



2007

Publication 2184

Form W-3 Package

(Including Alternative Ways To Get Employment Tax Forms and Instructions)

- **Form W-3, Transmittal of Wage and Tax Statements**
- **Order Blank Form 7018**

Dear Employer:

We are providing you with this publication instead of Publication 393, Federal Employment Tax Forms. Some employers use the services of a tax practitioner and not the forms in Publication 393. Publication 2184 includes a Form W-3, Transmittal of Wage and Tax Statements, that is preprinted with your business information and provides information on alternative ways to get employment tax forms and instructions.

How to get forms and publications. IRS forms and publications can be obtained using any of the following methods.

- Two copies of Form W-3 are included in this publication. You may request **employer-related products online**. Access www.irs.gov/businesses where you can order forms, instructions, and publications for **2007** and **2008**.
- You may download most IRS forms and instructions from the IRS website at www.irs.gov. Also see *Quick and Easy Access to IRS Tax Help and Tax Products* inside.
- You may order Forms W-2 and W-3, which are required to be in a red ink version that is filed with the Social Security Administration (SSA), by calling 1-800-TAX-FORM (1-800-829-3676).

- You may purchase IRS forms. A number of commercial office product stores offer privately printed IRS forms for a fee.

- You may order **2007** forms using the order blank (Form 7018) in this package and returning it to the IRS National Distribution Center.

Note. Beginning next year, Pub. 2184 will no longer include Form 7018, Employer's Order Blank. IRS can process your forms and publications order quicker and at less cost if you make your request by telephone or the Internet.

Electronic filing of Forms W-2. If you file 250 or more Forms W-2, you must file them electronically. However, the electronic filing of Forms W-2 is available to all employers. To register for electronic filing or to get more information, visit the SSA website at www.socialsecurity.gov/employer and click on "Electronically File Your W-2s." Do not mail paper forms W-2s or W-3s to the Social Security Administration if you file them electronically.

One copy of Form W-3 has been imprinted with your name, address, and employer identification number (EIN). Make any corrections on the form. If you file additional Forms W-3, fill in your name, address, and EIN.

Quick and Easy Access to IRS Tax Help and Tax Products

Internet

You can access the IRS website 24 hours a day, 7 days a week at www.irs.gov



Online Services & Help

Go to www.irs.gov to:

- Access Free File, a free commercial income tax preparation and electronic filing service available to eligible taxpayers
- Check the status of your refund, click on “Where’s My Refund”
- See answers to many questions, click on “Frequently Asked Questions”
- Figure your withholding allowances using the Withholding Calculator at www.irs.gov/individuals
- See e-News Subscriptions to get the latest tax news on a variety of topics by e-mail
- Send us comments or request help by e-mail
- Get disaster relief information, keyword “Disaster”
- Safeguard your privacy, keyword “Privacy Policy”

View & Download Products

Click on “More Forms and Publications” or go to www.irs.gov/formspubs

- For forms and instructions, click on “Form and Instruction number”
- For publications, click on “Publication number”
- For a subject index to forms, instructions, and publications, click on “Topical index”
- For prior year forms, instructions, and publications, click on “Previous years”

Online Ordering of Products

To order Tax Products delivered by mail, go to www.irs.gov/formspubs

- For current year products, click on “Forms and publications by U.S. mail”
- For a tax booklet of forms and instructions, click on “Tax packages”
- For Employer Products (e.g. W-4, Pub. 15) and Information Returns (e.g. W-2, W-3, 1099 series), click on “Employer forms and Instructions”
- For tax products on a CD, click on “Tax products on CD-ROM (Pub. 1796)”
See CD/DVD below

Telephone

Tax Forms & Publications

1-800-829-3676

Call to order current and prior year forms, instructions, and publications.

You should receive your order within 10 working days.

Tax Help & Questions

Individuals: 1-800-829-1040

Business & Specialty Tax: 1-800-829-4933

Hearing Impaired TTY/TDD: 1-800-829-4059

TeleTax - 24 hour tax information:
1-800-829-4477

See instructions 1040, 1040A, or 1040EZ for topic numbers and details.

Refund Hotline: 1-800-829-1954

Community Locations

You can pick up some of the most requested forms, instructions, and publications at many IRS offices, post offices, and libraries.

Also some grocery stores, copy centers, city and county government offices, and credit unions have reproducible tax form products available to photocopy or print from a CD.

Mail

You can receive tax products within 10 working days after receipt of your order.
Send written request to:

National Distribution Center
P.O. Box 8903
Bloomington, IL 61702-8903

CD/DVD

Purchase the IRS Publication 1796 (IRS Tax Products CD) including a bonus: IRS Tax Products DVD.

Internet:

- National Technical Information Service (NTIS) at www.irs.gov/cdorders
or
- Government Printing Office (GPO) at <http://bookstore.gpo.gov> (search for Pub. 1796)

Telephone:

- NTIS at 1-877-233-6767
or
- GPO at 1-866-512-1800

Availability: First release—early January 2008
Final release—early March 2008
(*includes IRS Tax Products DVD)

This CD does not support electronic filing.



Employer's Order Blank

Place your order now at www.irs.gov/businesses and follow the link to Online Ordering for Information Returns and Employer Returns or print your name and complete address in the space provided below to receive your order by mail. You can use the SSA website at www.socialsecurity.gov/employer to create and file electronic "fill-in" versions of Forms W-2 and W-3. **Instructions.** Enter the quantity next to the product(s) you are ordering. **Please order the number of forms needed, not the number of sheets.** **Note:** None of the items on the order blank are available from the IRS in a continuous-feed version. All forms that require multiple copies are carbonized. You will automatically receive one instruction with any form ordered. Your product(s) will be shipped as they become available and may arrive in multiple shipments.

USE THIS PORTION FOR 2007 FORMS ONLY

Item	Quantity	Title	Item	Quantity	Title
W-2		Wage and Tax Statement	1099 DIV		Dividends and Distributions
W-2 C		Corrected Wage and Tax Statement	1099 G		Certain Government Payments
W-2 G		Certain Gambling Winnings	1099 H		Health Coverage Tax Credit (HCTC) Advance Payments
W-3		Transmittal of Wage and Tax Statements	1099 INT		Interest Income
W-3 C		Transmittal of Corrected Wage and Tax Statements	1099 LTC		Long-Term Care and Accelerated Death Benefits
941		Employer's QUARTERLY Federal Tax Return	1099 MISC		Miscellaneous Income
941 SCH B		Report of Tax Liability for Semiweekly Schedule Depositors	1099 OID		Original Issue Discount
941 C		Supporting Statement To Correct Information	1099 PATR		Taxable Distributions Received From Cooperatives
943		Employer's Annual Federal Tax Return for Agricultural Employees	1099 Q		Payments From Qualified Education Programs (Under Sections 529 and 530)
943 A		Agricultural Employer's Record of Federal Tax Liability	1099 R		Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.
944		Employer's ANNUAL Federal Tax Return	1099 S		Proceeds From Real Estate Transactions
945		Annual Return of Withheld Federal Income Tax	1099 SA		Distributions From an HSA, Archer MSA, or Medicare Advantage MSA
945 A		Annual Record of Federal Tax Liability	5498		IRA Contribution Information
1096		Annual Summary and Transmittal of U.S. Information Returns	5498 ESA		Coverdell ESA Contribution Information
1098		Mortgage Interest Statement	5498 SA		HSA, Archer MSA, or Medicare Advantage MSA Information
1098-C		Contributions of Motor Vehicles, Boats, and Airplanes	Pub 15		(Circular E), Employer's Tax Guide
1098 E		Student Loan Interest Statement	Pub 15-A		Employer's Supplemental Tax Guide
1098 T		Tuition Statement	Pub 15-B		Employer's Tax Guide to Fringe Benefits
1099 A		Acquisition or Abandonment of Secured Property	Pub 213		Check Your Withholding
1099 B		Proceeds From Broker and Barter Exchange Transactions	Pub 1494		Table for Figuring Amount Exempt from Levy on Wages, Salary, and other Income--Forms 668-W(c), 668-W(c)(DO)
1099 C		Cancellation of Debt			
1099 CAP		Changes in Corporate Control and Capital Structure			

Use This Portion For
2008 Forms Only
QUANTITY

_____ **W-4**

_____ **W-4 P**

_____ **W-4 S**

_____ **W-5**

(2008 Revision)

Order Now at www.irs.gov/businesses and follow the link to Online Ordering for Information Returns and Employer Returns

Attention:		Daytime Telephone Number ()	
Company Name			
Mailing Address		Ste/Room	
City	State	Zip Code	
Foreign Country		International Postal Code	

Where To Send Your Order

Send your order to the Internal Revenue Service at the address below:

National Distribution Center
P.O. Box 8903
Bloomington, IL 61702-8903

Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Your response is voluntary.

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 or its instructions 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 complete this form will vary depending on the individual circumstances. The estimated average time is 3 minutes. If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, Washington, DC 20224.

Please **do not** send your order Form 7018 to the Tax Products Coordinating Committee. Send your order to the National Distribution Center.

DO NOT STAPLE

33333		a Control number		For Official Use Only ▶ OMB No. 1545-0008			
b Kind of Payer	941 <input type="checkbox"/>	Military <input type="checkbox"/>	943 <input type="checkbox"/>	944 <input type="checkbox"/>	1 Wages, tips, other compensation	2 Federal income tax withheld	
	CT-1 <input type="checkbox"/>	Hshld. emp. <input type="checkbox"/>	Medicare govt. emp. <input type="checkbox"/>	Third-party sick pay <input type="checkbox"/>	3 Social security wages	4 Social security tax withheld	
c Total number of Forms W-2		d Establishment number		5 Medicare wages and tips		6 Medicare tax withheld	
e Employer identification number (EIN)				7 Social security tips		8 Allocated tips	
f Employer's name				9 Advance EIC payments		10 Dependent care benefits	
g Employer's address and ZIP code				11 Nonqualified plans		12 Deferred compensation	
				13 For third-party sick pay use only			
h Other EIN used this year				14 Income tax withheld by payer of third-party sick pay			
15 State	Employer's state ID number			16 State wages, tips, etc.		17 State income tax	
Contact person				Telephone number ()		For Official Use Only	
				Email address			
Telephone number ()				18 Local wages, tips, etc.		19 Local income tax	
				Fax number ()			

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 ▶

Form **W-3 Transmittal of Wage and Tax Statements** **2007**

Department of the Treasury
Internal Revenue Service

Send this entire page with the entire Copy A page of Form(s) W-2 to the Social Security Administration. Photocopies are not acceptable.

Do not send any payment (cash, checks, money orders, etc.) with Forms W-2 and W-3.

What's New

Relocation of form ID on Form W-3. For consistency with the revisions to Form W-2, we relocated the form ID number ("33333") to the top left corner of Form W-3.

Reminder

Separate instructions. See the 2007 Instructions for Forms W-2 and W-3 for information on completing this form.

Purpose of Form

Use Form W-3 to transmit Copy A of Form(s) W-2, Wage and Tax Statement. Make a copy of Form W-3 and keep it with Copy D (For Employer) of Form(s) W-2 for your records. Use Form W-3 for the correct year. **File Form W-3 even if only one Form W-2 is being filed.** If you are filing Form(s) W-2 electronically, **do not** file Form W-3.

When To File

File Form W-3 with Copy A of Form(s) W-2 by February 29, 2008.

Where To File

Send this entire page with the entire Copy A page of Form(s) W-2 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 Publication 15 (Circular E), Employer's Tax Guide, for a list of IRS-approved private delivery services.