

# Acme Separation Payment Process

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**\*\*\*NOTE: THIS FORM MUST BE RETURNED TO THE FUND OFFICE WITH YOUR SEVERANCE APPLICATION REGARDLESS OF WHETHER OR NOT WITHHOLDINGS ARE ELECTED\*\*\***

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## SEVERANCE FUND *FEDERAL* TAX WITHHOLDING FORM

### COMPLETE SECTION A.

### COMPLETE SECTION B. Enter the amount you want withheld.

The amount:

- (1) Must be in **whole dollars** or a percentage
- (2) If no withholdings are requested, enter zero (0) and return the form signed and dated.

**This is a substitute for the IRS Form W-4 Withholding Certificate.**

**Caution:** You may be subject to a penalty if your tax payments during the year are not at least 80% of the actual tax liability as shown on your Form 1040A.

### STATEMENT OF INCOME TAX WITHHELD:

You will receive a Form W-2 by January 31<sup>st</sup> of the next year. The form will show the gross payment and the total income tax withheld during the calendar year.

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## REQUEST FOR FEDERAL INCOME TAX WITHHOLDING SEVERANCE

### Section A.

\_\_\_\_\_  
Type or Print Full Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Home Address (Number and Street)

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

### Section B.

Enter the amount or percentage to be withheld from your payment: \$\_\_\_\_\_

I request voluntary income tax withholding from my payment as authorized by Section 3402(0) of the Internal Revenue Code.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date