



Finance Department Central Payroll
251 West Washington, 5th Floor
Phoenix, AZ 85003

June 23, 2010

To: City of Phoenix Retirees

RE: Mandatory Arizona State Tax Withholding Changes

The Arizona Legislature enacted Senate Bill 1185 amending the amounts withheld for Arizona state withholding. Through June 30, 2010, the state withholding amount was a percentage of Federal income tax withheld. For amounts withheld beginning July 1, 2010, Arizona withholding is a **percentage of the taxable amount of your pension payment.**

The Arizona Department of Revenue (ADOR) recently issued the new state withholding tables. Due to the late date receiving these changes from the State, your July 1, 2010, pension payments are being completed under the old percentage rate and process. Effective August 1, 2010, the new percentage rates and the new process will be utilized to calculate your state tax withholding.

To facilitate the change to these new rates, ADOR has provided a transition table (see below) that directs employers to replace each “old” state withholding rate with a designated “new” rate.

Your August 1, 2010 pay will have the state withholding calculated on your new transition rate detailed below.

If the Retiree's withholding rate before

June 30, 2010:

0%

10.7%

20.3%

24.5%

26.7%

33.1%

39.5%

Then use this rate for payments paid after

July 1, 2010:

0%

1.3%

1.8%

2.7%

3.6%

4.2%

5.1%

ADOR has recommended that retirees complete a new A-4P to elect a new withholding percentage and take into consideration the change in the withholding base. **eCHRIS self-service is the tool for Retirees to elect this new withholding percentage. On August 6, 2010, eCHRIS will be available to select a withholding rate different from the transition default rate. This new rate that you select will then be utilized beginning on or after the pay date of September 1, 2010.** If you do not select a new rate, the transition default rate will remain until you make a change. You may then also designate an additional amount to be withheld each pay.

Please see the reverse side for guidance on logging into eCHRIS self-service.

For assistance in calculating your new percentage of Arizona State withholding, ADOR has provided a worksheet on the second page of the A-4P form. The worksheet is for your records and should not be submitted to COPERS. Additional information is on the ADOR's website at www.azdor.gov.



SELF-SERVICE LOGON

How do I access the self-service system?

Go to the internet and type the following address – <http://echris.phoenix.gov>

How do I logon?

Click on eCHRIS login button in the upper right-hand corner of the page. To logon to eCHRIS, you will use a User ID and a Password using the following protocol:

1. Your User ID = City Employee ID

Your User ID will not change. Each time that you logon to eCHRIS you will use your (6) digit Employee ID. This number is found on the top of your pension check or advice to the right of your name and address.

2. First Time Password

Protocol	Example
Birth Month (2 digits)	April = 04
Last 4 numerals of your Social Security Number	00-111-1234
Birth Year (last 2 digits)	1936 = 36
Total = 8 numbers	04123436

You will immediately be prompted to create your own unique password, before continuing to access the system.

How do I create my own password?

Your password must be a minimum of (8) case sensitive, alpha-numeric values.

How often do I need to update my password?

You will be required to change your password every 60 days.

What if I don't logon to the system for a couple of months?

The system will allow you to use your old password to logon initially, and then will require an updated password.

What if I forget my password?

You have two options:

- a. Use the Password Hint question functionality in eCHRIS. Click "Setup Password Hint." Select a question, type in your answer, and the next time you forget your password, a temporary one will be sent to your e-mail address.
- b. Call the Help Desk at (602) 534-4357.