



**MISSOURI DEPARTMENT OF REVENUE
WITHHOLDING CERTIFICATE FOR
PENSION OR ANNUITY STATEMENTS**

FORM **MO-W-4P** This certificate is for voluntary withholding of Missouri State Income Tax from pension or annuity (REV. 2-89) income only.

FULL NAME: _____ SOCIAL SECURITY NUMBER _____ - _____ - _____

HOME ADDRESS (NUMBER AND STREET OR RURAL ROUTE): _____ CLAIM OR IDENTIFICATION NUMBER (IF ANY) OR YOUR PENSION OR ANNUITY CONTRACT: _____

CITY OR TOWN, STATE, ZIP CODE: _____

COMPLETE THE FOLLOWING APPLICABLE LINES.

- 1. I elect NOT to have income tax withheld from my pension or annuity. (If you check this box, do not complete line 2.)
- 2. I voluntarily elect to have the following amount withheld from each pension or annuity payment each month. \$ _____
(The amount you enter cannot be less than \$10.00 per month.)

Your Signature: _____ Date: _____

INSTRUCTIONS FOR COMPLETING FORM MO-W-4P

1. Enter your full name, address and social security number.
2. Enter your pension or annuity contract claim or identification number.
3. If you DO NOT wish to have Missouri state income taxes withheld from your pension or annuity income, place a check mark in the box next to line 1. Sign and date the form. Then send this form to the administrator of your retirement plan who will simply keep your completed form on file.
4. If you DO wish to have Missouri state taxes withheld from your pension or annuity income, place a check mark in the box next to line 2. Then enter the amount you wish to have withheld MONTHLY in the box provided. To determine the amount to be withheld monthly, divide the amount of tax you paid with last year's Missouri income tax return by twelve. You may wish to allow for the effect of any increases in your income from last year's income by adjusting your calculation of the amount to be withheld upwards. The amount to be withheld cannot be less than \$10.00. Sign and date this form. Then send this form to the administrator of your retirement plan who will then begin the withholding.
5. Should you need to change this form or complete a new one, please contact the administrator of your retirement plan.