

Plan Name (PayGroup):	
Plan Number (PayGroup Number):	
	(12 Digit OmniPay Number)
Name:	
Address:	
Social Security Number:	

Please read the notice appearing below before making your withholding election.

Instructions

Check box A if you do not want any Federal income tax withheld from your benefit payments.

Check box B to revoke an election not to have withholding apply or to indicate that you want to have Federal income tax withheld. Return the signed election to:

KeyBank National Association
Retirement Plan Services - Benefit Disbursements
P.O. Box 94717 / OH-01-49-0305
Cleveland, Ohio 44101-4717

Even if you elect not to have Federal income tax withheld, you are liable for payment of Federal income tax on the taxable portion of your benefit. You also may be subject to tax penalties under the estimated tax payment rules if your payments of estimated tax and withholding, if any, are not adequate.

- A.** ☐ I do not want to have Federal Income tax withheld from my benefit payments.
- B.** ☐ I want to have Federal Income tax withheld from my benefit payments.

Withholding Instructions:

1. ☐ Please withhold an amount determined as if I were a
☐ Single or ☐ Married individual, claiming _____ withholding allowances.
2. ☐ Please withhold the following amount from each payment,
 \$_____.

Signature: _____ Date: _____

Notice of Withholding on Periodic Payments

The benefit payments you receive from the Plan will be subject to Federal income tax withholding unless you elect not to have withholding apply. You may elect not to have withholding apply to your benefit payments by checking box A and returning the signed and dated election to your company representative. Your election will remain in effect until you revoke it. You may revoke your election at any time by returning the signed dated revocation to your plan sponsor or to the address shown above.

If you elect not to have withholding apply to your benefit payments or if you do not have enough Federal income tax withheld from your benefit payments, you may be responsible for payment of estimated tax. You may incur penalties under the estimated tax rules if your withholding and estimated tax payments are not sufficient.

You may obtain a copy of the IRS Form W-4P with instructions at http://www.irs.ustreas.gov/forms_pubs/forms.html