

Attention:

This form is provided for informational purposes only. Copy A appears in red, similar to the official IRS form. Do **not** file copy A downloaded from this website with the SSA. The official printed version of this IRS form is scannable, but the online version of it, printed from this website, is not. A penalty may be imposed for filing forms that can't be scanned. See the penalties section in the current General Instructions for Forms W-2 and W-3 for more information.

To order official IRS forms, call 1-800-TAX-FORM (1-800-829-3676) or [Order Information Returns and Employer Returns Online](#), and we'll mail you the scannable forms and other products.

You may file Forms W-2 and W-3 electronically on the SSA's website at [Employer Reporting Instructions & Information](#). You can create fill-in versions of Forms W-2 and W-3 for filing with SSA. You may also print out copies for filing with state or local governments, distribution to your employees, and for your records.

See IRS Publications 1141, 1167, 1179 and other IRS resources for information about printing these tax forms.

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.