



# *Diocese of Wheeling-Charleston*

Department of Finance

## **Instructions for Withholding of Income Tax and 403(b) Deferral from Auto Replacement Grant Fund Distribution**

Date: \_\_\_\_\_

I have requested a personal automobile replacement grant in the amount of \$ \_\_\_\_\_ on  
\_\_\_\_\_.  
(date)

I elect the following with regard to the grant:

Please withhold federal and state taxes from the grant:

Yes ☐ No ☐

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Disclaimer: If your 403(b) deferral is currently set up as a specific percentage instead of a flat dollar amount per month, that same percentage will be deferred from the auto replacement grant. Changes can be made to your 403(b) deferral January 1 and July 1 of each year.

Finance Approval: \_\_\_\_\_

Date: \_\_\_\_\_