

# Tax Deduction

Instructions: Please print or type in dark ink. This form must be completed in its entirety and returned to PERA via regular mail, fax, or e-mail to [noreply.records@state.nm.us](mailto:noreply.records@state.nm.us) for processing.

Check One:  Retiree  Co-Payee  Beneficiary

## Section 1

### Information About You

Social Security Number or PERA ID		Name (First, Middle Initial, Last)	
Date of Birth	( ) ( ) ( )	Would you like direct correspondence by E-mail? If so, include E-mail Address	
Mailing Address		City	State
		Zip Code	

## Section 2

### Information About Your Tax Withholding

#### Federal Withholding Election:

- 1. No withholding** - DO NOT withhold federal income tax.
- 2. Tax table** - Withhold federal income tax from each benefit payment according to my filing status and number of exemptions I have indicated below:

**Filing Status:**  Married  
 Married at a single rate  
 Single

**NUMBER OF EXEMPTIONS:** \_\_\_\_\_

- 3. Tax table plus extra amount** - Withhold federal income tax from each benefit payment according to my filing status and number of exemptions, plus the amount I have entered here \$ \_\_\_\_\_
- 4. Flat dollar amount only** - Withhold \$ \_\_\_\_\_ in federal tax from each benefit payment (**PERA will not accept a percentage. Only a flat dollar amount will be accepted**).
- 5. No change in my existing federal withholding.**

#### State Withholding Election:

- 1. No withholding** - DO NOT withhold state income tax.
- 2. Tax table** - Withhold state income tax from each benefit payment according to my filing status indicated below:

**Filing Status:**  Married  
 Married at a single rate  
 Single

Effective January 1, 2020, state income tax liability is not reduced based on the number of personal exemptions claimed by a taxpayer. Indicate in box 3 if you would like to have additional taxes withheld and box 4 to withhold a flat dollar amount.

- 3. 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 \$ \_\_\_\_\_
- 4. Flat dollar amount only** - Withhold \$ \_\_\_\_\_ in state tax from each benefit payment (**PERA will not accept a percentage. Only a flat dollar amount will be accepted**).
- 5. No change in my existing state withholding.**

## Section 3

### Your Authorization

I submit this PERA Tax Deduction Form specifying what deductions I authorize to be made from my PERA retirement benefit for Federal and New Mexico State Income Tax purposes. I understand that this form supersedes any and all previous tax withholding forms. I have completed all applicable fields in the Federal and NM State Tax Withholding sections of this form. I understand that if insufficient income taxes are withheld or remitted, I may be subject to a penalty and interest by the Internal Revenue Service and the State of New Mexico. I hereby submit this request regarding the treatment of my retirement benefit for purposes of withholding Federal and New Mexico State income taxes.

Signature of Applicant	Date
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# PERA

Public Employees  
Retirement Association  
of New Mexico

## PERA TAX DEDUCTION FORM INSTRUCTIONS

Anytime a PERA pension recipient needs to change their tax withholding information with PERA, they must complete a PERA Tax Deduction Form. The pension recipient must complete the top portion of the form with their personal information.

- The first box indicates you do not want United States federal income tax withheld from your PERA pension payment. If you move outside the state of New Mexico, you should complete a new PERA Tax Deduction Form and check this box. PERA can only pay New Mexico state income tax. If you move to a state that has an income tax, you must pay this income tax on your own.
- The second box indicates you want PERA to withhold for federal income taxes based on a **specific number of exemptions** at either the married, married at single rate, or single rate. Effective January 1, 2020, state income tax liability is not reduced based on the number of personal exemptions claimed by a taxpayer. The more exemptions you claim, the lower the amount of taxes that will be withheld from your check (this does not apply to state tax withholdings). PERA uses the most current state and federal 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.  
**Indicate on the line “Number of Exemptions Claimed” the number of exemptions you want your withholdings calculated.**  
**Under current federal law, you may designate an additional amount to be withheld in Box 3. An amount cannot be entered in Box 3 without first entering your withholding status and exemptions in Box 2 (including zero).**
- The third box tells PERA that in addition to the taxes being withheld based on a specific number of exceptions, you wish to have an additional amount withheld. Indicate the additional amount you want for federal taxes and/or state taxes.
- The fourth box tells PERA that you want an exact amount withheld from your taxes. This amount will not change even if the tax rate changes. **PERA cannot accept a percentage in Box 4.** Only a flat dollar amount will be accepted.
- The fifth box tells PERA that there is no change to your existing federal/state withholding.