



## Monthly Annuity Information

Wisconsin Department  
of Employee Trust Funds  
PO Box 7931  
Madison WI 53707-7931  
1-877-533-5020 (toll free)  
Fax 608-267-4549  
[etf.wi.gov](http://etf.wi.gov)

Your Wisconsin Retirement System account with the Department of Employee Trust Funds is eligible for a monthly annuity payment. The following is important information to consider before you apply for your benefit.

### What does my monthly annuity option(s) mean?

An annuity is a monthly lifetime payment. If you received the *Annuitant Death Benefit Estimate* (ET-6313), you may continue the monthly payment or choose a one-time, lump-sum payment. Search "annuity options" at [etf.wi.gov](http://etf.wi.gov) to learn more about the options available to you.

If you received the *Death Benefit Estimates and Application* (ET-6309), visit [etf.wi.gov/payment-options](http://etf.wi.gov/payment-options) to learn more about your annuity options and see the *Choosing an Annuity Option* (ET-4117) brochure (under Related Resources).

### Do I have application deadlines?

You are encouraged to apply for your benefit **immediately**. If ETF does not receive your application by the deadline according to your situation, ETF may automatically pay the benefit or consider your account abandoned. This may subject you to tax penalties or close your WRS account. See the ETF website at [etf.wi.gov/required-minimum-distribution](http://etf.wi.gov/required-minimum-distribution) to learn about when you must begin your benefit payment.

If you are the beneficiary of a member who was receiving a WRS annuity when they died, you received the *Annuitant Death Benefit Estimate* (ET-6313). In order to receive a monthly payment, ETF must receive your Beneficiary Death Benefit Application by the end of the third full month after the month in which you were sent the application. If you do not apply by the deadline, you will receive an automatic one-time (lump-sum) payment, which may be subject to tax penalties, or ETF may consider you to have abandoned the account.

If you are the beneficiary of a member who died before they began to receive their annuity, you received the *Death Benefit Estimates and Application* (ET-6309).

If you are the **spouse** of a member who died before beginning their benefit:

**To postpone benefit payments**, you must file a *Beneficiary Designation* (ET-2320) form with ETF by the last working day of September in the calendar year after the original member's death. Search "beneficiary" at [etf.wi.gov](http://etf.wi.gov) for help on completing a beneficiary designation form.

- **If you postpone your benefit**, you may defer the payment until January 1 of the year in which the original member would have reached their required minimum distribution age. See [etf.wi.gov/required-minimum-distribution](http://etf.wi.gov/required-minimum-distribution) for deadlines and more information.

**To apply for your monthly annuity**, ETF must receive your application by the last working day of September in the calendar year following the year of the member's death. The annuity effective date may not be later than November 1 of that year.

If you are the **non-spouse beneficiary** of a member who died before beginning their benefit:

**To apply for your monthly annuity**, ETF must receive your application by the last working day of September in the calendar year following the year of the member's death. The annuity effective date may not be later than November 1 of that year.

- **If you do not apply by the deadline**, you will be subject to an automatic one-time (lump-sum) payment which may be subject to tax penalties.

### **Is my monthly annuity payment taxable?**

Yes, your monthly annuity payment is taxable. For information on tax liability, see the ETF website at [etf.wi.gov/benefits/taxes-and-my-benefits](http://etf.wi.gov/benefits/taxes-and-my-benefits) and the *Tax Liability on WRS Benefits* (ET-4125) brochure. You may use ETF's online tax withholding calculator at [etf.wi.gov/tax-withholding](http://etf.wi.gov/tax-withholding) to help determine your desired withholding amount. This calculator can give you an unofficial estimate of your withholding. It does not constitute tax advice and is not a substitute for submitting a completed IRS Form W-4P.

**Electing federal taxes:** Carefully read the instructions of IRS Form W-4P before completing and returning it to ETF. If you do not specify how you want taxes withheld, federal regulations require ETF to withhold taxes as if you are single with *no* adjustments. For your W-4P to be valid, you *must* complete Steps 1a, 1b, 1c, and 5 (signed and dated).

If you are already receiving an annuity payment with an existing federal tax withholding amount, *submitting a new IRS Form W-4P to ETF will determine your new monthly federal withholding amount going forward.* It will *not* add to the existing amount you already have withheld.

You may choose not to have federal income tax withheld from your benefit payments by writing "No Withholding" on IRS Form W-4P in the space below Step 4c. Then, complete Steps 1a, 1b, and 5, and submit to ETF.

**Electing state taxes:** ETF is not required by Wisconsin state law to withhold state taxes. If you do not specify how you want state taxes withheld, ETF will make *no* deductions. If you wish to have state taxes withheld, complete the Wisconsin State Income Tax Withholding Election section on the application you received. Refer to your state of residence regarding tax liability if you live outside of the state of Wisconsin.

If you live outside of the United States when you apply for a benefit, use the *Certification of Citizenship for Income Tax Withholding* (ET-4335) form, available on the ETF website.