

**Note:** *The draft you are looking for begins on the next page.*



## **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. **Do not file draft forms** and do **not** rely on draft forms, instructions, and publications for filing. We do **not** release draft forms until we believe we have incorporated all changes (except when explicitly stated on this coversheet). However, unexpected issues occasionally arise, or legislation is passed—in this case, we will post a new draft of the form to alert users that changes were made to the previously posted draft. Thus, there are never any changes to the last posted draft of a form and the final revision of the form. Forms and instructions generally are subject to OMB approval before they can be officially released, so we post only drafts of them until they are approved. Drafts of instructions and publications usually have some changes before their final release.

Early release drafts are at [IRS.gov/DraftForms](https://www.irs.gov/DraftForms) and remain there after the final release is posted at [IRS.gov/LatestForms](https://www.irs.gov/LatestForms). All information about all forms, instructions, and pubs is at [IRS.gov/Forms](https://www.irs.gov/Forms).

Almost every form and publication has a page on IRS.gov with a friendly shortcut. For example, the Form 1040 page is at [IRS.gov/Form1040](https://www.irs.gov/Form1040); the Pub. 501 page is at [IRS.gov/Pub501](https://www.irs.gov/Pub501); the Form W-4 page is at [IRS.gov/W4](https://www.irs.gov/W4); and the Schedule A (Form 1040/SR) page is at [IRS.gov/ScheduleA](https://www.irs.gov/ScheduleA). If typing in a link above instead of clicking on it, be sure to type the link into the address bar of your browser, not a Search box.

If you wish, you can submit comments to the IRS about draft or final forms, instructions, or publications at [IRS.gov/FormsComments](https://www.irs.gov/FormsComments). We cannot respond to all comments due to the high volume we receive and may not be able to consider many suggestions until the subsequent revision of the product.

If you have comments on reducing paperwork and respondent (filer) burden, with respect to draft or final forms, please respond to the relevant information collection through the Federal Register process; for more info, click [here](#).

NO USE GRAPAS NI LO DOBLE

DO NOT STAPLE OR FOLD

3333		Sólo para Uso Oficial ▶ OMB No. 1545-0008	
<b>a</b> Clase de pagador Kind of payer 941-PR <input type="checkbox"/> 943-PR <input type="checkbox"/> 944(SP) <input type="checkbox"/> Doméstico Household <input type="checkbox"/> Comp. por enferm. de tercero pagador 3rd-party sick pay <input type="checkbox"/> Sólo empleados Medicare Medicare employees only <input type="checkbox"/>	<b>b</b> Total de Formularios 499R-2/W-2PR adjuntos (Terceros pagadores deberán ver las instrucciones por separado). Total number of attached Forms 499R-2/W-2PR (See the separate instructions if you are a 3rd-party payer.)	<b>1</b> Sueldos—Wages	<b>10</b> Total Sueldos Seg. Soc. Soc. Security Wages
		<b>2</b> Comisiones—Commissions	<b>11</b> Contribución al Seguro Social Retenida—Soc. Sec. Tax Withheld
<b>c</b> Número de identificación patronal (EIN) Employer identification number (EIN)	<b>d</b> Nombre del patrono Employer's name	<b>3</b> Concesiones—Allowances	<b>12a</b> Total Sueldos y Prop. Medicare Medicare Wages and Tips
		<b>4</b> Propinas—Tips	<b>12b</b>
<b>e</b> Dirección y código postal (ZIP) del patrono Employer's address and ZIP code	<b>f</b> Otro número de identificación patronal usado este año—Other EIN used this year	<b>5</b> Total = 1 + 2 + 3 + 4	<b>13</b> Contrib. Medicare Retenida Medicare Tax Withheld
		<b>6</b> Gastos Reemb. y Benef. Margin. Reimb. Expenses and Fringe Benefits	<b>14</b> Propinas Seguro Social Social Security Tips
		<b>7</b> Contribución Retenida Tax Withheld	<b>15</b> Contribución del Seguro Social No Retenida en Propinas—Uncollected Soc. Sec. Tax on Tips
		<b>8</b> Fondo de Retiro Retirement Fund	<b>16</b> Contrib. Medicare No Retenida en Propinas—Uncollected Medicare Tax on Tips
		<b>9</b> Aportaciones a Planes Calificados Contributions to CODA PLANS	
Persona de contacto—Contact person	No. de teléfono—Telephone number	No. de Fax—Fax number	Dirección de email—Email address

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 **W-3PR** Informe de Comprobantes de Retención 2021 Transmittal of Withholding Statements 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 radicó 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 aren't acceptable. Don't send Form W-3PR if you filed electronically with the SSA.

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

**Recordatorio**

**Instrucciones separadas.** Vea las Instrucciones para el Formulario W-3PR separadas del año 2021 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 número de identificación patronal (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 4 años. Si radica por vía electrónica información sobre el salario y la retención de contribuciones de sus empleados ante la SSA, no radique el Formulario W-3PR en papel.

**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 31 de enero de 2022. La fecha límite para radicar el formulario electrónicamente es también el 31 de enero de 2022.

**Dónde Radicar Formularios en Papel**

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

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

**Nota:** Si usted usa correspondencia certificada para radicar, cambie el código postal (ZIP Code) a "18769-0002". Si usted usa un servicio de entrega privado 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 de entrega privados aprobados por el IRS.

**Radicación Electrónica**

La SSA le recomienda a los patronos enviar los Formularios W-3PR y Formularios 499R-2/W-2PR electrónicamente en vez de enviarlos en papel. La SSA provee dos opciones gratuitas para la radicación electrónica en su sitio web: **W-2 por Internet** y **Carga de Archivo de Salarios**. Para más información sobre estas dos opciones gratuitas de radicación, vea las instrucciones separadas o visite [www.SSA.gov/bsa](http://www.SSA.gov/bsa) y pulse sobre **Información para el Empleador en Español**.

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 October 22, 2020 DO NOT FILE

## Reminder

**Separate instructions.** See the separate 2021 Instructions for Form W-3PR for information on completing this form. Don't 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 filing paper Forms 499R-2/W-2PR, Comprobante de Retención-Withholding Statement. Don't 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're 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).

Don't 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 4 years. If you file your employees' wage and withholding information electronically with the SSA, don't file a paper Form W-3PR.

## When To File

File Form W-3PR with Form(s) 499R-2/W-2PR by January 31, 2022. If you file electronically, the due date is also January 31, 2022.

## Where To File Paper Forms

Send this entire page with Form(s) 499R-2/W-2PR to:

**Social Security Administration  
Direct 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 two 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.SSA.gov/bsa](http://www.SSA.gov/bsa).