

Federal Income Tax Withholding Instructions for completing Substitute Form W-4P Withholding Certificate for Non-Periodic Annuity Distributions

Church Life Insurance Corporation (Church Life) can accommodate the election of federal income tax withholding on non-periodic annuity distributions (including lump-sum annuity distributions and required minimum distributions from IRAs) from your annuity contract.

Please read these instructions carefully and make the appropriate federal income tax withholding election within the enclosed **Church Life Substitute Form W-4P** withholding certificate for non-periodic annuity distributions.

- If you do NOT want to have federal income taxes withheld from your non-periodic annuity distribution, check the top box of the enclosed **Church Life Substitute Form W-4P**, withholding certificate for non-periodic distributions. You do not need to state a reason for a “no withholding” decision. However, if this election results in an insufficient payment of your federal income tax liability, the IRS may impose interest and penalties for the underpayment of income tax.
- If you do elect to have federal income tax withholding apply, please complete the applicable section in the enclosed **Church Life Substitute Form W-4P**, withholding certificate for non-periodic distributions.
 - ~ If you wish to have Church Life withhold federal income taxes at a rate of 10% from your non-periodic annuity distributions, check the middle box of the enclosed **Church Life Substitute Form W-4P** withholding certificate for non-periodic annuity distributions.
 - ~ If you want to have federal income taxes withheld at a rate greater than 10% from your non-periodic annuity distributions, check the bottom box of the enclosed **Church Life Substitute Form W-4P** withholding certificate for non-periodic annuity distributions and enter the percentage rate that you would like to have withheld for federal income tax purposes.

Please note: If no election is made, Church Life is required by law to withhold income tax at a rate of 10% of the amount of your taxable distribution, including your IRA required minimum distributions.

For more information on IRS withholding tables and instructions to IRS Form W-4P and the related worksheets, please visit irs.gov/pub/irs-pdf/fw4p.pdf. A paper copy of the IRS withholding tables, instructions, and related worksheets to IRS Form W-4P are available upon request by contacting Client Services at (866) 802-6333. For your convenience, a federal income tax withholding calculator can be found at irs.gov/W4App.

Return the *Church Life Substitute Form W-4P*, withholding certificate for non-periodic annuity distributions, with the other required forms provided in your package. Please be sure to include all necessary information such as your name, address, and Social Security number, as well as completion of the appropriate line(s). Once you have returned this form, it will remain in effect his specific benefit until you change or revoke it in writing.

Mandatory withholding on payments delivered outside the United States

The election to be exempt from federal income tax withholding does not apply to any periodic or non-periodic payment delivered outside the United States or its possessions to a U.S. citizen or resident alien.

We recommend that you consult your tax advisor before making any elections. While we cannot offer tax advice, our consultants are available to assist you at their toll-free numbers:

Nancy N. Fritschner, CPA	(877) 305-1414
Mary Ann Hanson, CPA	(877) 305-1415
Dolly Rios, CPA	(833) 363-5751

If you have questions, please contact Client Services at (866) 802-6333, Monday – Friday, 8:30AM – 8:00PM ET (excluding holidays).

Church Life Insurance Corporation, NAIC No. 61875, a New York life insurance company, with its home office located at 19 East 34th Street, New York, New York 10016 ("Church Life"), offers group and, in certain circumstances, individual life insurance and annuities to clergy and lay employees, and their families, in the service of the Episcopal Church. Product availability and features may vary by state, and products may not be available in all states. Church Life is not licensed in all states. Any and all guarantees by Church Life are based on and expressly subject to the claims-paying ability of Church Life. The Church Pension Fund does not guarantee the payment of principal or interest on any Church Life insurance policy or annuity contract. Information and descriptions of products and services are provided solely for general informational purposes and are not intended to be complete descriptions of, or to create a contract or an offer to provide, coverage. For complete details of coverage, including exclusions, limitations and restrictions, please see the actual life insurance policy or annuity contract. If any description of a Church Life product conflicts with the terms of the actual life insurance policy or annuity contract, then the terms of such life insurance policy or annuity contract will govern.

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