

Personal Allowance Worksheet

Purpose. This form is for U.S. citizens, resident aliens, or their estates who are recipients of pensions, annuities, (including commercial annuities), and certain other deferred compensation. Use this form to tell payers the correct amount of federal income tax to withhold from your payment(s). You also may use this form to choose **(a)** not to have any federal income tax withheld from the payment (except for eligible rollover distributions, or payments to U.S. citizens delivered outside the United States or its possessions) or **(b)** to have an additional amount of tax withheld.

Your previously filed Substitute W-4P will remain in effect if you do not file a Substitute W-4P for 2014.

What do I need to do? Complete lines **A** through **G** of the **Personal Allowances Worksheet** below. Use the additional **Deductions and Adjustments or Multiple Pensions Worksheets** on Form W-4P found on the IRS website at www.irs.ustreas.gov/formspubs to adjust your withholding allowances for itemized deductions, adjustments to income, certain credits, or multiple pensions/more-than-one-income situations. If you do not want any income tax withheld (see Purpose above), you can skip the worksheets and go directly to update your tax withholding.

Sign the front of form. - Substitute Form W-4P is not valid unless you sign it.

A. Enter "1" for **yourself** if no one else can claim you as a dependent A _____

B. Enter "1" if:

- You are single and have only one pension; or
- You are married, have only one pension, and your spouse has no income subject to withholding; or
- Your income from a second pension or a job, or your spouse's pension or wages (or the total of all) is \$1,500 or less.

B _____

C. Enter "1" for your **spouse**. But, you may choose to enter "-0-" if you are married and have either a spouse who has income subject to withholding or more than one source of income subject to withholding. (Entering "-0-" may help you avoid having too little tax withheld.) C _____

D. Enter number of **dependents** (other than your spouse or yourself) you will claim on your tax return . . . D _____

E. Enter "1" if you will file as **head of household** on your tax return E _____

F. **Child Tax Credit** (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.

- If your total income will be less than \$65,000 (\$95,000 if married), enter "2" for each eligible child; then **less** "1" if you have three to seven eligible children or **less** "2" if you have eight or more eligible children.
- If your total income will be between \$65,000 and \$84,000 (\$95,000 and \$119,000 If married), enter "1" for each eligible child. F _____

G. Add lines A through F and enter total here. (**Note:** This may be different from the number of exemptions you claim on your tax return) G _____

- If you plan to **itemize** or **claim adjustments to income** and want to reduce your withholding, see the **Deductions and Adjustments Worksheet**.
- If you have more than one source of income subject to withholding or a spouse with income subject to withholding **and** your combined income from all sources exceeds \$50,000 (\$20,000 if married), see the **Multiple Pensions/More-Than- One-Income Worksheet** to avoid having too little tax withheld.
- If neither of the above situations applies, **stop here** and enter the number from line G above on the line 2, page 1 of the Substitute Form W-4P.