

(See instructions on back)

Form **6466**  
(Rev. Oct. 1999)

Department of the Treasury -- Internal Revenue Service  
**Transmittal of Forms W-4 Reported  
Magnetically/Electronically**  
*Please type or print clearly in **BLACK** ink*

IRS Use Only

OMB No.  
1545-0314

1. Type of files represented by this transmittal  
 Original     Replacement

2. Tax year of media

2a. Tax quarter of media

3. Transmitter control code  
(Required)

4. Name of transmitter

5. Name of person to contact regarding magnetic media files

7. Type of media filed

9 track tape

3 1/2" diskette

Telephone number: \_\_\_\_\_

7a. Tape cartridge

6. Name/address of company and name/title of person to whom problem files are to be returned (*street, city, state, and ZIP Code*)

36 track     18 track     4mm     8mm     QIC

Name \_\_\_\_\_

7b. Electronic filers only

Contact \_\_\_\_\_

File Name: \_\_\_\_\_

Address \_\_\_\_\_

8. Total number of records on all magnetic media in this shipment

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

9. Total pieces of magnetic media in shipment

10. Please use this section to report information for up to four additional employers. If additional space is needed, please use Form 6467, Transmittal of Magnetic Media of Form W-4, Employee's Withholding Allowance Certificate (Continuation), and attach it to this form.

Name of Employer	Employer Identification Number	Total Employee Records

**Affidavit**

IRS Use Only

**Under penalties of perjury, I declare that I have examined this transmittal, including accompanying documents, and, to the best of my knowledge and belief, it is correct and complete.**  
*(Normally, the payer must sign the affidavit above. The authorized agent of the payer may sign if all conditions are met as stated on the back.)*

**SIGNATURE (REQUIRED)**

Title

Date

Instructions for Form 6466

General Instructions

Paperwork Reduction Act Notice. We ask for the information on these forms to carry out the Internal Revenue Laws of the United States. You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The time needed to provide this information will vary depending on individual circumstances. The estimated average times are:

- Preparing Form 6466 . . . . . 18 min.
Preparing Form 6467 . . . . . 20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Tax Forms Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001.

DO NOT SEND THE FORMS TO THIS OFFICE. Instead, see the instructions below on where to file.

When completing this form, please type or print clearly in BLACK ink.

Purpose of Form. Use Form 6466 to transmit Form W-4 magnetically/electronically. You must include Form 6466 with each file you submit to the Internal Revenue Service.

Specific Instructions

Block 1
Indicate whether the data in this shipment is an original or replacement file by checking the appropriate box.

Block 2, 2a
Indicate the tax year and tax quarter for which media is being submitted.

Block 3
Enter the five-character alpha/numeric transmitter control code assigned by IRS.

Block 4
Enter the name of the transmitter. (Reference Affidavit Requirements below.)

Block 5
Enter the name and telephone number of the person to contact about the magnetic/electronic files.

Block 6
Enter the name and address of the company, along with the name/ title of the person to whom unprocessed media is to be returned.

NOTE: IRS will not return media that has been successfully processed.

Block 7
Indicate whether you are filing on 9 track tape, 3 1/2 inch diskettes.

Block 7a
Indicate whether your tape cartridge is 18 or 36 track, 4mm or 8mm or QIC.

Block 7b
Indicate the file name assigned by our system.

Block 8
Enter the combined number of all records listed in Section 10 and any attached Forms 6467.

Block 9
Enter the total number of media included in your shipment.

Block 10
Enter the employer name, employer identification number and total number of employee records for each employer on your media. The first employer name entered may be same as the transmitter listed in Block 4.

Note: Forms 6466 must be signed before IRS can process your files.

Mailing Address:

Send your media with transmittal Forms 6466/6467 to the appropriate address below:

Internal Revenue Service
Martinsburg Computing Center
Special Projects
230 Murall Drive
Kearneysville, WV 25430

Form 6467 Transmittal of Forms W-4 Reported Magnetically/ Electronically (Continuation)

In addition to the Form 6466, use Form 6467 if you are reporting more than four employers.

Affidavit Requirements

A transmitter, service bureau, paying agent, or disbursing agent (all hereafter referred to as "agent") may sign Form 6466 on behalf of the payer (or other person required to file), if the conditions in items 1 and 2 are met:

- 1. The agent has the authority to sign the form under an agency agreement (oral, written, or implied) that is valid under state law.
2. The agent signs the form and adds the caption "For: (Name of payer or other person required to file)".

The authorized agent's signing of the affidavit on the payer's behalf does not relieve the payer of the responsibility for filing a correct, complete, and timely Form 6466, with attachments, and will not relieve the payer of any penalties for not complying with those requirements.