

# INFORMATION & INSTRUCTIONS

## Applying for Retirement under the Traditional Benefit Package



State Universities Retirement System of Illinois

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**This application is valid up to one year prior to the date your retirement annuity is to begin.**



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## General Instructions

Follow the steps in this guide to apply for SURS retirement benefits. Read all the information in the instruction packet carefully, and fill out the included forms applicable to you.

Mail completed forms to:

**SURS**  
**PO Box 2710**  
**Champaign, IL 61825-2710**

If you have not already sent the following documents to SURS, mail them with your application:

- A copy of your birth certificate.
- Copies of your marriage/civil union certificate and your spouse's/civil union partner's birth certificate.
- Other survivors' birth certificates.
- A copy of your Medicare card or notice of ineligibility (if applicable).
- A copy of your dependent's Medicare card or notice of ineligibility (if applicable).

For more information, visit [www.surs.org](http://www.surs.org). You may contact a SURS Member Service Representative toll free at 800-275-7877, or dial direct 217-378-8800.

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## Member Website

Make sure you register for the SURS Member Website. It allows you to view your retirement claim status, electronic payment notices, employment and earnings history, and update your personal information. Visit [www.surs.org](http://www.surs.org) and click on the Member Login link at the top of the page to register.

This packet is intended to serve only as a brief summary of the provisions of the law governing the State Universities Retirement System. It should not be considered a substitute for the provisions of the law which are set forth in Chapter 40, Act 5, Articles 1, 15, and 20 of the *Illinois Compiled Statutes*.

# General Information

Before completing your Application for Retirement Annuity, please review each of the following sections. If you find something that might affect your SURS annuity that you have not discussed with a SURS representative, you should contact SURS right away.

If you will be receiving Social Security benefits, note that certain restrictions may apply to your Social Security income if you receive both Social Security benefits and a retirement annuity from SURS. You should contact the Social Security Administration for information on these provisions.

## Sick Leave

You will receive additional service credit for unused and unpaid sick leave if your retirement annuity begins within 60 days after terminating your employment covered by SURS or one of the other systems subject to the Illinois Reciprocal Act. Your employer will provide SURS with this information when you terminate your employment. If you've had intermittent employment with various SURS agencies, you may be eligible to receive additional service credit for any unused and unpaid sick leave remaining at termination with those employers as well.

## Service Credit

If you have had previous employment/service, you may qualify to purchase additional credit to increase your retirement annuity. Eligible credit may include leaves of absence, prior service, military service, other public employment (OPE) and repayment of a separation refund.

For detailed information regarding service credit eligibility and the payment process, see the Traditional Plan Member Guide at [www.surs.org/retirement-plans](http://www.surs.org/retirement-plans) under the Traditional Plan link.

Members who are eligible for a survivor refund may use their refund as an internal rollover to purchase service credit. To do so, you must submit a letter with the completed Application for Retirement Annuity stating your intent to use the survivor refund as an internal rollover for service credit purchase. SURS must receive the letter prior to the effective date of retirement. This transaction can only be completed at the time of retirement.

**Note:** All service credit must be purchased before the date your retirement annuity begins. For example, if you wish to receive your first annuity payment on Sept. 1, any credit you wish to be included in the calculation of your benefit must be paid to SURS no later than Aug. 31. Credit purchased after the date your retirement annuity starts will be refunded without interest.

## Part-Time Employment

If you had periods of employment with a SURS-covered employer that varied in percentage of time worked, your service credit may be adjusted.

When your retirement annuity is calculated, your service credit may be reduced if you were employed at 50% time or less for more than 3 years after Sept. 1, 1959.

## Filing for Retirement

SURS would like to receive your application at least 60 days prior to the date your annuity is to begin so we can begin processing your claim.

If you have established at least one year of service credit with any of the other 12 reciprocal systems, you must contact those systems to request an application for their portion of the benefit. You will receive a benefit payment from each system with which you have established service credit. Contact information for reciprocal systems is on the next page.

## Preliminary Estimated Payments

SURS attempts to provide the best possible service to its members by processing benefits and issuing annuity payments in a timely manner.

To achieve this goal, SURS will send you Preliminary Estimated Payments (PEP) beginning on the date your retirement annuity begins, provided your birth date and Medicare eligibility (if applicable) have been verified by SURS. This PEP is a portion of what your actual benefit will be.

**The PEP is not the same amount as the estimate you may have had calculated by a SURS Benefits Counselor and will not include the following:**

- Current year earnings and/or vacation payments.
- Reciprocal credits.
- Additional credit for unused, unpaid sick leave.
- Additional service credit purchased after your Application for Retirement Annuity is received.

If you have previously taxed contributions, SURS will calculate your federal income tax exclusion. Federal income taxes and insurance premiums, if applicable, will be deducted from the PEP.

When your retirement claim is finalized, you will receive payment for the difference between your PEP and the actual monthly benefit amount due you, retroactive to the date your retirement annuity began. In the event your PEP is larger than your finalized annuity, you must return the overpayment.

## Employment After Retirement

If you return to work with an employer covered by SURS, you must notify SURS immediately because your earnings are subject to the limitations below. If you do not adhere to these restrictions, your annuity may be reduced, suspended or subject to repayment.

- You may not work for a SURS-covered employer until you have been retired at least 60 calendar days after your annuity begin date.
- If your annuity payments began at age 60 or later, your earnings from a SURS-covered employer during any academic year, combined with your annual base annuity, may not exceed your highest earnings received during any academic year before you retired.
- If your annuity payments began before age 60, your earnings from a SURS-covered employer may not exceed your monthly gross annuity. The earnings limitation is increased each year by the Automatic Annual Increase.

If you are receiving an annuity from one of the other 12 reciprocal systems, please contact that system for its earnings limitation.

There is no limitation on your post-retirement earnings if you return to work with an employer that is not covered by SURS. Earnings limit information will be forwarded to you upon completion of your retirement claim.

SURS-covered employers hiring SURS annuitants will face additional restrictions. For more information about employer restrictions, please review the Employment after Retirement Fact Sheet at [www.surs.org/fact-sheets](http://www.surs.org/fact-sheets).

For specific questions regarding how these restrictions may impact your ability to be rehired by a SURS-covered employer, please contact the employer directly.

## RECIPROCAL SYSTEMS

### Chicago Teachers' Pension Fund

203 N. LaSalle Street, Suite 2600  
Chicago, IL 60601-1210  
Tel. (312) 641-4464 Fax (312) 641-7185  
[www.ctpf.org](http://www.ctpf.org)

### County Employees' Annuity & Benefit Fund of Cook County

33 North Dearborn Street, Suite 1000  
Chicago, IL 60602-3103  
Tel. (312) 603-1200 Fax (312) 603-9760

### Forest Preserve District Employees' Annuity & Benefit Fund of Cook County

33 North Dearborn Street, Suite 1000  
Chicago, IL 60602-3103  
Tel. (312) 603-1200 Fax (312) 603-9760

### General Assembly Retirement System

2101 South Veterans Parkway – P.O. Box 19255  
Springfield, IL 62794-9255  
Tel. (217) 782-8500 Fax (217) 557-5154  
[www.srs.illinois.gov](http://www.srs.illinois.gov)

### Illinois Municipal Retirement Fund

2211 York Road, Suite 500  
Oak Brook, IL 60523-2337  
Tel. 800-275-4673 Fax (630) 368-5399  
[www.imrf.org](http://www.imrf.org)

### Judges' Retirement System

2101 South Veterans Parkway – P.O. Box 19255  
Springfield, IL 62794-9255  
Tel. (217) 782-8500 Fax (217) 557-5154  
[www.srs.illinois.gov](http://www.srs.illinois.gov)

### Laborers' Annuity & Benefit Fund of Chicago

321 North Clark Street, Suite 1300  
Chicago, IL 60654-4739  
Tel. (312) 236-2065 Fax (312) 236-0574  
[www.labfchicago.org](http://www.labfchicago.org)

### Metropolitan Water Reclamation District Retirement Fund

111 East Erie, Suite 330  
Chicago, IL 60611-2898  
Tel. (312) 751-3222 Fax (312) 751-5699  
[www.mwrtd.org](http://www.mwrtd.org)

### Municipal Employees' Annuity & Benefit Fund of Chicago

321 North Clark Street, Suite 700  
Chicago, IL 60654-4767  
Tel. (312) 236-4700 Fax (312) 527-0192  
[www.mcabf.org](http://www.mcabf.org)

### Park Employees' Annuity & Benefit Fund of Chicago

55 East Monroe Street, Suite 2720  
Chicago, IL 60603-5713  
Tel. (312) 553-9265 Fax (312) 553-9114  
[www.chicagoparkpension.org](http://www.chicagoparkpension.org)

### State Employees' Retirement System of Illinois

2101 South Veterans Parkway – P.O. Box 19255  
Springfield, IL 62794-9255  
Tel. (217) 785-7444 Fax (217) 524-2293  
[www.srs.illinois.gov/SERS/Home\\_sers.htm](http://www.srs.illinois.gov/SERS/Home_sers.htm)

### Teachers' Retirement System

2815 West Washington Street – P.O. Box 19253  
Springfield, IL 62794-9253  
Tel. 877-927-5877 Fax (217) 753-0394  
[www.trsil.org](http://www.trsil.org)

# Application For Retirement Annuity Instructions

## PART 1 – Personal Information

Provide SURS with verification of your personal information.

### Termination Date\*

This is the later of (1) the last day you work, or (2) the last day you earn pay. Please coordinate with your personnel or human resources department.

### Date Retirement Annuity is to Begin\*

You must terminate all SURS-covered employment and meet all eligibility requirements before your SURS annuity can begin. Your annuity payments will begin:

- The first of the month following your termination of employment (the benefit is not prorated in the month you retire);
- The first of the month following the date you reach minimum qualifying age or service credit; or
- The date listed on your Application for Retirement Annuity (but no more than 12 months before the application is received at SURS).

**\*These cannot be the same date.**

### Citizenship Status

This must be completed regardless of mailing address. Resident aliens hold a permanent immigration visa (green card) or have established residency by meeting the substantial presence test. Nonresident aliens are not citizens or permanent residents of the U.S. and are subject to the general 30 percent withholding rates or the lower tax treaty rates.

## PART 2 – Authorization of Payment

Your SURS benefit payments will be deposited electronically in your checking or savings account on the first day of each month. Electronic Funds Transfer (EFT) offers several advantages:

- Speed – Benefit payments are deposited on schedule.
- Security – Payments cannot be lost in the mail.
- Convenience – Your annuity is automatically deposited.

**In order to process your EFT, SURS must have a**

### Please note:

- You will be directed to skip some steps if they do not apply to you.
- Sign and date all forms **in ink**.
- Make sure SURS has your current email address so you can receive updates on the status of your claim.

**complete mailing address for your financial institution.** The address must include a street address or box number. In order to send your payment via EFT, we need your financial institution's nine-digit routing number. Please attach a copy of a voided check or deposit slip that displays the nine-digit routing number and your account number at the bottom.

We will provide you with electronic payment notification showing the exact amount that will be deposited and all deductions prior to the beginning of each month. You can also view this information on the SURS Member Website at [www.surs.org](http://www.surs.org).

## PART 3 – Income Tax Withholding

You must instruct SURS on the amount of federal tax you wish to have withheld from your monthly annuity. To do this, complete the federal W-4P form found in the Forms packet.

If the W-4P form is not returned, SURS will withhold federal income tax using the withholding method of married with three allowances. It is up to you to have the appropriate amount withheld.

Please review the following pages of instructions from the IRS. If you have questions about the amount to withhold, we recommend you consult a tax advisor or the IRS.

Your annuity is not subject to Illinois tax. However, you may authorize SURS to withhold Illinois tax. Go to [www.surs.org/tax-forms](http://www.surs.org/tax-forms) or contact SURS for an IL W-4 Employee's Illinois Withholding Allowance Certificate. SURS cannot withhold taxes for other states.

### Deductions and Adjustments Worksheet

**Note:** Use this worksheet *only* if you plan to itemize deductions or claim certain credits or adjustments to income.

<b>1</b> Enter an estimate of your 2017 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 10% of your income, and miscellaneous deductions. For 2017, you may have to reduce your itemized deductions if your income is over \$313,800 and you're married filing jointly or you're a qualifying widow(er); \$287,650 if you're head of household; \$261,500 if you're single, not head of household and not a qualifying widow(er); or \$156,900 if you're married filing separately. See Pub. 505 for details . . . . .	<b>1</b>	\$ _____
<b>2</b> Enter: $\left\{ \begin{array}{l} \$12,700 \text{ if married filing jointly or qualifying widow(er)} \\ \$9,350 \text{ if head of household} \\ \$6,350 \text{ if single or married filing separately} \end{array} \right\}$ . . . . .	<b>2</b>	\$ _____
<b>3</b> <b>Subtract</b> line 2 from line 1. If zero or less, enter "-0-" . . . . .	<b>3</b>	\$ _____
<b>4</b> Enter an estimate of your 2017 adjustments to income and any additional standard deduction (see Pub. 505) . . . . .	<b>4</b>	\$ _____
<b>5</b> <b>Add</b> lines 3 and 4 and enter the total. (Include any credit amounts from the <i>Converting Credits to Withholding Allowances for 2017 Form W-4</i> worksheet in Pub. 505.) . . . . .	<b>5</b>	\$ _____
<b>6</b> Enter an estimate of your 2017 income not subject to withholding (such as dividends or interest) . . . . .	<b>6</b>	\$ _____
<b>7</b> <b>Subtract</b> line 6 from line 5. If zero or less, enter "-0-" . . . . .	<b>7</b>	\$ _____
<b>8</b> <b>Divide</b> the amount on line 7 by \$4,050 and enter the result here. Drop any fraction . . . . .	<b>8</b>	_____
<b>9</b> Enter the number from the <b>Personal Allowances Worksheet</b> , line G, . . . . .	<b>9</b>	_____
<b>10</b> <b>Add</b> lines 8 and 9 and enter the total here. If you use the <b>Multiple Pensions/More-Than-One-Income Worksheet</b> , also enter this total on line 1 below. Otherwise, <b>stop here</b> and enter this total on Form W-4P, line 2 . . . . .	<b>10</b>	_____

### Multiple Pensions/More-Than-One-Income Worksheet

**Note:** Complete *only* if the instructions under line G, direct you here. This applies if you (and your spouse if married filing jointly) have more than one source of income subject to withholding (such as more than one pension, or a pension and a job, or you have a pension and your spouse works).

<b>1</b> Enter the number from line G (or from line 10 above if you used the <b>Deductions and Adjustments Worksheet</b> ) . . . . .	<b>1</b>	_____
<b>2</b> Find the number in <b>Table 1</b> below that applies to the <b>LOWEST</b> paying pension or job and enter it here. <b>However</b> , if you're married filing jointly and the amount from the highest paying pension or job is \$65,000 or less, do not enter more than "3" . . . . .	<b>2</b>	_____
<b>3</b> If line 1 is <b>more than or equal to</b> line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-") and on Form W-4P, line 2. <b>Do not</b> use the rest of this worksheet . . . . .	<b>3</b>	_____
<b>Note:</b> If line 1 is <b>less than</b> line 2, enter "-0-" on Form W-4P, line 2. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.		
<b>4</b> Enter the number from line 2 of this worksheet . . . . .	<b>4</b>	_____
<b>5</b> Enter the number from line 1 of this worksheet . . . . .	<b>5</b>	_____
<b>6</b> <b>Subtract</b> line 5 from line 4 . . . . .	<b>6</b>	_____
<b>7</b> Find the amount in <b>Table 2</b> below that applies to the <b>HIGHEST</b> paying pension or job and enter it here . . . . .	<b>7</b>	\$ _____
<b>8</b> <b>Multiply</b> line 7 by line 6 and enter the result here. This is the additional annual withholding needed . . . . .	<b>8</b>	\$ _____
<b>9</b> <b>Divide</b> line 8 by the number of pay periods remaining in 2017. For example, divide by 12 if you're paid every month and you complete this form in December 2016. Enter the result here and on Form W-4P, line 3. This is the additional amount to be withheld from each payment . . . . .	<b>9</b>	\$ _____

**Table 1**

**Table 2**

Married Filing Jointly		All Others		Married Filing Jointly		All Others	
If wages from <b>LOWEST</b> paying job or pension are—	Enter on line 2 above	If wages from <b>LOWEST</b> paying job or pension are—	Enter on line 2 above	If wages from <b>HIGHEST</b> paying job or pension are—	Enter on line 7 above	If wages from <b>HIGHEST</b> paying job or pension are—	Enter on line 7 above
\$0 - \$7,000	0	\$0 - \$8,000	0	\$0 - \$75,000	\$610	\$0 - \$38,000	\$610
7,001 - 14,000	1	8,001 - 16,000	1	75,001 - 135,000	1,010	38,001 - 85,000	1,010
14,001 - 22,000	2	16,001 - 26,000	2	135,001 - 205,000	1,130	85,001 - 185,000	1,130
22,001 - 27,000	3	26,001 - 34,000	3	205,001 - 360,000	1,340	185,001 - 400,000	1,340
27,001 - 35,000	4	34,001 - 44,000	4	360,001 - 405,000	1,420	400,001 and over	1,600
35,001 - 44,000	5	44,001 - 70,000	5	405,001 and over	1,600		
44,001 - 55,000	6	70,001 - 85,000	6				
55,001 - 65,000	7	85,001 - 110,000	7				
65,001 - 75,000	8	110,001 - 125,000	8				
75,001 - 80,000	9	125,001 - 140,000	9				
80,001 - 95,000	10	140,001 and over	10				
95,001 - 115,000	11						
115,001 - 130,000	12						
130,001 - 140,000	13						
140,001 - 150,000	14						
150,001 and over	15						

## Additional Instructions

Section references are to the Internal Revenue Code.

**When should I complete the form?** Complete Form W-4P and give it to the payer as soon as possible. Get Pub. 505, Tax Withholding and Estimated Tax, to see how the dollar amount you're having withheld compares to your projected total federal income tax for 2017. You also may use the IRS Withholding Calculator at [www.irs.gov/individuals](http://www.irs.gov/individuals) for help in determining how many withholding allowances to claim on your Form W-4P.

**Multiple pensions/more-than-one-income.** To figure the number of allowances that you may claim, combine allowances and income subject to withholding from all sources on one worksheet. You may file a Form W-4P with each pension payer, but don't claim the same allowances more than once. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4P for the highest source of income subject to withholding and zero allowances are claimed on the others.

**Other income.** If you have a large amount of income from other sources not subject to withholding (such as interest, dividends, or capital gains), consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Get Form 1040-ES and Pub. 505 at [www.irs.gov/formspubs](http://www.irs.gov/formspubs).

If you have income from wages, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or Form W-4P.

**Note:** Social security and railroad retirement payments may be includible in income. See Form W-4V, Voluntary Withholding Request, for information on voluntary withholding from these payments.

## Withholding From Pensions and Annuities

Generally, federal income tax withholding applies to the taxable part of payments made from pension, profit-sharing, stock bonus, annuity, and certain deferred compensation plans; from individual retirement arrangements (IRAs); and from commercial annuities. The method and rate of withholding depend on (a) the kind of payment you receive; (b) whether the payments are to be delivered outside the United States or its possessions; and (c) whether the recipient is a nonresident alien individual, a nonresident alien beneficiary, or a foreign estate. Qualified distributions from a Roth IRA are nontaxable and, therefore, not subject to withholding. See next page for special withholding rules that apply to payments to be delivered outside the United States and payments to foreign persons.

Because your tax situation may change from year to year, you may want to refigure your withholding each year. You can change the amount to be withheld by using lines 2 and 3 of Form W-4P.

**Choosing not to have income tax withheld.** You (or in the event of death, your beneficiary or estate) can choose not to have federal income tax withheld from your payments by using line 1 of Form W-4P. For an estate, the election to have no income tax withheld may be made by the executor or personal representative of the decedent. Enter the estate's employer identification number (EIN) in the area reserved for "Your social security number" on Form W-4P.

You may not make this choice for eligible rollover distributions. See *Eligible rollover distribution—20% withholding* on the next page.

**Caution:** There are penalties for not paying enough federal income tax during the year, either through withholding or estimated tax payments. New retirees, especially, should see Pub. 505. It explains your estimated tax requirements and describes penalties in detail. You may be able to avoid quarterly estimated tax payments by having enough tax withheld from your pension or annuity using Form W-4P.

**Periodic payments.** Withholding from periodic payments of a pension or annuity is figured in the same manner as withholding from wages. Periodic payments are made in installments at regular intervals over a period of more than 1 year. They may be paid annually, quarterly, monthly, etc.

If you want federal income tax to be withheld, you must designate the number of withholding allowances on line 2 of Form W-4P and indicate your marital status by checking the appropriate box. Under current law, you can't designate a specific dollar amount to be withheld. However, you can designate an additional amount to be withheld on line 3.

If you don't want any federal income tax withheld from your periodic payments, check the box on line 1 of Form W-4P and submit the form to your payer. However, see *Payments to Foreign Persons and Payments To Be Delivered Outside the United States* on the next page.

**Caution:** If you don't submit Form W-4P to your payer, the payer must withhold on periodic payments as if you're married claiming three withholding allowances. Generally, this means that tax will be withheld if your pension or annuity is at least \$1,720 a month.

If you submit a Form W-4P that doesn't contain your correct social security number (SSN), the payer must withhold as if you're single claiming zero withholding allowances even if you checked the box on line 1 to have no federal income tax withheld.

There are some kinds of periodic payments for which you can't use Form W-4P because they're already defined as wages subject to federal income tax withholding. These payments include retirement pay for service in the U.S. Armed Forces and payments from certain nonqualified deferred compensation plans and deferred compensation plans described in section 457 of tax-exempt organizations. Your payer should be able to tell you whether Form W-4P applies.

For periodic payments, your Form W-4P stays in effect until you change or revoke it. Your payer must notify you each year of your right to choose not to have federal income tax withheld (if permitted) or to change your choice.

**Nonperiodic payments—10% withholding.** Your payer must withhold at a flat 10% rate from nonperiodic payments (but see *Eligible rollover distribution—20% withholding* on next page) **unless** you choose not to have federal income tax withheld. Distributions from an IRA that are payable on demand are treated as nonperiodic payments. You can choose not to have federal income tax withheld from a nonperiodic payment (if permitted) by submitting Form W-4P (containing your correct SSN) to your payer and checking the box on line 1. However, see *Payments to Foreign Persons and Payments To Be Delivered Outside the United States* on next page. Generally, your choice not to have federal income tax withheld will apply to any later payment from the same plan. You can't use line 2 for nonperiodic payments. But you may use line 3 to specify an additional amount that you want withheld.

**Caution:** If you submit a Form W-4P that doesn't contain your correct SSN, the payer can't honor your request not to have income tax withheld and must withhold 10% of the payment for federal income tax.



**Eligible rollover distribution—20% withholding.** Distributions you receive from qualified pension or annuity plans (for example, 401(k) pension plans and section 457(b) plans maintained by a governmental employer) or tax-sheltered annuities that are eligible to be rolled over tax free to an IRA or qualified plan are subject to a flat 20% federal withholding rate. The 20% withholding rate is required, and you can't choose not to have income tax withheld from eligible rollover distributions. Don't give Form W-4P to your payer unless you want an additional amount withheld. Then, complete line 3 of Form W-4P and submit the form to your payer.

**Note:** The payer won't withhold federal income tax if the entire distribution is transferred by the plan administrator in a direct rollover to a traditional IRA or another eligible retirement plan (if allowed by the plan), such as a qualified pension plan, governmental section 457(b) plan, section 403(b) contract, or tax-sheltered annuity.

Distributions that are (a) required by law, (b) one of a specified series of equal payments, or (c) qualifying "hardship" distributions are **not** "eligible rollover distributions" and aren't subject to the mandatory 20% federal income tax withholding. See Pub. 505 for details. See also *Nonperiodic payments—10% withholding* on the previous page.

**Tax relief for victims of terrorist attacks.** For tax years ending after September 10, 2001, disability payments for injuries incurred as a direct result of a terrorist attack directed against the United States (or its allies), whether outside or within the United States, aren't included in income. You may check the box on line 1 of Form W-4P and submit the form to your payer to have no federal income tax withheld from these disability payments. However, you must include in your income any amounts that you received or you would've received in retirement had you not become disabled as a result of a terrorist attack. See Pub. 3920, Tax Relief for Victims of Terrorist Attacks, for more details.

### Changing Your "No Withholding" Choice

**Periodic payments.** If you previously chose not to have federal income tax withheld and you now want withholding, complete another Form W-4P and submit it to your payer. If you want federal income tax withheld at the rate set by law (married with three allowances), write "Revoked" next to the checkbox on line 1 of the form. If you want tax withheld at any different rate, complete line 2 on the form.

**Nonperiodic payments.** If you previously chose not to have federal income tax withheld and you now want withholding, write "Revoked" next to the checkbox on line 1 and submit Form W-4P to your payer.

### Payments to Foreign Persons and Payments To Be Delivered Outside the United States

Unless you're a nonresident alien, withholding (in the manner described above) is required on any periodic or nonperiodic payments that are to be delivered to you outside the United States or its possessions. You can't choose not to have federal income tax withheld on line 1 of Form W-4P. See Pub. 505 for details.

In the absence of a tax treaty exemption, nonresident aliens, nonresident alien beneficiaries, and foreign estates generally are subject to a 30% federal withholding tax under section 1441 on the taxable portion of a periodic or nonperiodic pension or annuity payment that is from U.S. sources. However, most tax treaties provide that private pensions and annuities are exempt from withholding and tax. Also, payments from certain pension plans are exempt from withholding even if no tax treaty applies. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities, and Pub. 519, U.S. Tax Guide for Aliens, for details. A foreign person should submit Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding, to the payer before receiving any payments. The Form W-8BEN must contain the foreign person's taxpayer identification number (TIN).

### Statement of Federal Income Tax Withheld From Your Pension or Annuity

By January 31 of next year, your payer will furnish a statement to you on Form 1099-R, Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc., showing the total amount of your pension or annuity payments and the total federal income tax withheld during the year. If you're a foreign person who has provided your payer with Form W-8BEN, your payer instead will furnish a statement to you on Form 1042-S, Foreign Person's U.S. Source Income Subject to Withholding, by March 15 of next year.

### 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 periodic pension or annuity payments based on your withholding allowances and marital status, (b) request additional federal income tax withholding from your pension or annuity, (c) choose not to have federal income tax withheld, when permitted, or (d) change or revoke 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). Providing false or 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 possessions 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.

## PART 4 – Retirement Systems Reciprocal Act

If you have service and earnings credit of 1 year or more in an Illinois public retirement system **other than SURS**, you may wish to retire under the Retirement Systems Reciprocal Act. Note that you must also file an application with that other system. Contact information for reciprocal systems is on Page 2.

## PART 5 – Required Documentation

Check to see what documentation you need to include with your application.

## PART 6 – Survivors Insurance Beneficiary Information

Upon your death, SURS will pay a survivor annuity to each eligible survivors insurance beneficiary.

By definition, a survivors insurance beneficiary is a spouse/civil union partner; unmarried child under 18 (or under 22 if full-time student); disabled child over 18 if disabled prior to age 18 (medical documentation is required); or dependent parent age 55 or older.

If you have a survivors insurance beneficiary, write his/her name, Social Security number, and date of birth in Part 7.

If you do not have a survivors insurance beneficiary, additional information about the details of your survivor contribution refund will be mailed to you prior to finalizing your claim.

## PART 7 – Member Signature

Read the statements, then sign and date the application.

## Reversionary Annuity (optional)

You may elect to receive a reduced annuity in order to provide a spouse/civil union partner or other dependent beneficiary with a monthly income in addition to what is payable as a survivor benefit. If you elect a reversionary annuity, your monthly retirement annuity will be reduced during your

lifetime. The combined monthly survivor benefit and the reversionary annuity for the survivor may not exceed the reduced retirement annuity paid to you. The reversionary annuity cannot be less than \$10 per month.

**Your election must be on file with SURS 30 days prior to the date your retirement annuity is to begin and is not effective unless you die after your retirement annuity begins.**

If the beneficiary you name dies *before* you retire, the reversionary annuity is cancelled and you will receive your full retirement annuity. If he or she dies *after* your retirement annuity begins:

- Under Option 1, you **continue to receive** the reduced annuity for life and no reversionary annuity is paid.
- Under Option 2, your **full retirement annuity resumes** and no reversionary annuity is paid.

This election will become operative only if the beneficiary named is dependent upon you when your retirement annuity begins.

A spouse/civil union partner is automatically considered dependent. Other beneficiaries are considered dependent only if they receive at least one-half support from you.

To revoke this election, you must notify SURS in writing before the retirement annuity payment period begins.

The tables on the following page show the approximate amounts of reduction in your monthly retirement annuity for each \$100 of monthly reversionary annuity you elect to provide for the beneficiary. Space constraints limit how many age combinations we can show. Please contact SURS to receive an exact amount for your personal situation.

In using the table, your age at the date your retirement annuity begins is at the top of the table. Your beneficiary's age at the date your retirement annuity begins is on the left side of the table.

## *Did you know?*

You can follow the progress of your retirement claim on our Member Website.

To view the status of your claim:

1. Go to [www.surs.org](http://www.surs.org) and click the gold Member Login button in the upper right-hand corner of the website.
2. Log in to the SURS Member Website. (If you have never logged in, you must go through the registration process).
3. Once logged in, you will see a Status Bar, click on it to view the details of your claim status.

If you have problems logging in or viewing information, call SURS toll free at 800-275-7877 or dial direct 217-378-8800.

Retirement claims are finalized on a first in, first out basis.

**ELECTION OF REVERSIONARY ANNUITY TABLE (OPTION 1): EFFECTIVE JANUARY 4, 2016**

		Your Age at Retirement															
		55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70
Age of Beneficiary at Retirement	50	\$10	\$11	\$12	\$13	\$14	\$15	\$16	\$18	\$19	\$21	\$23	\$25	\$28	\$30	\$33	\$36
	51	\$9	\$10	\$11	\$12	\$13	\$15	\$16	\$17	\$19	\$21	\$23	\$25	\$27	\$29	\$32	\$35
	52	\$9	\$10	\$11	\$12	\$13	\$14	\$15	\$17	\$18	\$20	\$22	\$24	\$26	\$29	\$31	\$34
	53	\$9	\$10	\$10	\$11	\$13	\$14	\$15	\$16	\$18	\$20	\$21	\$23	\$26	\$28	\$31	\$34
	54	\$8	\$9	\$10	\$11	\$12	\$13	\$14	\$16	\$17	\$19	\$21	\$23	\$25	\$27	\$30	\$33
	55	\$8	\$9	\$10	\$11	\$12	\$13	\$14	\$15	\$17	\$18	\$20	\$22	\$24	\$27	\$29	\$32
	56	\$8	\$9	\$9	\$10	\$11	\$12	\$13	\$15	\$16	\$18	\$20	\$21	\$24	\$26	\$28	\$31
	57	\$7	\$8	\$9	\$10	\$11	\$12	\$13	\$14	\$16	\$17	\$19	\$21	\$23	\$25	\$28	\$30
	58	\$7	\$8	\$9	\$9	\$10	\$11	\$12	\$14	\$15	\$17	\$18	\$20	\$22	\$24	\$27	\$29
	59	\$7	\$7	\$8	\$9	\$10	\$11	\$12	\$13	\$14	\$16	\$17	\$19	\$21	\$23	\$26	\$28
	60	\$6	\$7	\$8	\$9	\$9	\$10	\$11	\$13	\$14	\$15	\$17	\$19	\$20	\$23	\$25	\$27
	61	\$6	\$7	\$7	\$8	\$9	\$10	\$11	\$12	\$13	\$15	\$16	\$18	\$20	\$22	\$24	\$26
	62	\$6	\$6	\$7	\$8	\$9	\$9	\$10	\$11	\$13	\$14	\$15	\$17	\$19	\$21	\$23	\$25
	63	\$6	\$6	\$7	\$7	\$8	\$9	\$10	\$11	\$12	\$13	\$15	\$16	\$18	\$20	\$22	\$24
	64	\$5	\$6	\$6	\$7	\$8	\$8	\$9	\$10	\$11	\$13	\$14	\$15	\$17	\$19	\$21	\$23
	65	\$5	\$5	\$6	\$7	\$7	\$8	\$9	\$10	\$11	\$12	\$13	\$15	\$16	\$18	\$20	\$22
	66	\$5	\$5	\$6	\$6	\$7	\$7	\$8	\$9	\$10	\$11	\$12	\$14	\$15	\$17	\$19	\$21
	67	\$4	\$5	\$5	\$6	\$6	\$7	\$8	\$9	\$10	\$11	\$12	\$13	\$15	\$16	\$18	\$20
	68	\$4	\$5	\$5	\$5	\$6	\$7	\$7	\$8	\$9	\$10	\$11	\$12	\$14	\$15	\$17	\$19
	69	\$4	\$4	\$5	\$5	\$6	\$6	\$7	\$8	\$8	\$9	\$10	\$12	\$13	\$14	\$16	\$18
70	\$4	\$4	\$4	\$5	\$5	\$6	\$6	\$7	\$8	\$9	\$10	\$11	\$12	\$13	\$15	\$17	

Example – You retire at age 60 and elect to provide a reversionary annuity of \$100 per month for your 55 year-old spouse/civil union partner. Your retirement annuity would be reduced approximately \$13 per month and your spouse/civil union partner would receive \$100 per month during his/her lifetime after your death *in addition to* the survivors annuity payable under the survivors program. If you elect to provide a reversionary annuity of \$200 per month, your annuity would be reduced \$26 (2 x \$13).

**ELECTION OF REVERSIONARY ANNUITY TABLE (OPTION 2): EFFECTIVE JANUARY 4, 2016**

		Your Age at Retirement															
		55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70
Age of Beneficiary at Retirement	50	\$10	\$11	\$12	\$13	\$14	\$15	\$17	\$18	\$20	\$22	\$23	\$26	\$28	\$30	\$33	\$36
	51	\$10	\$11	\$12	\$13	\$14	\$15	\$16	\$18	\$19	\$21	\$23	\$25	\$27	\$30	\$32	\$35
	52	\$10	\$10	\$11	\$12	\$13	\$15	\$16	\$17	\$19	\$21	\$22	\$24	\$27	\$29	\$32	\$35
	53	\$9	\$10	\$11	\$12	\$13	\$14	\$15	\$17	\$18	\$20	\$22	\$24	\$26	\$28	\$31	\$34
	54	\$9	\$10	\$11	\$12	\$13	\$14	\$15	\$16	\$18	\$19	\$21	\$23	\$25	\$28	\$30	\$33
	55	\$9	\$10	\$10	\$11	\$12	\$13	\$15	\$16	\$17	\$19	\$21	\$23	\$25	\$27	\$30	\$32
	56	\$9	\$9	\$10	\$11	\$12	\$13	\$14	\$15	\$17	\$18	\$20	\$22	\$24	\$26	\$29	\$32
	57	\$8	\$9	\$10	\$11	\$11	\$12	\$14	\$15	\$16	\$18	\$19	\$21	\$23	\$26	\$28	\$31
	58	\$8	\$9	\$9	\$10	\$11	\$12	\$13	\$14	\$16	\$17	\$19	\$21	\$23	\$25	\$27	\$30
	59	\$8	\$8	\$9	\$10	\$11	\$12	\$13	\$14	\$15	\$17	\$18	\$20	\$22	\$24	\$26	\$29
	60	\$8	\$8	\$9	\$10	\$10	\$11	\$12	\$13	\$15	\$16	\$18	\$19	\$21	\$23	\$25	\$28
	61	\$7	\$8	\$9	\$9	\$10	\$11	\$12	\$13	\$14	\$15	\$17	\$19	\$20	\$22	\$25	\$27
	62	\$7	\$8	\$8	\$9	\$10	\$10	\$11	\$12	\$14	\$15	\$16	\$18	\$20	\$22	\$24	\$26
	63	\$7	\$7	\$8	\$9	\$9	\$10	\$11	\$12	\$13	\$14	\$16	\$17	\$19	\$21	\$23	\$25
	64	\$7	\$7	\$8	\$8	\$9	\$10	\$11	\$11	\$13	\$14	\$15	\$16	\$18	\$20	\$22	\$24
	65	\$7	\$7	\$7	\$8	\$9	\$9	\$10	\$11	\$12	\$13	\$14	\$16	\$17	\$19	\$21	\$23
	66	\$6	\$7	\$7	\$8	\$8	\$9	\$10	\$11	\$12	\$13	\$14	\$15	\$17	\$18	\$20	\$22
	67	\$6	\$7	\$7	\$8	\$8	\$9	\$9	\$10	\$11	\$12	\$13	\$14	\$16	\$17	\$19	\$21
	68	\$6	\$6	\$7	\$7	\$8	\$8	\$9	\$10	\$11	\$12	\$13	\$14	\$15	\$17	\$18	\$20
	69	\$6	\$6	\$7	\$7	\$8	\$8	\$9	\$9	\$10	\$11	\$12	\$13	\$14	\$16	\$17	\$19
70	\$6	\$6	\$7	\$7	\$7	\$8	\$8	\$9	\$9	\$10	\$11	\$11	\$13	\$14	\$15	\$17	\$18

Example – You retire at age 60 and elect to provide a reversionary annuity of \$100 per month to your 55 year-old spouse/civil union partner. Your retirement annuity would be reduced approximately \$13 per month and your spouse/civil union partner would receive \$100 per month during his/her lifetime after your death *in addition to* the survivors annuity which is payable under the survivors program. If you elect to provide a reversionary annuity of \$200 per month, the annuity would be reduced \$26 (2 x \$13).

# Beneficiary Designation Information

## General Information

- Return the original Beneficiary Designation form to SURS. Do not fax it. You should make a copy for your records.
- The Beneficiary Designation becomes effective when received by SURS. Allow 30 days for any changes to be properly recorded. Log in to the SURS Member Website to verify your listed beneficiaries or call SURS at 800-275-7877 or 217-378-8800.
- An agent acting under a Power of Attorney (POA) must be expressly authorized to change the beneficiaries of a retirement plan. The agent cannot name himself or herself as beneficiary unless the POA expressly authorizes the agent to make gifts of the member's property to himself or herself.
- The Beneficiary Designation form does not pertain to State life insurance proceeds. Go to [surs.org](http://surs.org) for life insurance carrier information.
- You may name any person, firm, corporation or other legal entity (including your estate or trust) as primary or contingent beneficiaries for a death benefit.
- For a former spouse/civil union partner to be eligible for any death benefit, you must designate, or re-designate, him or her as beneficiary after the date of divorce.
- If you designate a female as a beneficiary, you must use the first name as well as last name (e.g., Joan L. Smith, not Mrs. Robert Smith).
- Upon your death, the lump-sum death benefit will be shared equally by all primary beneficiaries, unless you specify otherwise on the Beneficiary Designation form. You may choose to specify how benefits will be divided using a percentage for each primary beneficiary. Each percentage must be a whole number (for example: 33%, not 33.3%) and the primary beneficiary total must equal 100%. If one of these is deceased, the benefit will be divided equally between the remaining primary beneficiaries.

## PART 1 – Member Information

- Complete your member information or verify the information shown if pre-printed on form.
- Provide the information for your spouse/civil union partner.
- If you wish to name your spouse/civil union partner as a beneficiary, be sure to also add their information in Parts 2 or 3 on the form.

## PART 2&3 – Designating Beneficiaries

- Upon your death, the beneficiaries named on the Beneficiary Designation form will receive the amounts to which they are entitled by law. It is important that you periodically review your beneficiaries and complete new forms to change your designated beneficiaries, or to update beneficiary contact information.
- You may visit [www.surs.org](http://www.surs.org) or contact the SURS office to obtain a new form to make changes at any time.

## PART 4 – Signature

- Your signature must be in ink.