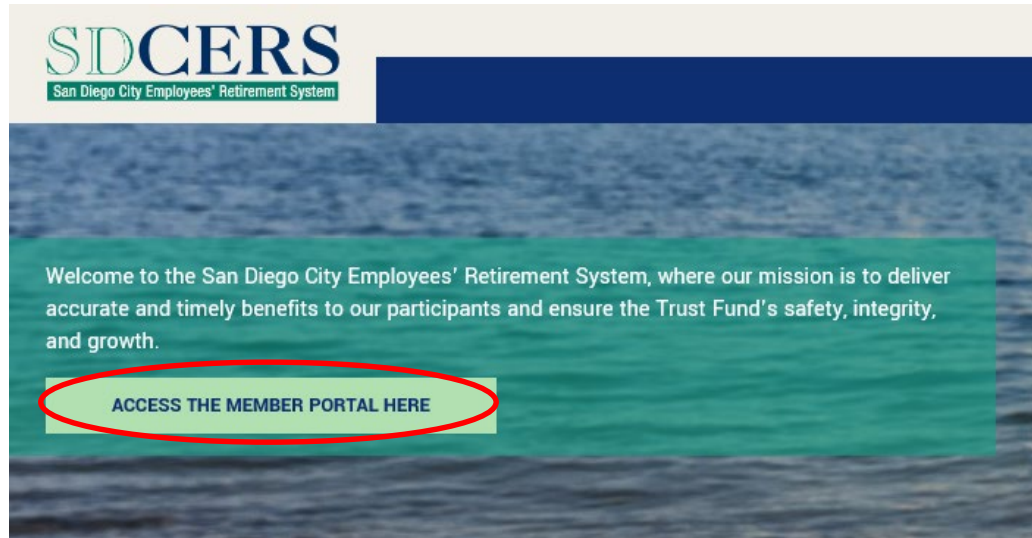


Tips for Updating Your Tax Withholding Preferences

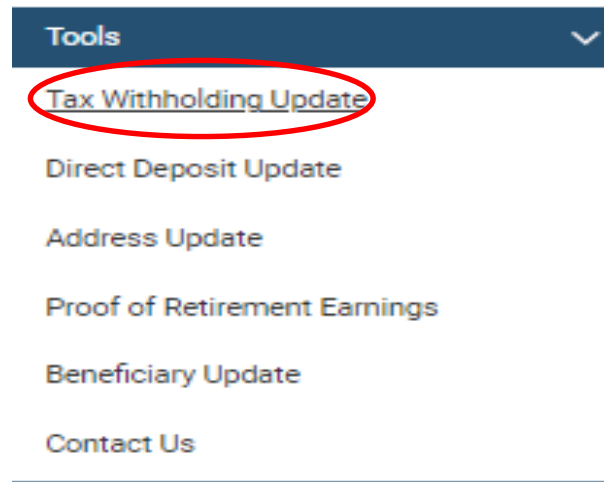
To access your Member Portal account, please visit www.sdcers.org and log in to your **Member Portal**.

*If you haven't registered for a Member Portal account, please register and then follow these instructions.



Once you've logged into your account, see the left menu under Tools, and click on:

“Tax Withholding Update”



Choose Which Type of Tax Withholding to Adjust:

Click the “**Change Federal Tax**” or “**Change CA State Tax**” button to make your changes.

(Note: SDCERS cannot withhold state taxes for any other state besides California.)

Tax Withholding Update

By clicking the “Change Federal Tax” or “Change CA State Tax” button, you are authorizing SDCERS to withhold the amount(s) you entered from your r
“Do Not Withhold California State tax” and ensure your address is updated in SDCERS’ records. You will be responsible for paying state taxes if you re
estimated tax payments and withholdings are not sufficient. SDCERS staff is not authorized or qualified to provide tax advice.

Current Tax Withholding

Tax Type	Payment Type	Withholding Type	Filing Status	No Withholding	Effective Date	End Date
Federal Tax	Monthly	Tax Table Plus Additional Amount	Married	N	10/04/2021	
State Tax	Monthly	Tax Table Plus Additional Amount	Single	N	10/04/2021	
Federal Tax	POB Portion of Benefit	Tax Table Plus Additional Amount	Married	N	03/15/2019	
State Tax	POB Portion of Benefit	Tax Table	Single	N	02/09/2015	

Change Federal Tax

Change CA State Tax

Steps #1 – 2: (Federal Tax Withholding)

Locate the “**Payment Type**” box and click on the dropdown menu. Select the portion of your benefit you’d like to change and select your filing status.

Due to changes in IRS requirements, you must complete a W-4P form every time you update your federal tax withholding elections. The form includes specific instructions for each section.

Federal Tax Withholding

To view estimated Federal tax withholdings, make selections and click the Calculate button below. Once determined, review and confirm Authorization below and click Submit button. For additional information regarding tax withholding click [here](#) to view the W-4P instruction booklet.

Tax Type: Federal Tax

Effective: January 2023

* Payment Type: Monthly

Withholding Type: Tax Table

→ * Filing Status: Married filing jointly or Qualifying widow(er)

Complete Steps 2–4 ONLY if they apply to you. For more information on each step and how to elect to have no federal income tax withheld (if permitted) visit the IRS W-4P form link at the top of the page.

Step 2: Income From a Job and/or Multiple Pensions/Annuities (Including a Spouse's Job/ Pension/ Annuity) :

Complete this step if you (1) have income from a job or more than one pension/annuity, or (2) are married filing jointly and your spouse receives income from a job or a pension/annuity. Visit the [IRS W-4P form](#) for examples on how to complete Step 2.

Do only one of the following.

(a) Reserved for future use.

(b) Complete the items below.

(i) If you (and/or your spouse) have one or more jobs, then enter the total taxable annual pay from all jobs, plus any income entered on Form W-4, Step 4(a), for the jobs less the deductions entered on Form W-4, Step 4(b), for the jobs. Otherwise, enter '-0-'

\$0.00

(ii) If you (and/or your spouse) have any other pensions/annuities that pay less annually than this one, then enter the total annual taxable payments from all lower-paying pensions/annuities. Otherwise, enter '-0-'

\$0.00

(iii) Add the amounts for the items (i) and (ii) and enter the total here

\$0.00

TIP: To be accurate, submit a 2022 Form W-4P for all other pensions/annuities. Submit a new Form W-4 for your job(s) if you have not updated your withholding since 2019. If you have self-employment income, see page 2 of the IRS W-4P form by clicking the link located at the top of the page.

Read the instructions carefully and note that you are **not** required to complete these boxes – they are here to help making your withholding elections as accurate as possible and hopefully prevent you from owing taxes at the end of the year.

If (b)(i) is blank and this pension/annuity pays the most annually, complete Steps 3–4(b) on this form. Otherwise, do not complete Steps 3–4(b) on this form.

Step 3: Claim Dependent and Other Credits : | If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Steps #3 – 4: (Federal Tax Withholding)

Follow the instructions to enter dependents and other credits, if any.

You can choose to enter additional deductions and reduce your withholding, or to apply additional withholding.

If (b)(i) is blank and this pension/annuity pays the most annually, complete Steps 3–4(b) on this form. Otherwise, do not complete Steps 3–4(b) on this form.

Step 3: Claim Dependent and Other Credits :	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):	
	Multiply the number of qualifying children under age 17 by \$2,000	<input type="text" value="\$0.00"/>
	Multiply the number of other dependents by \$500	<input type="text" value="\$0.00"/>
	Add other credits, such as foreign tax credit and education tax credits	<input type="text" value="\$0.00"/>
Add the amounts for qualifying children, other dependents, and other credits and enter the total here .		<input type="text" value="\$0.00"/>
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs or pension/annuity payments). If you want tax withheld on other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, taxable social security, and dividends .	<input type="text" value="\$0.00"/>
	(b) Deductions. If you expect to claim deductions other than the basic standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 of the IRS W-4P form located at the link above and enter the result here.	<input type="text" value="\$0.00"/>
	Extra withholding. Enter any additional tax you want withheld from each payment.	<input type="text" value="\$0.00"/>

Do Not Withhold Taxes :

Current Taxable Amount : \$0.00

Calculated Tax Amount : \$0.00

You can also choose not to have any federal taxes withheld from you payment by checking the “**Do Not Withhold Taxes**” box. (Note: You will be responsible for paying any underpaid federal taxes that you may owe at the end of the tax year.)

You can compare tax withholding options to assist you in making your selection by clicking “**Calculate.**”

Authorization: By checking this box, typing your name, and clicking submit below, you are authorizing SDCERS to withhold the amount(s) you entered above. If you elect not to apply withholdings, or do not have sufficient taxes withheld, you are still responsible for your required taxes. You may incur penalties if your estimated tax payment and withholdings are not sufficient. SDCERS staff is not authorized or qualified to provide tax advice.

* Type your name :

Once you are satisfied with your selection, checkmark the “**Authorization**” box, type your name where indicated and click “**Submit**” to make your changes as of the listed effective date at the top of the page.

CA State Tax Withholding:

Locate the “**Payment Type**” box and click on the dropdown menu. Select the portion of your benefit you’d like to change and select your filing status.

You are able to make changes to your California state tax withholding elections by selecting “**Tax Table**” or “**Tax Table Plus Additional Amount**” or “**Flat Amount**” from the “**Withholding Type**” dropdown menu. You will need to select your filing status and list the number of exemptions you will claim. **Enter zero if you are claiming no exemptions.**

If “**Tax Table Plus Additional Amount**” is selected, please indicate the additional amount in the “**Additional Withholding Amount**” box.

If “**Flat Amount**” is selected, please indicate the flat amount in the “**Flat Amount**” box.

State Tax Withholding

To view estimated California State tax withholdings, make selections and click the Calculate button below. Once determined, review and confirm Authorization below and click Submit button.

Tax Type : State Tax

Effective : January 2024

* **Payment Type** : Monthly

→ Withholding Type : Tax Table

→ * Filing Status :

→ Exemptions :

Do Not Withhold Taxes : ←

Current Taxable Amount : \$0.00

Calculated Tax Amount : \$0.00 **Calculate**

You can also choose not to have any state taxes withheld from you payment by checking the “**Do Not Withhold Taxes**” box. (Note: You will be responsible for paying any underpaid state taxes that you may owe at the end of the tax year.)

You can compare tax withholding options to assist you in making your selection by clicking “**Calculate**.”

→ Authorization: By checking this box and clicking submit below, you are authorizing SDCERS to withhold the amount(s) you entered above from your monthly retirement benefit for California income. **Withhold California State Tax** and ensure your address is updated in SDCERS' records. You will be responsible for paying state taxes if you reside in a different state. If you elect not to have 'withhold estimated tax payments and withholdings are not sufficient. SDCERS staff is not authorized or qualified to provide tax advice.

Submit

Once you are satisfied with your selection, checkmark the “**Authorization**” box, and click “**Submit**” to make your changes as of the listed effective date at the top of the page.