

## Adams County Retirement Plan

### Important Notice Regarding Income Tax Withholding

The periodic payments you receive from the Adams County Retirement Plan (the “plan”) are subject to U.S. federal income tax withholding (“withholding”). However, if you are a U.S. citizen or a resident alien, and you provide a home street address located in the United States, you may elect not to have withholding apply to such payments.

**IF YOU DO NOT WANT TO MAKE A WITHHOLDING ELECTION OR CHANGE OR REVOKE A PRIOR ELECTION, NO ACTION IS NECESSARY.**

**IF YOU DO WANT TO CHANGE OR REVOKE YOUR WITHHOLDING ELECTION, PROVIDE US WITH AN UPDATED IRS FORM W-4P.**

**TO MAKE, CHANGE, OR REVOKE YOUR WITHHOLDING ELECTION, USE ONLY THE CURRENT REVISION OF IRS FORM W-4P AVAILABLE AT <https://www.irs.gov/forms-pubs/about-form-w-4-p>.**

Withholding will only apply to the portion of your periodic payment that is already included in your income subject to Federal income tax and will be like wage withholding. Thus, there will be no withholding on the return of your own nondeductible contributions to the plan (if any).

You may elect not to have withholding apply to your pension payment by completing an IRS Form W-4P and submitting it to the plan at:

Debbie Haines  
Executive Director  
Adams County Retirement Plan  
4430 S. Adams County Pkwy.  
Suite C3406  
Brighton, CO 80601-8202

See the instructions for IRS Form W-4P for directions on how to elect not to have withholding apply.

Your election will remain in effect until you revoke it. You may revoke your election at any time by submitting an IRS Form W-4P as described above. Any revocation will be effective no later than the January 1, May 1, July 1, or October 1 after it is received, so long as it is received at least 30 days before that date. You may make and revoke elections not to have withholding apply as often as you wish.

If you elect not to have withholding apply to your pension payments, or if you do not have enough Federal income tax withheld from your pension 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.

If you have accessed this notice through an electronic medium, you may request a paper copy by contacting the plan at the address above, and you will be provided with a paper copy without any charge.

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