



**NOTICE TO FOREIGN SERVICE EMPLOYEES AND ANNUITANTS**

State income taxes can be withheld from your Foreign Service Annuity; however, you must indicate the specific monthly amount (in whole dollars) to be withheld. You may request withholding on this form, or in a letter (or memo) which provides the same information. All requests must be signed and dated.

Employees who are retiring should submit their initial withholding requests to:

**OFFICE OF RETIREMENT  
HR/RET, ROOM H620, SA-1  
U.S. DEPARTMENT OF STATE  
WASHINGTON, DC 20522-0108  
TELEPHONE: (202) 261-8960 FAX: (202) 261-8988  
TOLL FREE: (866) 224-9053**

Annuitants may submit their withholding requests to the above address, or send them directly to:

**RETIREMENT ACCOUNTS DIVISION  
U.S. DEPARTMENT OF STATE  
1969 DYESS AVENUE, BUILDING 646B  
P.O. BOX 150008  
CHARLESTON, SC 29415-5008  
TEL: (843) 308-5552 FAX: (843) 308-5494  
TOLL FREE: (877) 865-0760**

Requests for state tax withholding must be received in the Retirement Accounts Division by the 10th of the month in which withholding is to begin.

---

**STATE INCOME TAX WITHHOLDING REQUEST  
FOREIGN SERVICE RETIREMENT SYSTEMS**

Annuitant's Name (Printed) \_\_\_\_\_

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

State to Receive Withholding \_\_\_\_\_

Monthly Amount to be Withhold (Whole Dollars) \_\_\_\_\_

Month in Which Withholding is to Begin \_\_\_\_\_

Annuitant's Signature \_\_\_\_\_

Date (mm-dd-yyyy) \_\_\_\_\_