

33333		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.	Third-party sick pay	3 Social security wages	4 Social security tax withheld
					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				9 Advance EIC payments		10 Dependent care benefits
f Employer's name				11 Nonqualified plans		12a Deferred compensation
Sample Company				13 For third-party sick pay use only		12b HIRE exempt wages and tips
g Employer's address and ZIP code				14 Income tax withheld by payer of third-party sick pay		
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				Fax number		
E-mail address						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 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.