

Reminder

Separate instructions. See the separate 2011 Instructions for Form W-3PR for information on completing this form.

Purpose of Form

Complete and file Form W-3PR only when you are filing paper Forms 499R-2/W-2PR, Comprobante de Retencion-Withholding Statement. Do not file Form W-3PR alone. 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 Copy D (for employer's records) of your

Forms 499R-2/W-2PR. 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 the **Original** page of Form(s) 499R-2/W-2PR by February 29, 2012. If you file electronically, the due date is April 2, 2012.

Where To File

Send this entire page with the entire **Original** copies of 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.

Electronic Filing

SSA encourages employers to report their employees' wage and withholding information electronically instead of on paper. Visit the SSA website at www.socialsecurity.gov/employer and select "First Time Filers" or "Returning Filers" for more information about electronic filing.

For the Privacy Act and Paperwork Reduction Act Notice, see the Instructions for Form W-3PR.