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|---|--|--|--|---|--|
| 33333 | | a Control number | | For Official Use Only ▶ OMB No. 1545-0008 | |
| b Kind of Payer (Check one) | | 941 <input checked="" type="checkbox"/> Military <input type="checkbox"/> Fishld. emp. <input type="checkbox"/> 943 <input type="checkbox"/> Medicare govt. emp. <input type="checkbox"/> 944 <input type="checkbox"/> | | Kind of Employer (Check one) | |
| None apply <input type="checkbox"/> State/local non-501c <input type="checkbox"/> | | 501c non-govt. <input type="checkbox"/> State/local 501c <input type="checkbox"/> Federal govt. <input type="checkbox"/> | | Third-party sick pay (Check if applicable) <input type="checkbox"/> | |
| c Total number of Forms W-2 5 | | d Establishment number | | 1 Wages, tips, other compensation 83,600.00 | |
| e Employer identification number (EIN) 12-3456789 | | 3 Social security wages 50,000.00 | | 2 Federal income tax withheld 6,000.00 | |
| f Employer's name Any United Methodist Church | | 5 Medicare wages and tips 50,000.00 | | 4 Social security tax withheld 3,180.00 | |
| g Employer's address and ZIP code 123 Main Street Anytown, MA 15999 | | 7 Social security tips | | 6 Medicare tax withheld 725.00 | |
| | | 9 | | 8 Allocated tips | |
| | | 11 Nonqualified plans | | 10 Dependent care benefits | |
| h Other EIN used this year | | 13 For third-party sick pay use only | | 12a Deferred compensation 900.00 | |
| 15 State Employer's state ID number MA 12-3456789 | | 14 Income tax withheld by payer of third-party sick pay | | 12b | |
| 16 State wages, tips, etc. 83,600.00 | | 17 State income tax 2,517.40 | | 18 Local wages, tips, etc. 83,600.00 | |
| 19 Local income tax 835.00 | | Contact person Sally Member | | Telephone number 111-234-5678 | |
| Email address | | Fax number 111-234-8765 | | For Official Use Only | |

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 **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

The Social Security Administration (SSA) 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 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 Privacy Act and Paperwork Reduction Act Notice, see the back of Copy D of Form W-2.

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.