

## Public School Employees Retirement System

# Service Retirement Application

### General Instructions

- This Service Retirement Application may be used only for the Public School Employees Retirement System (PSERS) administered by the Employees' Retirement System of Georgia (ERSGA).
- Please type or print, blue ink is preferred.
- Read all instructions carefully. The instructions on even-numbered pages correspond to the section of the form to be completed on odd-numbered pages. The form begins on page 5.
- Remember you will need to initial, write the last four numbers of your Social Security number, and date on pages 7, 9, 11, & 13. Please note that page 18 will need to be completed and notarized. Your signature, the last four numbers of your Social Security number, and the date are needed on page 20.
- Make a copy of the application and any attachments for your records.
- Return completed application directly to ERSGA.

***Omitted or incomplete information will delay processing. (See the check list on page 19.)***

### Privacy Note

IRS regulations require ERSGA to obtain the social security number of any member before processing his or her election to retire. Disclosure is mandatory and this application will not be processed without this information.

### Filing Your Application

This application may be filed with ERSGA *no sooner than 90 days* before the effective date of retirement. Retirement applications that are received *less than 30 days before the effective retirement date* will result in a retroactive payment on the next available monthly payroll. This application is not considered filed until it is received by ERSGA.

### Effective Retirement Dates

All retirement dates are effective on the first day of the month, but not before:

- Your termination of ERS eligible employment, and
- On or after meeting the age and/or service qualifications, and
- The month your completed retirement application is received at ERSGA

The first monthly retirement allowance is paid on either the last working day of the month in which your retirement effective date occurs or the next available payroll month

### Disability Retirement

This application is for service retirement only. If you wish to apply for disability retirement, please access our website or contact our office (see page 1 for contact information) and request a PSERS Disability Retirement Application.

## Before Retirement

### **Making Changes to this Application after Filed**

Once you have filed a Service Retirement Application, any changes in the retirement allowance options, dates or beneficiaries listed in this application must be received by ERSGA in writing prior to the last business day of the effective month of retirement. Changes received less than 20 days prior to retirement may delay the issuance of your first check. All retirement options are final when the first retirement allowance becomes due on the last business day of the effective retirement month or payroll month. After Retirement exceptions are specified in the options instructions of this form.

### **Purchasing Service**

All service purchases must be completed prior to termination.

### **Terminating State Employment**

After receiving your retirement application, ERSGA will contact your state employer for confirmation of retirement. You must terminate from state employment prior to the effective date of your retirement. If you fail to terminate your state employment or return to state employment within one month of the effective retirement date, this application will be void.

## After Retirement

### **Re-Employment Limitations**

All service retirees who return to PSERS-covered employment after retirement and after age 65 must choose whether to continue to receive the retirement benefit or become an active PSERS member again. If under age 65, you will automatically become an active member upon rehire and your retirement benefit will be suspended. Upon attaining age 65 during the period of rehire, the member will have the opportunity to elect whether to continue as a member or begin receiving a monthly benefit again.

**Disability retirees may not go back to work for the school system in the same type position from which they retired.**

### **Post-Retirement Benefit Adjustments**

- Post-Retirement Benefit Adjustments are subject to the approval of the ERS Board of Trustees
- A Post-Retirement Benefit Adjustment is not guaranteed and you should not base your financial decisions on the possibility of an increase until an increase has been announced

## Making Changes

### ***Retirement Options***

Options cannot be changed on or after the first day the retirement allowance normally becomes due on the last business day of the effective retirement month or payroll month, whichever is later, unless you are unmarried at the time of retirement. If you are not married when you begin to receive your retirement benefit, and you subsequently marry, you may change your benefit payment option within six months of your marriage to an actuarially reduced benefit that provides your new spouse with a survivor benefit.

### ***Beneficiaries***

- Primary Beneficiary(ies) –
  - If you chose the Maximum Plan or Option B Period Certain, you may change your Primary Beneficiary(ies) at any time.
  - If you chose the Option A(a), A(b), A(c) Specified or A(c) Max Beneficiary Amount at retirement, the right to change your Primary Beneficiary is limited.
- Secondary Beneficiary(ies) – Secondary Beneficiaries may be changed at any time, regardless of your retirement option.
- Beneficiary changes take effect when ERSGA receives the changes in writing. You can download a copy of the Retiree's Change of Beneficiary form from our website: [www.ers.ga.gov](http://www.ers.ga.gov).

### ***Address and Taxes***

Changes for your address, federal taxes, and state of Georgia taxes can be made at any time. Changes received in the ERSGA office by the 18th of the month should be reflected on that month's payment. You can Log In to your online account to make these changes, or download copies of the address change, federal W-4P, and state of Georgia tax withholding forms from our website: [ers.ga.gov](http://ers.ga.gov).

### ***Direct Deposit***

Direct deposit is mandatory and should begin with your first monthly benefit payment. You can Log In to your online account to make changes, or download a copy of our direct deposit form from our website: [ers.ga.gov](http://ers.ga.gov).

Once you have filed a Service Retirement Application, any changes in the retirement allowance options, dates or beneficiaries listed in this application must be received by ERSGA in writing prior to the last business day of the effective month of retirement. Changes received less than 20 days prior to retirement may delay the issuance of your first check. All retirement options are final when the first retirement allowance becomes due on the last business day of the effective retirement month or payroll month. After Retirement exceptions are specified in the options instructions of this form.

**The Board of Trustees and PSERS developed this retirement application to provide general information about your retirement benefits. In the case of any conflict between what is presented here and the laws governing this System, the law will take precedence.**

# Retirement Application

## *NAME*

Please print/type your name as you would like it to appear on your retirement check.

## *DATE OF BIRTH and SOCIAL SECURITY NUMBER*

Any discrepancies must be resolved prior to any payment of benefits.

## *MAILING ADDRESS*

Please print or type the mailing address where you would like us to mail important retirement documents and correspondence

## *EMAIL ADDRESS*

Please print or type your personal email address.

## *HOME PHONE # and WORK PHONE #*

Please print or type your home phone number or cell phone number and your work phone number or the best day-time contact number.

## *MARITAL STATUS*

Please check the box in front of your current marital status.

## *CURRENT EMPLOYER*

Please print or type the name of your current employer or last state employer.

## *EFFECTIVE DATE OF RETIREMENT*

Your effective retirement date will always be on the first day of the month. For example: If your last day of work is in May, your retirement date will be June 1.

## *TYPE OF RETIREMENT*

### **Service**

- Age 60 to 64 and 11 months with at least 10 years of service
- Age 65 or older with at least 10 years of service

### **Disability**

If you wish to apply for disability retirement, please access our website or contact our office (see page 1 for contact information) and request a PSERS Disability Retirement Application.

- In service with at least 15 years of creditable service
- Must be unable to perform your job due to a permanent medical condition

Subject to ERS Board approval.



## SERVICE RETIREMENT APPLICATION – PSERS

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security# \_\_\_\_\_  
MM/DD/YYYY

MailingAddress \_\_\_\_\_  
Street / PO Box

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Home Phone# \_\_\_\_\_ Work Phone# \_\_\_\_\_

Marital Status (Check One):

Single  Married

Widowed  Divorced

Current Employer (School System)

\_\_\_\_\_

Effective Date of Retirement 1st Day of \_\_\_\_\_  
Month Year

Type of Retirement (See instructions page 4)

Service

# Retirement Options

**Maximum Plan:** This option provides the highest, lifetime monthly benefit to you. No monthly benefit is payable after death. At your death, your named beneficiary(ies) will receive a single payment of any funds remaining in your contributions and interest account. You may name your Estate, a charity, a trust or a living person(s) as your beneficiary. You may change your beneficiary(ies) at any time.

**Option A:** These options provide a reduced monthly benefit for your lifetime and a survivor benefit at your death. If your beneficiary predeceases you, your monthly allowance will terminate at your death. (Multiple beneficiaries will receive partial amounts based on age.)

*Option A(a)\* 100% Joint & Survivor* - At your death, your named, living, primary beneficiary designated at retirement will receive the same monthly allowance.

*Option A(b) 50% Joint & Survivor* - At your death, your named, living, primary beneficiary designated at retirement will receive half of your monthly allowance.

*Option A(c):* Option A(c) is highly individualized and you may be able to convert your monthly allowance into one of several methods of payment. If you are interested in Option A(c), please visit our self-service website or request an estimate before choosing. The most common choices for Option A(c) are:

**Flat amount to beneficiary:** You designate how much you want your primary beneficiary named at retirement to receive after your death. You may not specify more than the amount payable to you.

**Max Amount to Beneficiary\*:** *If Option A(a) is unavailable because you have listed a non-spouse beneficiary more than 10 years younger than you, this option provides the highest possible benefit to your beneficiary:* This option provides a reduced monthly benefit for your lifetime and the highest survivor benefit at your death to your primary beneficiary(ies) named at retirement.

**Option B:** Under this option you will be paid a monthly benefit for the guaranteed payment period you select (5, 10, 15, or 20 years) or for your lifetime, whichever is longer. Upon your death, any payments remaining payable under the guaranteed period will be paid to your beneficiary.

- 5 Years ( 60 Payments)
- 10 Years (120 Payments)
- 15 Years (180 Payments)
- 20 Years (240 Payments)

*\*Please note: To ensure compliance with IRS requirements for qualified plans, retirees might not be eligible to designate the full 100% retirement benefit under Option A(a) if they elect a non-spouse beneficiary who is more than ten years younger than the member/retiree. If this is applicable, the retiree will be notified of the maximum permissible amount which can be allocated to the non-spouse beneficiary. The maximum permissible amount will be available under Option A(c) Max Amount to Beneficiary.*

**Regardless of Option Elected:** If the Gross benefits paid to you the retiree and your beneficiary(ies) do not exceed your contributions and interest amount at the time of retirement, a refund of the remaining amount will be paid to the primary beneficiary(ies) unless the primary predeceases the retiree then the payment will go to the secondary beneficiary(ies).

## Monthly Retirement Allowance Options

Please check only one box below to indicate your choice of monthly retirement allowance option. If you make a mistake, write your initial next to the correct choice. You may reference page 6 of this application, your estimate, the handbook, or Option Chart for additional information regarding the options.

MAXIMUM PLAN – Benefits cease after my death.

*OPTION A JOINT & SURVIVOR– I will be paid a monthly benefit for my lifetime. Upon my death, my named living primary beneficiary will receive a lifetime monthly benefit based on the choice I select below.*

OPTION A(a) 100% Joint & Survivor – At my death, my beneficiary will receive the same amount I received as a monthly benefit.

OPTION A(b) 50% Joint & Survivor – At my death, my beneficiary will receive half of the amount I received as a monthly benefit.

*OPTION A(c) – A highly individualized method of payment.*

FLAT AMOUNT TO BENEFICIARY - I want my named primary beneficiary to receive \$ \_\_\_\_\_ per month after my death.

MAX AMOUNT TO BENEFICIARY – I have listed a non-spouse beneficiary more than 10 years younger than me and want the highest possible benefit to my beneficiary, if Option A(a) 100% Joint & Survivor is unavailable. If Option A(a) is available, ERSGA will process my application under Option A(a).

*OPTION B PERIOD CERTAIN – I will be paid a monthly benefit for the guaranteed payment period I choose below, or for my lifetime, whichever is longer. Upon my death, any payments remaining payable under the guaranteed period will be paid to my beneficiary.*

**5 YEARS ( 60 PAYMENTS)**

**10 YEARS (120 PAYMENTS)**

**15 YEARS (180 PAYMENTS)**

**20 YEARS (240 PAYMENTS)**

Please Initial \_\_\_\_\_ Last four digits in your SSN \_\_\_\_\_ Date \_\_\_\_\_

# Naming Your Retirement Allowance Beneficiaries

- You may name one or more primary and/or contingent beneficiaries. If you want to name more than three, please list the additional beneficiaries on a separate sheet.
- Retirement applications without a listed beneficiary will not be processed.
- Secondary beneficiaries may be changed at any time.
- A will does not take precedence over this designation. Benefits are not assignable by wills.
- Please verify all birth dates. Correct birth dates are essential in calculating benefits.
- **If you are unmarried at the time of retirement but later marry, you may elect a Joint & Survivor option with your new spouse as primary beneficiary; however you must make this choice in writing within 6 months after your marriage. Your benefit will reduce, but you can leave a lifetime monthly benefit to your new spouse.**

## Maximum and Option B Period Certain (5, 10, 15, & 20 years)

- You may change beneficiaries at any time.
- Your secondary beneficiaries will not receive any benefits unless **all** primary beneficiaries are deceased or have disclaimed their benefit.
- If you choose your Estate, a Trust, or an Institution, you do not need a secondary beneficiary.
- If you choose to designate multiple primary beneficiaries, benefits will be distributed equally to each of your surviving beneficiaries unless otherwise designated.
- If you name multiple beneficiaries, you may designate the percentage you want each beneficiary to receive. Just put the percentage in parentheses (%) after each beneficiary's name (must equal 100%).

## Options A(a), A(b), & A(c)

- If you name multiple primary beneficiaries, the amount each beneficiary would receive is calculated when you retire. Should any beneficiary predecease you, the living beneficiary(ies) would still receive the amount determined at retirement.
- You may change your primary beneficiary only if you were unmarried at the time of retirement.

\*To ensure compliance with IRS requirements for qualified plans, retirees might not be eligible to designate the full 100% retirement benefit under Option A(a) if they elect a non-spouse beneficiary who is more than ten years younger than the member/retiree. If this is applicable, the retiree will be notified of the maximum permissible amount which can be allocated to the non-spouse beneficiary under Option A(c).

Regardless of Option Elected: If the Gross benefits paid to you the retiree and your beneficiary(ies) do not exceed your contributions and interest amount at the time of retirement, a refund of the remaining amount will be paid to the primary beneficiary(ies) unless the primary predeceases the retiree then the payment will go to the secondary beneficiary(ies).



## Primary Beneficiary(ies) for Retirement Benefits

Maximum & Option B Period Certain (5, 10, 15, & 20) – Any person, estate or organization may be listed. Option A(a), A(b), or A(c) – Any living persons may be listed.

If multiple beneficiaries are listed for monthly survivor benefit, benefits will be equally distributed.

As Primary Beneficiary for any retirement benefits due after my death, I designate the following

Name \_\_\_\_\_ Percentage \_\_\_%

Mailing Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Percentage \_\_\_%

Mailing Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Percentage \_\_\_%

Mailing Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Relationship \_\_\_\_\_

Total Percentage 100 %

## Secondary Beneficiary(ies) for Retirement Benefits

Any person, estate or organization may be listed.

Required unless Estate, an organization, or multiple beneficiaries listed as Primary.

If the Primary Beneficiary that I designated above is deceased at my death, I then designate as Secondary Beneficiary the following

Name \_\_\_\_\_ Percentage \_\_\_%

Mailing Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Percentage \_\_\_%

Mailing Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Percentage \_\_\_%

Mailing Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Relationship \_\_\_\_\_

Total Percentage 100 %

Please Initial \_\_\_\_\_ Last four digits in your SSN \_\_\_\_\_ Date \_\_\_\_\_

## Direct Deposit Instructions

1. Enter the name of your financial institution.
2. Check the box indicating whether the account is a Checking Account or a Savings Account.
  - **Checking:** Attach a pre-printed check (with the word VOID printed on it) or authorization letter for the account to which your deposit is to be made to the form on the next page. Starter checks will not be accepted.
  - **Savings:** Attach a savings deposit slip or authorization letter to the form on the next page.

For some banks, the routing number is different than what is printed on the deposit slip. Enter your routing number in the space provided.

### Authorization Letters

If you are submitting an authorization letter instead of a check or deposit slip, place the letter behind the direct deposit form in your retirement application. The authorization letter must include:

- Type of account
- Name(s) on the account
- Account number
- Routing number

Direct Deposit takes effect with your first monthly payment.

### Changing Direct Deposit

After you receive your first payment, changes to Direct Deposit must be received before payroll is processed in order to be effective for the current month. You may change your Direct Deposit online by logging in to your account at [ers.ga.gov](https://ers.ga.gov). Alternatively, you can download a copy of the Direct Deposit form from our website.



## Direct Deposit Information

### Bank Information

Name of Financial Institution \_\_\_\_\_

Checking

Savings

Savings Routing Number \_\_\_\_\_

Attach your voided check or savings deposit slip below. **Do not staple.**

For written requests by your financial institution, place letter behind this form in your retirement application.

**Attach**  
**Voided Check**  
**or**  
**Savings Deposit Slip**

Please Initial \_\_\_\_\_

Last 4 digits of SSN \_\_\_\_\_

Date \_\_\_\_\_

## Income Tax Withholding Instructions

- Your retirement allowance is subject to federal income taxes and to Georgia income tax if you are a resident of Georgia. Consult a tax advisor if necessary.
- You may change your tax withholdings at any time. However, changes must be received in the ERSGA office by the 18th of the month to ensure the change will be made that month.
- You may change your withholdings online by logging in to your account at [ers.ga.gov](http://ers.ga.gov).
- Alternatively, you can download copies of the federal and state of Georgia tax withholding forms from our website or request a copy from our office.

### Federal Withholding

- If you **do not** wish to have federal taxes withheld, check the box next to line 1. You may be required to pay estimated taxes and incur a penalty.
- If you **want** to have federal taxes withheld, in the line 2 section check one box indicating your filing status and fill in the number of exemptions.
- You may specify an additional dollar amount to be withheld on line 3. The amount of taxes based on your filing status and exemptions plus the additional amount you list will be deducted from your retirement benefit.

### Georgia State Withholding

- If you **do not** wish to have Georgia state taxes withheld **or** you live outside of Georgia, check the box next to line 1.
- If you **want** to have Georgia state taxes withheld, in the line 2 section check one box indicating your filing status and fill in the number of exemptions.
- You may specify an additional dollar amount to be withheld on line 3. The amount of taxes based on your filing status and exemptions plus the additional amount you list will be deducted from your retirement benefit.

# Georgia State Income Tax Withholding

**This is a substitute for GA Dept. of Revenue Form G-4P**

1.  **I do not want** Georgia state tax withheld from my benefit check. (Do not complete lines 2 or 3)
2.  I want to withhold taxes based on Georgia tax tables using the filing status and the number of exemptions. (You may list an additional dollar amount on line 3.)  
Filing Status:  Single     Head of Household     Married filing separately  
Married Filing Jointly:  One spouse working     Both spouses working  
  
Exemptions: I claim \_\_\_\_\_ total dependents/exemptions/allowances.
3.  In addition to the taxes withheld based on the filing status and exemptions selected above, I want \$\_\_\_\_\_ (specific dollar amount) withheld.

Please Initial \_\_\_\_\_ Last 4 digits in your SSN \_\_\_\_\_ Date \_\_\_\_\_



# Withholding Certificate for Periodic Pension or Annuity Payments

OMB No. 1545-0074

# 2023

Give Form W-4P to the payer of your pension or annuity payments.

<b>Step 1:</b> <b>Enter Personal Information</b>	(a) First name and middle initial	Last name	(b) Social security number
	Address		
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

**Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5.** See pages 2 and 3 for more information on each step and how to elect to have no federal income tax withheld (if permitted).

**Step 2:** 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. **See page 2 for examples on how to complete Step 2.**

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

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-” . . . \$ \_\_\_\_\_

(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-” . . . \$ \_\_\_\_\_

(iii) Add the amounts from items (i) and (ii) and enter the **total** here . . . \$ \_\_\_\_\_

**TIP:** To be accurate, submit a new Form W-4P for all other pensions/annuities if you haven't updated your withholding since 2021 or this is a new pension/annuity that pays less than the other(s). 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.

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

<b>Step 3:</b> <b>Claim Dependent and Other Credits</b>	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	\$ _____	
	Multiply the number of other dependents by \$500 . . . . .	\$ _____	
	Add other credits, such as foreign tax credit and education tax credits	\$ _____	
	Add the amounts for qualifying children, other dependents, and other credits and enter the total here . . . . .	<b>3</b>	\$ _____
<b>Step 4 (optional): Other Adjustments</b>	(a) <b>Other income (not from jobs or pension/annuity payments).</b> 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 . . . . .	<b>4(a)</b>	\$ _____
	(b) <b>Deductions.</b> 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 and enter the result here . . . . .	<b>4(b)</b>	\$ _____
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld from <b>each payment</b> . . . . .	<b>4(c)</b>	\$ _____

**Step 5:**  
**Sign Here**

\_\_\_\_\_  
**Your signature** (This form is not valid unless you sign it.)

\_\_\_\_\_  
**Date**

## General Instructions

Section references are to the Internal Revenue Code.

**Future developments.** For the latest information about any future developments related to Form W-4P, such as legislation enacted after it was published, go to [www.irs.gov/FormW4P](http://www.irs.gov/FormW4P).

**Purpose of form.** Complete Form W-4P to have payers withhold the correct amount of federal income tax from your periodic pension, annuity (including commercial annuities), profit-sharing and stock bonus plan, or IRA payments. Federal income tax withholding applies to the taxable part of these payments. Periodic payments are made in installments at regular intervals (for example, annually, quarterly, or monthly) over a period of more than 1 year. Don't use Form W-4P for a nonperiodic payment (note that distributions from an IRA that are payable on demand are treated as nonperiodic payments) or an eligible rollover distribution (including a lump-sum pension payment). Instead, use Form W-4R, Withholding Certificate for Nonperiodic Payments and Eligible Rollover Distributions, for these payments/distributions. For more information on withholding, see Pub. 505, Tax Withholding and Estimated Tax.

**Choosing not to have income tax withheld.** You can choose not to have federal income tax withheld from your payments by writing "No Withholding" on Form W-4P in the space below Step 4(c). Then, complete Steps 1a, 1b, and 5. Generally, if you are a U.S. citizen or a resident alien, you are not permitted to elect not to have federal income tax withheld on payments to be delivered outside the United States and its territories.

**Caution:** If you have too little tax withheld, you will generally owe tax when you file your tax return and may owe a penalty unless you make timely payments of estimated tax. If too much tax is withheld, you will generally be due a refund when you file your tax return. If your tax situation changes, or you chose not to have federal income tax withheld and you now want withholding, you should submit a new Form W-4P.

**Self-employment.** Generally, you will owe both income and self-employment taxes on any self-employment income you (or you and your spouse) receive. If you do not have a job and want to pay these taxes through withholding from your payments, you should enter the self-employment income in Step 4(a). Then compute your self-employment tax, divide that tax by the number of payments remaining in the year, and include that resulting amount per payment in Step 4(c). You can also add half of the annual amount of self-employment tax to Step 4(b) as a deduction. To calculate self-employment tax, you generally multiply the self-employment income by 14.13% (this rate is a quick way to figure your self-employment tax and equals the sum of the 12.4% social security tax and the 2.9% Medicare tax multiplied by 0.9235). See Pub. 505 for more information, especially if your self-employment income multiplied by 0.9235 is over \$160,200.

**Payments to nonresident aliens and foreign estates.** Do not use Form W-4P. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities, and Pub. 519, U.S. Tax Guide for Aliens, for more information.

**Tax relief for victims of terrorist attacks.** If your disability payments for injuries incurred as a direct result of a terrorist attack are not taxable, write "No Withholding" in the space below Step 4(c). See Pub. 3920, Tax Relief for Victims of Terrorist Attacks, for more details.

## Specific Instructions

**Step 1(c).** Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

**Step 2.** Use this step if you have at least one of the following: income from a job, income from more than one pension/annuity, and/or a spouse (if married filing jointly) that receives income from a job/pension/annuity. The following examples will assist you in completing Step 2.

**Example 1.** Bob, a single filer, is completing Form W-4P for a pension that pays \$50,000 a year. Bob also has a job that pays \$25,000 a year. Bob has no other pensions or annuities. Bob will enter \$25,000 in Step 2(b)(i) and in Step 2(b)(iii).

If Bob also has \$1,000 of interest income, which he entered on Form W-4, Step 4(a), then he will instead enter \$26,000 in Step 2(b)(i) and in Step 2(b)(iii). He will make no entries in Step 4(a) on this Form W-4P.

**Example 2.** Carol, a single filer, is completing Form W-4P for a pension that pays \$50,000 a year. Carol does not have a job, but she also receives another pension for \$25,000 a year (which pays less annually than the \$50,000 pension). Carol will enter \$25,000 in Step 2(b)(ii) and in Step 2(b)(iii).

If Carol also has \$1,000 of interest income, then she will enter \$1,000 in Step 4(a) of this Form W-4P.

**Example 3.** Don, a single filer, is completing Form W-4P for a pension that pays \$50,000 a year. Don does not have a job, but he receives another pension for \$75,000 a year (which pays more annually than the \$50,000 pension). Don will not enter any amounts in Step 2.

If Don also has \$1,000 of interest income, he won't enter that amount on this Form W-4P because he entered the \$1,000 on the Form W-4P for the higher paying \$75,000 pension.

**Example 4.** Ann, a single filer, is completing Form W-4P for a pension that pays \$50,000 a year. Ann also has a job that pays \$25,000 a year and another pension that pays \$20,000 a year. Ann will enter \$25,000 in Step 2(b)(i), \$20,000 in Step 2(b)(ii), and \$45,000 in Step 2(b)(iii).

If Ann also has \$1,000 of interest income, which she entered on Form W-4, Step 4(a), she will instead enter \$26,000 in Step 2(b)(i), leave Step 2(b)(ii) unchanged, and enter \$46,000 in Step 2(b)(iii). She will make no entries in Step 4(a) of this Form W-4P.

If you are married filing jointly, the entries described above do not change if your spouse is the one who has the job or the other pension/annuity instead of you.



**Multiple sources of pensions/annuities or jobs.** If you (or if married filing jointly, you and/or your spouse) have a job(s), do NOT complete Steps 3 through 4(b) on Form W-4P. Instead, complete Steps 3 through 4(b) on the Form W-4 for the job. If you (or if married filing jointly, you and your spouse) do not have a job, complete Steps 3 through 4(b) on Form W-4P for **only** the pension/annuity that pays the most annually. Leave those steps blank for the other pensions/annuities.

**Step 3.** This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 501, Dependents, Standard Deduction, and Filing Information. You can also include **other tax credits** for which you are eligible in this step, such as the foreign tax credit and the education tax credits. Including these credits will increase your payments and reduce the amount of any refund you may receive when you file your tax return.

## Specific Instructions *(continued)*

### Step 4 (optional).

**Step 4(a).** Enter in this step the total of your other estimated income for the year, if any. You shouldn't include amounts from any job(s) or pension/annuity payments. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your pension, see Form 1040-ES, Estimated Tax for Individuals.

**Step 4(b).** Enter in this step the amount from the Deductions Worksheet, line 6, if you expect to claim deductions other than the basic standard deduction on your 2023 tax return and want to reduce your withholding to account for these deductions.

This includes itemized deductions, the additional standard deduction for those 65 and over, and other deductions such as for student loan interest and IRAs.

**Step 4(c).** Enter in this step any additional tax you want withheld from **each payment**. Entering an amount here will reduce your payments and will either increase your refund or reduce any amount of tax that you owe.

**Note:** If you don't give Form W-4P to your payer, you don't provide an SSN, or the IRS notifies the payer that you gave an incorrect SSN, then the payer will withhold tax from your payments as if your filing status is single with no adjustments in Steps 2 through 4. For payments that began before 2023, your current withholding election (or your default rate) remains in effect unless you submit a new Form W-4P.

### Step 4(b)—Deductions Worksheet *(Keep for your records.)*



1	Enter an estimate of your 2023 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income . . . . .	1	\$ _____			
2	Enter: <table border="0" style="display: inline-table; vertical-align: middle;"> <tr> <td style="font-size: 3em; vertical-align: middle;">{</td> <td style="padding: 0 10px;"> <ul style="list-style-type: none"> <li>• \$27,700 if you're married filing jointly or a qualifying surviving spouse</li> <li>• \$20,800 if you're head of household</li> <li>• \$13,850 if you're single or married filing separately</li> </ul> </td> <td style="font-size: 3em; vertical-align: middle;">}</td> </tr> </table> . . . . .	{	<ul style="list-style-type: none"> <li>• \$27,700 if you're married filing jointly or a qualifying surviving spouse</li> <li>• \$20,800 if you're head of household</li> <li>• \$13,850 if you're single or married filing separately</li> </ul>	}	2	\$ _____
{	<ul style="list-style-type: none"> <li>• \$27,700 if you're married filing jointly or a qualifying surviving spouse</li> <li>• \$20,800 if you're head of household</li> <li>• \$13,850 if you're single or married filing separately</li> </ul>	}				
3	If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-" . . . . .	3	\$ _____			
4	If line 3 equals zero, and you (or your spouse) are 65 or older, enter: <ul style="list-style-type: none"> <li>• \$1,850 if you're single or head of household.</li> <li>• \$1,500 if you're married filing separately.</li> <li>• \$1,500 if you're a qualifying surviving spouse or you're married filing jointly and one of you is under age 65.</li> <li>• \$3,000 if you're married filing jointly and both of you are age 65 or older.</li> </ul> Otherwise, enter "-0-". See Pub. 505 for more information . . . . .	4	\$ _____			
5	Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information . . . . .	5	\$ _____			
6	<b>Add</b> lines 3 through 5. Enter the result here and in <b>Step 4(b)</b> on Form W-4P . . . . .	6	\$ _____			

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to provide this information only if you want to (a) request federal income tax withholding from pension or annuity payments based on your filing status and adjustments; (b) request additional federal income tax withholding from your pension or annuity payments; (c) choose not to have federal income tax withheld, when permitted; or (d) change a previous Form W-4P. To do any of the aforementioned, you are required by sections 3405(e) and 6109 and their regulations to provide the information requested on this form. Failure to provide this information may result in inaccurate withholding on your payment(s). Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws. We may

also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.



## O.C.G.A. § 50-36-1(e)(2) Affidavit

PSERS must verify the lawful presence in the United States of any natural person 18 years of age or older who has applied for retirement benefits at the time they apply for benefits.

### Residency Affidavit Acceptable Documents O.C.G.A. § 50-36-1(e)(2)

*Effective January 1, 2012, O.C.G.A. § 50-36-1(e) requires that all applicants for a public benefit complete signed and sworn affidavits, and provide at least one secure and verifiable document, as verification of lawful presence within the United States. The following page contains the affidavit that must be signed and notarized; this page provides additional information regarding acceptable forms of secure and verifiable documents.*

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A driver's license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:  
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]

## O.C.G.A. § 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a monthly retirement benefit, as referenced in O.C.G.A. § 50-36-1, from the Public School Employees Retirement System of Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) \_\_\_\_\_ I am a United States citizen.
- 2) \_\_\_\_\_ I am a legal permanent resident of the United States.
- 3) \_\_\_\_\_ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: \_\_\_\_\_.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has attached a copy of at least one secure and verifiable document or photo id as referenced in the Residency Affidavit Acceptable Documents list, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit. The secure and verifiable document provided to ERSGA with this affidavit can best be classified as:

\_\_\_\_\_  
**(Attach a copy of the secure and verifiable document or photo id)**

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

Last four digits of SSN \_\_\_\_\_

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:

NOTE: The notarized Residency Affidavit and a copy of the secure and verifiable document or photo id as referenced in the Residency Affidavit Acceptable Documents list must be returned to ERSGA.

## The Retirement Process

PSERS cannot accept the retirement application more than 90 days prior to the retirement date. Please note: There will be a one-month delay on the first check if the application is received less than 30 days prior to the effective date of retirement. The application is considered filed only when PSERS has received it.

Processing may be delayed if an application is received incomplete.

Retirement always begins on the first of a month. All retirement payments will be direct deposited on the last business day of each month.

## Re-Employment After Retirement

You must have a one-month break in service between your retirement date and the date of your rehire.

If you return to PSERS-covered employment after retirement, and you are over age 65 upon rehire, you must choose whether to continue to receive your retirement benefit or to become an active PSERS Member again. If you choose to become an active Member, your retirement benefit will be suspended, you will make Employee Contributions to the system, and you will accrue additional Creditable Service. Once you retire again, the sum of all of your Creditable Service will be used to determine your final retirement benefit.

If you are less than age 65 at rehire, you will automatically become an active Member upon rehire. Your retirement benefit will be suspended, you will make Employee Contributions to the system, and you will accrue additional Creditable Service. Once you retire again, the sum of all of your Creditable Service will be used to determine your final retirement benefit.

If you attain age 65 during your period of rehire, you will have the opportunity to elect whether to continue as an active Member, or to resume receiving your retirement benefits based on your new total Creditable Service accrued up to age 65. If you choose to begin receiving your retirement benefit again, then you will no longer make Employee Contributions to PSERS or accrue additional Creditable Service while you remain actively employed.

## Retirement Application Checklist

- I have initialed, written the last four numbers of my Social Security number, and dated pages 7, 9, 11, & 13.
- I have elected a monthly retirement allowance option on page 7.
- I have designated my beneficiaries for retirement benefits on page 9.
- I have completed my direct deposit information on page 11 **and** included a voided check.
- I have completed my election of Georgia state withholdings on page 13.
- I have completed my election of federal withholdings on page 14.
- I have completed page 18 with notarization and included at least one secure and verifiable document.
- I have signed, written the last four numbers of my Social Security number and dated page 20.

## Acknowledgement of Member

My employment with the state will terminate (or terminated) on \_\_\_\_\_.  
MM / DD / YYYY

My effective retirement date may not be before the first of the month following my final month of employment, I understand the ERSGA must be notified if I work past the termination date listed above **or** return to PSERS-covered employment within one month of the effective date of retirement listed on page 5. I also understand that my retirement application will be void.

Note: All service retirees who return to PSERS-covered employment after retirement and after age 65 must choose whether to continue to receive the retirement benefit or become an active PSERS member again. If under age 65 you will automatically become an active member upon rehire and your retirement benefit will be suspended. Upon attaining age 65 during the period of rehire, the member will have the opportunity to elect whether to continue as a member or begin receiving a monthly benefit again.

By signing this application I agree to the following conditions:

- I authorize ERSGA to electronically deposit my net monthly allowance into my bank account.
- ERSGA is authorized to adjust any entries made in error.
- This arrangement remains in effect until I cancel or supersede it in writing to ERSGA.
- I agree to immediately notify ERSGA of any change in my checking or savings account information by logging in to my online account or downloading a copy of the Direct Deposit form from the website and submitting the completed form.
- No monthly check stubs are issued. Payment history can be viewed by logging in to your online account on our website: [ers.ga.gov](http://ers.ga.gov).
- Monthly allowances are scheduled for deposit on the last working day of the month.
- Contact ERSGA immediately upon the death of a recipient of this benefit. Funds deposited after the month of death of the recipient must be returned to ERSGA.
- Failure to abide by these conditions can jeopardize my monthly allowance.

I have read the retirement application (including instructions) and I understand the retirement options and methods of payment outlined in this application. I have reviewed the checklist on page 19 and completed all applicable items. I further understand that once ERSGA mails or direct deposits my initial benefit check on the last business day of the payroll month, this application cannot be cancelled and the option I chose at retirement can only be changed under very specific, life-changing circumstances as specified in this application.

APPLICANT'S SIGNATURE: \_\_\_\_\_

LAST FOUR DIGITS OF SSN: \_\_\_\_\_ DATE: \_\_\_\_\_

Employees' Retirement System of Georgia  
Two Northside 75, Suite 300  
Atlanta, GA 30318-7701  
Local (404) 350-6300  
Toll Free 1-800-805-4609  
[ers.ga.gov](http://ers.ga.gov)