

DO NOT STAPLE

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is: Control number

For Official Use Only

OMB No. 1545-0046

To Print an ACTUAL-SIZE overlay Payer from ADOBE ACROBAT 3-5: in PRINT window: CHECK "Print As Image", UNCHECK "Fit to Page" and "Shrink to Fit"		Kind of Employer: (Check one)	
a Total number of employees		1 Wages, tips, other compensation	
e Employer identification number (EIN)		3 Social security wages	
f Employer's name		5 Medicare wages and tips	
g Employer's address and ZIP code		7 Social security tips	
h Other EIN used this year		9 Nonqualified plans	
i State Employer's state ID number		11 For third-party sick pay use only	
j State wages, tips, etc.		13 For third-party sick pay use only	
k State income tax		14 Income tax withheld by payer of third-party sick pay	
l Contact person		15 Local wages, tips, etc.	
m Email address		16 Local income tax	
n Telephone number		17 Federal income tax withheld	
o Fax number		18 Social security tax withheld	
p		19 Medicare tax withheld	
q		20 Social security tax withheld	
r		21 Medicare tax withheld	
s		22 Allocated tips	
t		23 Dependent care benefits	
u		24 Deferred compensation	

I, the preparer of this return, declare that I have examined this return and accompanying documents, and, to the best of my knowledge and belief, they are true, correct, and complete.

Signature: _____ Title: _____ Date: _____

Form **W-3 Transmittal of Wage and Tax Statements** **2011** Department of the Treasury Internal Revenue Service

Send this entire page with the entire Copy A page of Form(s) W-2 to the Social Security Administration. Do not send any payment (cash, checks, money orders, etc.) with Forms W-2 and W-3.

Reminder

Separate instructions. See the 2011 Instructions for Forms W-2 and W-3 for information on completing this form.

Purpose of Form

A Form W-3 Transmittal is completed only when paper Copy A of Form(s) W-2, Wage and Tax Statement, is being filed. Do not file Form W-3 alone. Do not file Form W-3 for Form(s) W-2 that were submitted electronically to the Social Security Administration (see below). All paper forms must comply with IRS standards and be machine readable. Photocopies are not acceptable. Use a Form W-3 even if only one paper Form W-2 is being filed. Make sure both the Form W-3 and Form(s) W-2 show the correct tax year and Employer Identification Number (EIN). Make a copy of this form and keep it with Copy D (For Employer) of Form(s) W-2 for your records.

Electronic Filing Available from

The Social Security Administration (SSA) strongly suggests employers report Form W-3 and W-2 Copy A electronically instead of on paper. SSA provides information on its Business Services Online (BSO) website:

- **W-2 Online:** Use fill-in forms to create, save, print, and submit up to 20 Forms W-2 at a time to SSA.
- **File Upload:** Upload wage files to SSA that you have created using payroll or tax software that formats the files according to SSA's Specifications for Filing Forms W-2 Electronically (EFW2).

For more information, go to www.socialsecurity.gov/employer and select "First Time Filers" or "Returning Filers" under "BEFORE YOU FILE."

When To File

Mail any paper Forms W-2 under cover of this Form W-3 Transmittal by February 29, 2012. Electronic fill-in forms or uploads are filed through SSA's Business Services Online (BSO) Internet site and will be on time if submitted by April 2, 2012.

Where To File Paper Forms

Send this entire page with the entire Copy A page of Form(s) W-2 to:

**Social Security Administration
Data Operations Center
Wilkes-Barre, PA 18769-0001**

Note: If you use "Certified Mail" to file, change the ZIP code to "18769-0002." If you use an IRS-approved private delivery service, add "ATTN: W-2 Process, 1150 E. Mountain Dr." to the address and change the ZIP code to "18702-7997." See Publication 15 (Circular E), Employer's Tax Guide, for a list of IRS-approved private delivery services.

For Privacy Act and Paperwork Reduction Act Notice, see the back of Copy D of Form W-2.