

Atención:

Este formulario se provee para información únicamente. Este formulario aparece en color rojo y se asimila al formulario oficial que imprime el *IRS*. **No radique el formulario que se descarga a través de esta página web ante la SSA.** La versión oficial impresa de este formulario del *IRS* se puede escanear, pero la versión que aparece en esta página web no se puede escanear. Se le podría imponer una **multa** por radicar formularios que no se pueden escanear. Para más información sobre multas, vea las Instrucciones para el Formulario W-3PR.

Si desea pedir formularios del *IRS*, llame al 1-800-829-3676 (1-800-TAX-FORM) y le enviaremos los formularios escaneables y otros productos.

Puede radicar electrónicamente los Formularios W-3PR junto con los Formularios 499R-2/W-2PR en el sitio web de la SSA en [Employer W-2 Filing Instructions & Information](#) (Instrucciones e información para patronos sobre la radicación de Formularios W-2), disponible en inglés. Puede crear versiones rellenas de los Formularios 499R-2/W-2PR y W-3PR para presentar ante la SSA. Además, puede imprimir copias de dichos formularios para radicar ante los gobiernos estatales o locales, para distribuir a sus empleados o para sus archivos.

Vea las Publicaciones 1141, 1167 y 1179, disponibles en inglés, del *IRS* y otros recursos que el *IRS* ofrece para obtener información sobre cómo imprimir estos formularios contributivos.

Attention:

This form is provided for informational purposes only. This form appears in red, similar to the official IRS form. **Do not file the downloaded form from this website with the SSA.** The official printed version of this IRS form is scannable, but the online version of it, printed from this website, is not. A **penalty** may be imposed for filing forms that can't be scanned. See the penalties section in the current General Instructions for Forms W-2 and W-3 for more information.

To order official IRS forms, call 1-800-TAX-FORM (1-800-829-3676) and we'll mail you the scannable forms and other products.

You may file Form W-3PR along with Forms 499R-2/W-2PR electronically on the SSA's website at [Employer W-2 Filing Instructions and Information](#). You can create fill-in versions of Forms 499R-2/W-2PR and W-3PR for filing with SSA. You may also print out copies for filing with state or local governments, distribution to your employees, and for your records.

See IRS Publications 1141, 1167, 1179 and other IRS resources for information about printing these tax forms.

Reminder

Separate instructions. See the separate 2016 Instructions for Form W-3PR for information on completing this form. Do not file Form W-3PR for Form(s) 499R-2/W-2PR that were submitted electronically to the SSA.

Purpose of Form

Complete and file Form W-3PR only when you are filing paper Forms 499R-2/W-2PR, Comprobante de Retención-Withholding Statement. Do not file Form W-3PR by itself. All paper forms **must** comply with IRS standards and be machine readable. 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 copies of your Forms 499R-2/W-2PR. The IRS recommends retaining copies of these forms for four years. 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 Form(s) 499R-2/W-2PR by January 31, 2017. If you file electronically, the due date is also January 31, 2017.

Where To File Paper Forms

Send this entire page with 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.

E-Filing

The SSA strongly suggests employers report Form W-3PR and Forms 499R-2/W-2PR electronically instead of on paper. SSA provides two free e-filing options on its Business Services Online (BSO) website: **W-2 Online** and **File Upload**. For more information on these two free filing options, see the separate instructions or visit www.socialsecurity.gov/employer.

For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.