



2006

Publication 2184

Form W-3 Package

(Including Alternative Ways To Get Employment Tax Forms and Instructions)

- **Form W-3, Transmittal of Wage and Tax Statements**
- **Order Blank Form 7018**

Dear Employer:

We are providing you with this publication instead of Publication 393, Federal Employment Tax Forms. Some employers use the services of a tax practitioner and not the forms in Publication 393. Publication 2184 includes a Form W-3, Transmittal of Wage and Tax Statements, that is preprinted with your business information and provides information on alternative ways to get employment tax forms and instructions.

How to get forms and publications. IRS forms and publications can be obtained using any of the following methods.

- Two copies of Form W-3 are included in this publication. You may request **employer-related products online**. Access www.irs.gov/businesses where you can order forms, instructions, and publications for **2006** and **2007**.
- You may download most IRS forms and instructions from the IRS website at www.irs.gov. Also see *Quick and Easy Access to IRS Tax Help and Tax Products* inside.

- You may order Forms W-2 and W-3, which are required to be in a red ink version that is filed with the Social Security Administration (SSA), by calling 1-800-TAX-FORM (1-800-829-3676). One copy of Form W-3 is included in this publication.
- You may order **2006** forms using the order blank (Form 7018) in this package and returning it to the IRS National Distribution Center.
- You may purchase IRS forms. A number of commercial office product stores offer privately printed IRS forms for a fee.

Electronic filing of Forms W-2. If you file 250 or more Forms W-2, you must file them electronically. However, the electronic filing of Forms W-2 is available to all employers. To register for electronic filing or to get more information, visit the SSA website at www.socialsecurity.gov/employer and click on "Electronically File Your W-2s."

One copy of Form W-3 has been imprinted with your name, address, and employer identification number (EIN). Make any corrections on the form. If you file additional Forms W-3, fill in your name, address, and EIN.

Quick and Easy Access to IRS Tax Help and Tax Products



Internet

You can access the IRS website 24 hours a day, 7 days a week, at www.irs.gov to:

- Access commercial tax preparation and *e-file* services available FREE to eligible taxpayers
- Check the status of your **2006** refund
- Download forms, instructions, and publications
- Order IRS products online
- Search publications online by topic or keyword
- See answers to frequently asked tax questions
- Figure your withholding allowances using our Withholding Calculator
- Sign up to receive local and national tax news by email
- Send us comments or request help by email



Mail

Send your order for tax products to:
National Distribution Center
P.O. Box 8903
Bloomington, IL 61702-8903

You should receive the products within 10 working days after the receipt of your order.



CD

Order *IRS Publication 1796, IRS Tax Products CD*, to obtain:

- Current-year tax forms, instructions, and publications
- Prior-year tax forms, instructions, and publications
- Fill-in, print, and save features for most tax forms
- Bonus: Historical Tax Products DVD*
- Tax Map: Electronic research tool and finding aid
- Tax Law: *Frequently Asked Questions (FAQs)*
- Tax Topics from the IRS telephone response system
- Internal Revenue Bulletins
- Toll-free and e-mail technical support

Purchase the Tax Products CD via the Internet at <http://www.irs.gov/cdorders> from the National Technical Information Service (NTIS) or from the Government Printing Office (GPO) at <http://bookstore.gpo.gov> (search for Pub 1796) for \$25 (no handling fee). Order the CD by phone from NTIS at 1-877-CDFORMS (1-877-233-6767) or from GPO at 1-866-512-1800 for \$25 (plus \$5 handling fee). Prices are subject to change.

Availability:

First release— early January 2007

Final release— early March 2007 (*includes Historical DVD)

Minimum System Requirements:

The 2006 IRS Tax Products CD can be used with the following operating systems: Windows 2000 (w/ SP 2), XP; Mac OS X v.10.28-10.3. It requires a minimum of 128 MB RAM recommended; and a minimum of 90 MB available hard drive space. System requires either an Intel® Pentium® processor or PowerPC® G3/4/5 processor or the Intel Core Duo. To access the information on the historical DVD, your computer must have a DVD drive.

Software is provided to view, search, **fill-in, and save forms** using the free Adobe® Reader®. IRS applies document rights to its fillable PDF forms so the forms can be filled in and saved locally using the free Adobe Reader. Some forms on the CD are intended as information only. These forms may not be filled in and submitted as an official IRS form (e.g. Forms W-2, W-3, 1096, 1099, 1098, 5303, 5310, 5498, and 5500). Content and technical specifications are subject to change. **Additionally, this CD does not support electronic filing.**



Phone

Tax Forms & Publications
1-800-829-3676

Call to order current forms, instructions and publications, and prior year forms and instructions. You should receive your order within 10 working days.

Tax Help/Questions –

Individuals – 1-800-829-1040

Business & Specialty Tax – 1-800-829-4933

TeleTax - 24 hour tax information – 1-800-829-4477

(See *Instructions 1040, 1040A or 1040EZ for topic numbers and details.*) – or go to www.irs.gov and click on *Frequently Asked Questions*

2006 Refund – 1-800-829-4477 or go to www.irs.gov and click on *“Where’s My Refund?”*



Walk-in

Pick up certain forms, instructions, and publications at many post offices.

Some grocery stores, copy centers, city and county government offices, credit unions, and office supply stores have a collection of reproducible tax forms available to photocopy or print from a CD.



Where To Send Your Order

Send your order to the Internal Revenue Service at the address below:

National Distribution Center
P.O. Box 8908
Bloomington, IL 61702-8908

Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Your response is voluntary.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books

or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The time needed to complete this form will vary depending on the individual circumstances. The estimated average time is 3 minutes. If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, Washington, DC 20224.

Please **do not** send your order Form 7018 to the Tax Products Coordinating Committee. Send your order to the National Distribution Center.

DO NOT STAPLE

a Control number		33333	For Official Use Only ▶ OMB No. 1545-0008	
b Kind of Payer	941 <input type="checkbox"/>	Military <input type="checkbox"/>	943 <input type="checkbox"/>	944 <input type="checkbox"/>
	CT-1 <input type="checkbox"/>	Hshld. emp. <input type="checkbox"/>	Medicare govt. emp. <input type="checkbox"/>	Third-party sick pay <input type="checkbox"/>
c Total number of Forms W-2		d Establishment number		1 Wages, tips, other compensation
				2 Federal income tax withheld
				3 Social security wages
				4 Social security tax withheld
e Employer identification number (EIN)				5 Medicare wages and tips
				6 Medicare tax withheld
f Employer's name				7 Social security tips
				8 Allocated tips
				9 Advance EIC payments
				10 Dependent care benefits
				11 Nonqualified plans
				12 Deferred compensation
				13 For third-party sick pay use only
				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
			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**

2006

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. Photocopies are not acceptable.

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

What's New

New checkbox for box b on Form W-3. Use the "944" checkbox in box b if you file Form 944, Employer's Annual Federal Tax Return. Form 944 for 2006 is a newly developed form.

Magnetic media filing is discontinued. The Social Security Administration (SSA) will no longer accept any magnetic media reporting of Forms W-2.

Reminder

Separate instructions. See the 2006 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 28, 2007.

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.

For Privacy Act and Paperwork Reduction Act Notice, see back of Copy D of Form W-2.



Delete

Complexity

e-file your clients' taxes

More forms than ever can be submitted electronically

93% of tax professionals say e-file makes their lives easier*

9 out of 10 say e-file is the way of the future**

► www.irs.gov/efile



consider it done

*IRS Practitioner Business Impact Study 2004, conducted amongst tax practitioners who e-file more than 75% of returns electronically. **IRS Practitioner Business Impact Study 2004, conducted amongst all tax professionals surveyed.

If You Make More Than One Tax Payment a Year... EFTPS is for you!

▶ **The Electronic Federal Tax Payment System—EFTPS** is a secure, easy and convenient way for businesses and individuals to make federal tax payments via the Internet or phone. And it's FREE from the U.S. Department of the Treasury! Introduced in 1996, EFTPS provides a more efficient method for taxpayers to make federal tax payments. Today, millions of businesses and individuals are enrolled in EFTPS.

▶ **Whether you're a business or an individual with EFTPS** you have the convenience of making your tax payments from your home or office, 24 hours a day, 7 days a week. Plus a live EFTPS Customer Service representative is always available 24/7 as well. The system is ideal for all businesses, and especially for Form 1040ES individual taxpayers that make quarterly estimated payments.

▶ **EFTPS gives you choices of how you want to make your tax payments.** You can use the secure EFTPS website or use the automated phone system to make your federal tax payments. Both of these payment methods are interchangeable.

▶ **You can schedule all of your payments in advance** (120 days for businesses, and 365 days for individuals), and you can make weekly or monthly payments if you prefer. You can cancel payments anytime up to two business days in advance of the settlement date.

You can also access your tax payment history for up to 16 months online or by calling an EFTPS Customer Service Representative. An excellent, convenient way to keep track of your EFTPS federal tax payments.

▶ **Every EFTPS transaction receives an immediate EFT Acknowledgement Number** that serves as a receipt of your payment instructions. This number is used for checking payment status, tracking and communicating with the IRS.

In addition to EFTPS, the U.S. Department of the Treasury offers 2 other payment methods to pay federal taxes:

•**Electronic Funds Withdrawal:** Businesses and individuals filing balance due returns can e-file and pay at the same time by authorizing an electronic funds withdrawal from their bank account. This is a free payment option available to e-filers. Most payments can be scheduled for withdrawal on a future date up to the return due date.

•**Credit Card Payments:** Individuals and certain businesses (Form 941 and 940 filers) filing balance due returns can pay the balance using a credit card. This option is available to taxpayers (electronic and paper filers) through private sector companies. These companies charge a fee for the service.

To enroll or learn more about EFTPS visit www.eftps.gov, or call 1-800-555-4477.

To learn more about all electronic payment options, visit www.irs.gov (keyword: e-pay).

EFTPS — Electronic Federal Tax Payment System
secure ▶ easy ▶ convenient ▶ accurate