

<b>33333</b>		a Control Number		For Official Use Only OMB No. 1545-0008	
b Kind of Payer	941 Military	943	944	1 Wages, tips, other compensation	2 Federal income tax withheld
	X			276569.32	19117.05
	CT-1	Hshld. emp.	Medicare govt. emp.	3 Social security wages	4 Social security tax withheld
			Third-party sick pay	276569.32	17147.81
c Total number of Forms W-2		d Establishment number		5 Medicare wages and tips	6 Medicare tax withheld
45				276569.32	4010.73
e Employer identification number (EIN)				7 Social security tips	8 Allocated tips
12-3456789					
f Employer's name				9 Advance EIC payments	10 Dependent care benefits
Sample Company					
9000 Easy Street Myhometown KY 40000				11 Nonqualified plans	12a Deferred compensation
				13 For third-party sick pay use only	12b HIRE exempt wages and tips
				14 Income tax withheld by payer of third-party sick pay	
g Employer's address and ZIP code					
h Other EIN used this year					
15 State	Employer's state ID number			16 State wages, tips, etc.	17 State income tax
X				276569.32	10908.72
				18 Local wages, tips, etc.	19 Local income tax
				771044.24	4432.99
Contact person				Telephone number	For Official Use Only
John Public					
E-mail address				Fax number	0000/1156

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 2010

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 2010 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, are 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

The Social Security Administration strongly suggests employers report Form W-3 and W-2 Copy A electronically instead of on paper. SSA provides two free options 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 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 Form W-2 Electronically (EFW2)*.

For more information, go to [www.socialsecurity.gov/employer](http://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 28, 2011. 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 March 31, 2011.

### 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.