

33333		a. Employer's name		For Official Use Only OMB No. 1545-0047	
b. Kind of Payer (Check one)	Self	Partner	101	102	103
	☐	☐	☐	☐	☐
c. Kind of Employee (Check one)	Non-exempt	Exempt	104	105	106
	☐	☐	☐	☐	☐
d. Total number of Forms W-2		e. Establishment number		f. Federal income tax withheld	
g. Employer identification number (EIN)		h. Social security wages		i. Social security tax withheld	
j. Employer's name		k. Medicare wages and tips		l. Medicare tax withheld	
		m. Social security tips		n. Medicare tips	
		o. Dependent care benefits		p. Dependent care benefits	
q. Employer's address and ZIP code		r. Nonqualified plans		s. State dependent care benefits	
t. Other EIN used this year		u. For third-party sick pay rate and		v. State dependent care benefits	
w. State Employer's state ID number		x. Income tax withheld by state of third-party sick pay		y. State dependent care benefits	
z. State wages, tips, etc.		aa. Social security tax		ab. Social security tax	
ac. Employer's federal EIN		ad. Employer's telephone number		ae. For Official Use Only	
af. Employer's tax number		ag. Employer's email address			

except period of paying 1 dollar. You have received this notice 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

2021

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 (SSA).
Photocopies are not acceptable. Do not send Form W-3 if you filed electronically with the SSA.
Do not send any payment (cash, checks, money orders, etc.) with Form W-2 and W-3.

Reminder

Separate instructions. See the 2021 General Instructions for Forms W-2 and W-3 for information on completing this form. Do not file Form W-3 for Form(s) W-2 that were submitted electronically to the SSA.

Purpose of Form

Complete a Form W-3 Transmittal only when filing paper Copy A of Form(s) W-2, Wage and Tax Statement. Don't file Form W-3 alone. All paper forms must comply with IRS standards and be machine-readable. Photocopies are not acceptable. Use a Form W-2 only if only one paper Form W-2 is being filed. Make sure both the Form W-2 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 of Form(s) W-2 for your records. The IRS recommends retaining copies of these forms for 4 years.

E-filing

The SSA strongly suggests employers report Form W-2 and Form(s) W-3 Copy A electronically instead of on paper. The SSA provides free e-file options on its Business Services Online (BSO) website.

• **W-2 Online.** Use BSO to file, print, and submit up to 10 Forms W-2 at a time to the SSA.

• **File Upload.** Upload wage files to the SSA you have created using payroll or tax software that formats the files according to the SSA's Specifications for Filing Forms W-2 Electronically (27602).

W-2 Online file formats or file uploads will be on-line if submitted by January 31, 2022. For more information, go to www.ssa.gov/e-file. From the menu, select "Regular," returning item, select "Sign."

When To File Paper Forms

Mail Form W-3 with Copy A of Form(s) W-2 by January 31, 2022.

Where To File Paper Forms

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

Social Security Administration
Direct Operations Center
Wilkes-Barre, PA 18768-0001

Note. If you use "Certified Mail" to file, change the ZIP code to "18768-0002." If you use an IRS-approved private delivery service, add "18770 W-2 Process, 1150 E. Mountain Dr." to the address and change the ZIP code to "18770-7967." See Pub. 14 Circular K, Employer's Tax Guide, for a list of IRS-approved private delivery services.