

Reminder

Separate instructions. See the separate 2015 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 February 29, 2016. If you file electronically, the due date is March 31, 2016.

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 2 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 the Privacy Act and Paperwork Reduction Act Notice, see the separate Instructions.