

33333

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 **1994**

Department of the Treasury
Internal Revenue Service

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**, Attention: Reports Clearance Officer, PC:FP, Washington, DC 20224; 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**.

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

Change To Filing Address.—Beginning with 1994 tax year, all Forms W-2 and W-3 (including forms for household employees) should be sent to the Social Security Administration's Wilkes-Barre Data Operations Center. See **Where To File** for the complete address.

Change to Kind of Payer Box.—The 941/941E box was retitled 941 because **Form 941E**, Quarterly Return of Withheld Federal Income Tax and Medicare Tax, is obsolete for payments made after December 31, 1993.

Change to Form.—The size of boxes c, d, and e changed.

Information Reporting Call Site.—The IRS operates a centralized call site to answer questions about reporting on Forms W-3, W-2, 1099, and other information returns. If you have questions related to reporting on information returns, you may call (304) 263-8700 (not a toll-free number).

Where To File

Please send this entire page with Copy A of Forms W-2 to the Social Security Administration (SSA) at the following address:

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

General Instructions

Purpose of Form.—Use this form to transmit Copy A of Form W-2. Keep page 2 (Your Copy) and Copy D of Form W-2 for your records.