Attention:

This form is provided for informational purposes only. Copy A appears in red, similar to the official printed IRS form. But **do not** file Copy A downloaded from this website with the SSA. The official printed IRS form is scannable, but forms downloaded and printed from this website are not. A penalty of \$50 per information return may be imposed for filing forms that cannot be scanned.

To order official IRS forms, call 1-800-TAX-FORM (1-800-829-3676) or Order Information Returns and Employer Returns Online, and we'll mail you the scannable forms and other products.

You may file Forms W-2 and W-3 electronically on the SSA's website at Employer Reporting Instructions & Information. You can create fill-in versions of Forms W-2 and W-3 for filing with the SSA. You may also print out copies for filing with state or local governments, distribution to your employees, and for your records.

DO NOT STAPLE

| 33333 a Control number | For Official Use Only ▶ | |
|---|---|--------------------------------|
| OMB No. 1545-0008 | | |
| b 941 Military 943 Kind | 944 1 Wages, tips, other compensation | 2 Federal income tax withheld |
| | Third-party sick pay 3 Social security wages | 4 Social security tax withheld |
| c Total number of Forms W-2 d Establishment | number 5 Medicare wages and tips | 6 Medicare tax withheld |
| e Employer identification number (EIN) | 7 Social security tips | 8 Allocated tips |
| f Employer's name | 9 Advance EIC payments | 10 Dependent care benefits |
| | 11 Nonqualified plans | 12 Deferred compensation |
| | 13 For third-party sick pay use only | |
| g Employer's address and ZIP code | 14 Income tax withheld by payer of third-par | ty sick pay |
| h Other EIN used this year | | |
| 15 State Employer's state ID number | 16 State wages, tips, etc. | 17 State income tax |
| | 18 Local wages, tips, etc. | 19 Local income tax |
| Contact person | Telephone number () | For Official Use Only |
| Email address | Fax number | |

Under penalties of perjury, I 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 2007 Department Internal I

Department of the Treasury

Send this entire page with the entire Copy A page of Form(s) W-2 to the Social Security Administration. Photocopies are not acceptable.

Do not send any payment (cash, checks, money orders, etc.) with Forms W-2 and W-3.

What's New

Relocation of form ID on Form W-3. For consistency with the revisions to Form W-2, we relocated the form ID number ("33333") to the top left corner of Form W-3.

Reminder

Separate instructions. See the 2007 Instructions for Forms W-2 and W-3 for information on completing this form.

Purpose of Form

Use Form W-3 to transmit Copy A of Form(s) W-2, Wage and Tax Statement. Make a copy of Form W-3 and keep it with Copy D (For Employer) of Form(s) W-2 for your records. Use Form W-3 for the correct year. File Form W-3 even if only one Form W-2 is being filed. If you are filing Form(s) W-2 electronically, do not file Form W-3.

When To File

File Form W-3 with Copy A of Form(s) W-2 by February 29, 2008.

Where To File

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.