West Virginia
Consolidated Public Retirement Board (CPRB)
601 57th Street SE, Suite 5
Charleston, WV 25304
304-558-3570 or 800-654-4406
www.wvretirement.com

West Virginia State Tax Withholding Exemption Certificate for Monthly Retirement Benefit Payments

When requesting withholding from your pension and annuity payments, you must present this completed form to CPRB. If you are applying for retirement, return this form with your retirement application. Tax penalties may result if you do not have a sufficient amount withheld and a large amount of tax is owed at the end of the year.

Select which retirement system this form applies to:

☐ PERS ☐ TRS ☐ WVSP-A ☐ WVSP-B ☐ JRS ☐ EMSRS ☐ MPFRS ☐ DSRS ☐ NRPORS

Section 1: Payee Information (REQUIRED)

Payee's Name	Payee's Last 4 Digits of SSN	Payee's CPRB ID

Payee's Address	City	State	Zip Code

Section 2: WV Tax Withholding - Please complete only ***ONE*** option below.

Option 1: Complete this option if you want CPRB to calculate the amount withheld.

Select *ONE* Filing Status (REQUIRED):

☐ Single
☐ Married filing jointly
☐ Head of household, Single, or Married with spouse with no income - withhold married filing jointly lower rate.

Individuals are permitted a maximum of 1 exemption for themselves, plus an additional exemption for their spouse and any dependent other than their spouse that they expect to claim on their return. If you claim none of these, enter 0.

Total number of exemptions you are claiming (REQUIRED) . . . . . _____

ADDITIONAL dollar amount, if any, you want deducted from each pay period (OPTIONAL) . . . .$_____

Option 2: Complete this option if you wish to specify a fixed dollar amount to be withheld.

TOTAL fixed dollar amount you want deducted from each pay period . . . . . $_____

Option 3: Complete this option if you do not wish to have state taxes withheld.

I do not wish to have WV State Tax withheld (check ✓ here) . . . . . ☐

Section 3: Certification and Payee Signature (REQUIRED)

I CERTIFY, under penalties provided by law, that the number of exemptions claimed in this certificate is not in excess of those to which I am entitled. I understand tax penalties may result if I do not have a sufficient amount withheld and a large amount of tax is owed at the end of the year.

Payee Signature	Date