Caution: *DRAFT—NOT FOR FILING*

This is an early release draft of an IRS tax form, instructions, or publication, which the IRS is providing for your information as a courtesy. **Do not file draft forms.** Also, do not rely on draft instructions and publications for filing. We generally do not release drafts of forms until we believe we have incorporated all changes. However, unexpected issues sometimes arise, or legislation is passed, necessitating a change to a draft form. In addition, forms generally are subject to OMB approval before they can be officially released. Drafts of instructions and publications usually have at least some changes before being officially released.

Early releases of draft forms and instructions are at IRS.gov/draftforms. Please note that drafts may remain on IRS.gov even after the final release is posted at IRS.gov/downloadforms, and thus may not be removed until there is a new draft for the subsequent revision. All information about all revisions of all forms, instructions, and publications is at IRS.gov/formspubs.

Almost every form and publication also has its own easily accessible information page on IRS.gov. For example, the Form 1040 page is at IRS.gov/form1040; the Form W-2 page is at IRS.gov/w2; the Publication 17 page is at IRS.gov/pub17; the Form W-4 page is at IRS.gov/w4; the Form 8863 page is at IRS.gov/form8863; and the Schedule A (Form 1040) page is at IRS.gov/schedulea. If typing in the links above instead of clicking on them: type the link into the address bar of your browser, not in a Search box; the text after the slash must be lowercase; and your browser may require the link to begin with “www.”. Note that these are shortcut links that will automatically go to the actual link for the page.

If you wish, you can submit comments about draft or final forms, instructions, or publications on the Comment on Tax Forms and Publications page on IRS.gov. We cannot respond to all comments due to the high volume we receive, but we will carefully consider each one. Please note that we may not be able to consider many suggestions until the subsequent revision of the product.

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OMB No. 1545-0008

a Clase de pagador: 941-PR ☐ 943-PR ☐ 944(SP) ☐
Doméstico Household ☐ Comp. por enferm. de tercero pagador 3rd-party sick pay ☐
Kind of payer: Sólo empleados *Medicare* Medicare employees only ☐

b Total de Formularios 499R-2/W-2PR adjuntos (Terceros pagadores deberán ver las instrucciones por separado). Total number of Forms 499R-2/W-2PR (See the separate instructions if you are a 3rd-party payer.)

c Número de identificación patronal *(EIN)* Employer identification number (EIN)

d Nombre del patrono Employer's name

e Dirección y código postal *(ZIP)* del patrono Employer's address and ZIP code

f Otro número de identificación patronal usado este año—Other EIN used this year

1 Sueldos—Wages
2 Comisiones—Commissions
3 Concesiones—Allowances
4 Propinas—Tips
5 Total = 1 + 2 + 3 + 4
6 Gastos Reemb. y Benef. Margin. Reimb. Expenses and Fringe Benefits
7 Contribución Retenida Tax Withheld
8 Fondo de Retiro Retirement Fund
9 Aportaciones a Planes Calificados Contributions to CODA PLANS
10 Total Sueldos Seg. Soc. Soc. Security Wages
11 Contribución al Seguro Social Retenida—Soc. Sec. Tax Withheld
12a Total Sueldos y Prop. *Medicare* Medicare Wages and Tips
12b
13 Contrib. *Medicare* Retenida Medicare Tax Withheld
14 Propinas (Seguro Social) Social Security Tips
15 Contribución del Seguro Social No Retenida en Propinas—Uncollected Soc. Sec. Tax on Tips
16 Contrib. *Medicare* No Retenida en Propinas—Uncollected Medicare Tax on Tips

Persona de contacto—Contact person | No. de teléfono—Telephone number | No. de Fax—Fax number | Dirección de *email*—Email address

DRAFT AS OF January 16, 2016 DO NOT FILE

Bajo pena de perjurio, declaro que he examinado esta planilla y los documentos adjuntos, y que a mi leal saber y entender, son verídicos, correctos y completos. 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.

Firma ► **Signature** **Cargo ►** **Title** **Fecha ►** **Date**

Formulario Form **W-3PR**

Informe de Comprobantes de Retención Transmittal of Withholding Statements

2015

Department of the Treasury Internal Revenue Service

Envíe esta página en su totalidad (junto con el (los) Formulario(s) 499R-2/W-2PR a la Administración del Seguro Social (*SSA,* por sus siglas en inglés)). No se aceptan fotocopias. No envíe el Formulario W-3PR si radica por vía electrónica ante la *SSA.*

No envíe ningún pago (efectivo, cheques, giros, etc.) junto con los Formularios 499R-2/W-2PR y W-3PR.

Send this entire page with Form(s) 499R-2/W-2PR to the Social Security Administration (SSA). Photocopies are not acceptable. Do not send Form W-3PR if you filed electronically with the SSA.

Do not send any payment (cash, checks, money orders, etc.) with Forms 499R-2/W-2PR and W-3PR.

Recordatorio

Instrucciones separadas. Vea las Instrucciones separadas para el Formulario W-3PR del año 2015 para más información sobre cómo se completa este formulario. No radique el Formulario W-3PR para el (los) Formulario(s) 499R-2/W-2PR que se enviaron electrónicamente a la *SSA.*

Propósito del Formulario

Complete y radique el Formulario W-3PR sólo cuando radique los Formularios 499R-2/W-2PR, Comprobante de Retención-Withholding Statement, en papel. No radique el Formulario W-3PR por sí solo. Todos los formularios en papel **tienen que** cumplir con los requisitos de los estándares del *IRS* y poder leerse en máquina. Use el Formulario W-3PR aun si radica un solo Formulario 499R-2/W-2PR. Cerciórese de que el Formulario W-3PR y el Formulario 499R-2/W-2PR indiquen el año contributivo y el *Employer Identification Number* (Número de identificación patronal o *EIN,* por sus siglas en inglés) correctos.

No radique una fotocopia del Formulario W-3PR ante la *SSA.* Sin embargo, haga una copia del Formulario W-3PR y guárdela (para la documentación del patrono) con copias de los Formularios 499R-2/W-2PR. El *IRS* recomienda conservar copias de estos formularios durante cuatro años. Si radica por vía electrónica ante la *SSA* información sobre el salario y la retención de contribuciones de sus empleados, no radique el Formulario W-3PR.

Cuándo se Tiene que Radicar el Formulario

Envíe por correo el Formulario W-3PR con el (los) Formulario(s) 499R-2/W-2PR para el 29 de febrero de 2016. La fecha límite para radicar el formulario electrónicamente es el 31 de marzo de 2016.

Dónde Radicar Formularios en Papel

Envíe esta página entera con el (los) Formulario(s) 499R-2/W-2PR a:

Social Security Administration
Data Operations Center
Wilkes-Barre, PA 18769-0001

Nota: Si usted usa Correspondencia Certificada *(Certified Mail)* para radicar, cambie el código postal *(ZIP Code)* a "18769-0002". Si usted usa un servicio privado de entrega aprobado por el *IRS,* añada *"ATTN: W-2 Process, 1150 E. Mountain Dr.",* a la dirección y cambie el código postal a "18702-7997". Vea la Pub. 179 (Circular PR), Guía Contributiva Federal para Patronos Puertorriqueños, para una lista de servicios privados de entrega aprobados por el *IRS.*

Radicación Electrónica

La *SSA* le recomienda a los patronos a enviar los Formularios W-3PR y Formularios 499R-2/W-2PR electrónicamente en vez de enviarlos en papel. La *SSA* provee 2 opciones gratuitas para la radicación electrónica en su sitio web *Business Services Online* (Servicios para Empresas por Internet o *BSO,* por sus siglas en inglés): ***W-2 por Internet*** y ***Subir Registro de Salarios.*** Para más información sobre estas dos opciones gratuitas de radicación, vea las instrucciones separadas o visite *www.socialsecurity.gov/employer,* en inglés.

Para el Aviso sobre la Ley de Confidencialidad de Información y la Ley de Reducción de Trámites, vea las Instrucciones por separado.

DRAFT AS OF
January 16, 2015
DO NOT FILE

Reminder

Separate instructions. See the separate 2015 Instructions for Form W-3PR for information on completing this form. Do not file Form W-3PR for Form(s) 499R-2/W-2PR that were submitted electronically to the SSA.

Purpose of Form

Complete and file Form W-3PR only when you are filing paper Forms 499R-2/W-2PR, Comprobante de Retención-Withholding Statement. Do not file Form W-3PR by itself. All paper forms **must** comply with IRS standards and be machine readable. Use Form W-3PR even if you are filing only one Form 499R-2/W-2PR. Make sure that both Form W-3PR and Form 499R-2/W-2PR show the correct tax year and employer identification number (EIN).

Do not file a photocopy of Form W-3PR with the SSA. However, make a copy of Form W-3PR to keep with copies of your Forms 499R-2/W-2PR. The IRS recommends retaining copies of these forms for four years. If you file your employees' wage and withholding information electronically with the SSA, do not file Form W-3PR.

When To File

File Form W-3PR with Form(s) 499R-2/W-2PR by February 29, 2016. If you file electronically, the due date is March 31, 2016.

Where To File Paper Forms

Send this entire page with Form(s) 499R-2/W-2PR 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 Pub. 15 (Circular E), Employer's Tax Guide, for a list of IRS-approved private delivery services.

E-Filing

The SSA strongly suggests employers report Form W-3PR and Forms 499R-2/W-2PR electronically instead of on paper. SSA provides 2 free e-filing options on its Business Services Online (BSO) website: ***W-2 Online*** and ***File Upload.*** For more information on these two free filing options, see the separate instructions or visit *www.socialsecurity.gov/employer.*

For the Privacy Act and Paperwork Reduction Act Notice, see the separate Instructions.