

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 ▶ _____
 Telephone number () _____

Form **W-3** Transmittal of Wage and Tax Statements **1993**

Department of the Treasury
Internal Revenue Service

Please return this entire page with Copy A of Forms W-2 to the Social Security Administration address for your state as listed below. **Household employers filing Forms W-2 for household employees should send the forms to the Albuquerque Data Operations Center.** You may order forms by calling 1-800-TAX-FORM (1-800-829-3676).

Paperwork Reduction Act Notice.—We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws and to allow us to figure and collect the right amount of tax.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is 27 minutes. If you have comments concerning the accuracy of this time estimate or suggestions for making this form more simple, we would be happy to hear from you. You can write to both the **Internal Revenue Service**, Washington, DC 20224, Attention: IRS Reports Clearance Officer T:FP; and the **Office of Management and Budget**, Paperwork Reduction Project (1545-0008), Washington, DC 20503. Do NOT send the form to either of these offices. Instead, see **Where To File**.

Where To File

If your legal residence,
principal place of business,
or office, or agency is
located in

Use this address

Alaska, Arizona, California, Colorado, Hawaii, Idaho, Iowa, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming	Social Security Administration Data Operations Center Salinas, CA 93911
Alabama, Arkansas, Florida, Georgia, Illinois, Kansas, Louisiana, Mississippi, New Mexico, Oklahoma, South Carolina, Tennessee, Texas	Social Security Administration Data Operations Center Albuquerque, NM 87180
Connecticut, Delaware, District of Columbia, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia	Social Security Administration Data Operations Center Wilkes-Barre, PA 18769
If you have no legal residence or principal place of business in any state	Social Security Administration Data Operations Center Wilkes-Barre, PA 18769

Note: Extra postage may be necessary if the report you send contains more than a few pages or if the envelope is larger than letter size.

Items To Note

Format Change.—Major changes have been made to the format of Form W-3. Entity information is reported on the left and amounts are reported on the right. Boxes 1 through 10 are the same boxes as shown on Form W-2. A reference chart is included on page 7 of the Instructions for Form W-2.

Top Margin.—The top margin of Form W-3 has changed from 1/4 to 3/8 inch.

Sick Pay Reporting.—Most instructions on sick pay reporting have been removed because of new **Pub. 952**, Sick Pay Reporting.

Reconciliation.—Instructions were added on reconciling and reducing discrepancies.

General Instructions

This form is a transmittal for Copy A of Forms W-2.

Note: Amounts reported on related employment tax Forms (W-2, 941, 942, or 943) should agree with the amounts reported on Form W-3. If there are differences, you may be contacted by the IRS. You should retain your reconciliation for future reference. See **Reconciling Forms W-2, W-3, and 941** on page 3.