | Yes | **No** | | X | X | |  |  |  |  |  |
| VT – Vermont 2 | Yes | Yes | | X | X | |  |  |  |  | X |
| WA - Washington | **No withholding** | | |  | | | | | | | |
| WI – Wisconsin 1 | Yes | Yes | | X | X | |  |  |  |  | X |
| WV - West Virginia 1 | Yes | Yes | | X | X | | X | X | X | X | X |
| WY – Wyoming | **No withholding** | | |  | | | | | | | |

**1: State income tax will not be withheld unless you request it.**

**2: State income tax will be withheld unless you specify not to withhold.**

**3: State income tax must be withheld if you are having federal income tax withheld.**