

# **Revenue Procedure 2004-54**

Reprinted from IR Bulletin 2004-34  
Dated August 23, 2004

## **Publication 1141**

### **General Rules and Specifications for Substitute Forms W-2 and W-3**



Department of the Treasury  
**Internal Revenue Service**

Publication 1141 (Rev. 8-2004)  
Catalog Number 47000C

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**NOTE.** This revenue procedure will be reprinted as the next revision of IRS Publication 1141, General Rules and Specifications for Substitute Forms W-2 and W-3.

26 CFR 601.602: Tax forms and instructions.  
(Also Part I, Sections 6041, 6051, 6071, 6081, 6091; 1.6041-1, 1.6041-2, 31.6051-1, 31.6051-2, 31.6071(a)-1, 31.6081(a)-1, 31.6091-1.)

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## Part A. General

### Section 1. Purpose

**.01** The purpose of this revenue procedure is to provide general rules and specifications from the Internal Revenue Service (IRS) and the Social Security Administration (SSA) for paper substitute forms for Form W-2, Wage and Tax Statement, and Form W-3, Transmittal of Wage and Tax Statements, for wages paid during the 2004 calendar year.

**.02** For purposes of this revenue procedure, substitute Form W-2 (Copy A) and substitute Form W-3 are forms that are not printed by the IRS. Copy A or any other copies of a substitute Form W-2 or a substitute Form W-3 must conform to the specifications in this revenue procedure to be acceptable to the IRS and the SSA. No IRS office is authorized to allow deviations from this revenue procedure. Preparers should also refer to the separate 2004 Instructions for Forms W-2 and W-3 for details on how to complete these forms. See Part C, Section 4, for information on obtaining the official IRS forms and instructions. See Part B, Section 2, for requirements for the copies of substitute forms furnished to employees.

**.03** For purposes of this revenue procedure, the official, IRS-printed red dropout ink Forms W-2 (Copy A) and W-3 and their exact substitutes are referred to as “red-ink.” The SSA-approved, laser-printed, black-and-white Forms W-2 (Copy A) and W-3 are referred to as “laser-printed.”

Any questions about the red-ink Form W-2 (Copy A) and Form W-3 should be emailed to [\\*taxforms@irs.gov](mailto:*taxforms@irs.gov) or sent to:

Internal Revenue Service  
Attn: Substitute Forms Program  
SE:W:CAR:MP:T:T:SP  
Room 6516  
1111 Constitution Ave., N.W.  
Washington,, DC 20224

Any questions about the black-and-white laser-printed Form W-2 (Copy A) and Form W-3 should be emailed to [laser.forms@ssa.gov](mailto:laser.forms@ssa.gov) or sent to:

Social Security Administration  
Data Operations Center  
Attn: Laser Forms Approval, Room 359  
1150 E. Mountain Drive  
Wilkes-Barre,, PA 18702-7997

Also, see Sections 3.05 and 3.06 of Part I.

**Note.** You should receive a response within 30 days from either the IRS or the SSA.

**.04** The IRS maintains a centralized call site at its Martinsburg Computing Center (IRS/MCC) to answer questions related to information returns (Forms W-2, W-3, 1099

series, 1096, etc.). You can reach the call site at 304-263-8700 (not a toll-free number) or 1-866-455-7438 (toll-free). The Telecommunication Device for the Deaf (TDD) number is 304-267-3367 (not a toll-free number). The hours of operation are Monday through Friday from 8:30 a.m. to 4:30 p.m. Eastern time. You may also send questions to the call site via the Internet at [mccirp@irs.gov](mailto:mccirp@irs.gov). IRS/MCC does not process Forms W-2 (Copy A). Forms W-2 (Copy A) prepared on paper and/or magnetically/electronically must be filed with the SSA. IRS/MCC does, however, process waiver requests (Form 8508, Request for Waiver From Filing Information Returns Magnetically) and extension of time to file requests (Form 8809, Request for Extension of Time To File Information Returns) for Forms W-2 (Copy A) and requests for an extension of time to furnish the employee copies of Form W-2. See Publication 1220, Specifications for Filing Forms 1098, 1099, 5498 and W-2G Electronically or Magnetically, for information on waivers and extensions of time.

**.05** The following publications provide detailed filing procedures for certain information returns:

- 2004 Instructions for Forms W-2 and W-3,
- Instructions for Forms W-2c and W-3c (Rev. December 2002), and
- Publication 1223, General Rules and Specifications for Substitute Forms W-2c and W-3c.

## **Section 2. What's New**

**.01** The IRS has changed the dimensions of the 2004 Forms W-2 (Copy A) and W-3 (Exhibits A and B) to match those shown for SSA laser-printed forms in Exhibits E and F.

**.02** The width of red-ink Forms W-2 and W-3 is now 7.5 inches.

**.03** The top and side margins for red-ink Forms W-2 and W-3 are now .5 inches.

**Note.** The top margin of red-ink Form W-3 is .5 inches from the top line of the form to the top of the page.

**.04** The space between the two Forms W-2 (Copy A) on both the red-ink and laser-printed versions of substitute Form W-2 should be 1.33 inches.

**.05** On both red-ink Forms W-2 (Copy A) and W-3, the combined width of the "Control number" (box a) and form identification number ("22222" or "33333") boxes has been reduced to 2.5 inches.

**.06** Dollar signs and shading in dollar-entry boxes have been removed from red-ink Form W-2 (Copy A) and Form W-3 to provide more space.

**.07** The Privacy Act and Paperwork Reduction Act Notice has been moved to the back of Copy D of Form W-2.

**.08** Other changes to dimensions and format of red-ink Forms W-2 (Copy A) and W-3 have been made for 2004. (See Exhibits A and B.)

**.09** Electronic payee statements (Copies B, C, and 2 of Form W-2) may be furnished if employees give their consent (as described in Treasury Regulations Section 31-6501-1(j)). See Publication 15-A, Employer's Supplemental Tax Guide, for details.

**.10** Sections 3 and 4 of Part A of the last revision of Publication 1141 were reversed in this revision. Some subsections were moved and renumbered for better readability.

**.11** Editorial changes were made. Redundancies were eliminated as much as possible.

### **Section 3. General Rules for Paper Forms W-2 and W-3**

**.01** Employers not filing magnetically or electronically must file paper Forms W-2 (Copy A) along with Form W-3 with the SSA by using either the official IRS form or a substitute form that exactly meets the specifications shown in Parts B and C of this revenue procedure.

**Note.** Substitute territorial forms (W-2AS, W-2GU, W-2VI) should also conform to the specifications as outlined in this revenue procedure. These forms require the form designation ("W-2AS," "W-2GU," "W-2VI") on Copy A to be in black ink. Also, you must use bond paper for Copies 1 and B of Form W-2VI.

Employers who file with the SSA magnetically, electronically, or on paper may design their own statements to furnish to employees. These employee statements designed by employers must comply with the requirements shown in Parts B and C.

**.02** Red-ink substitute forms that completely conform to the specifications contained in this revenue procedure may be privately printed without prior approval from the IRS or the SSA. Only the black-and-white laser-printed forms need to be submitted to the SSA for approval (see Section 1B of Part B).

**.03** As in the past, Form W-2 (Copy A) and Form W-3 may be generated using a laser-printer by following all guidelines and specifications (also see Section 1B of Part B). In general, regardless of the method of entering data, using black ink on Forms W-2 and W-3 provides better readability for processing by scanning equipment. Colors other than black are not easily read by the scanner and may result in delays or errors in the processing of Forms W-2 (Copy A) and W-3. The printing of the data should be centered within the boxes. Type must be substantially identical in size (not below 10-point) and shape to the official forms.

**Note.** With the exception of the identifying number and the corner register marks, the preprinted form layout for the red-ink Forms W-2 (Copy A) and W-3, must be in Flint J-6983 red OCR dropout ink or an exact match. (See Section 1A.03 of Part B.)

**.04** Substitute forms filed with the SSA and substitute copies furnished to employees that do not conform to these specifications are unacceptable. Forms W-2 (Copy A) and W-3 filed with the SSA that do not conform may be returned. In addition, penalties may be assessed for not complying with the form specifications.

**.05** If you are uncertain of any specification and want it clarified:

1. Submit a letter or email citing the specification to the addresses in the next section,
2. State your interpretation of that specification, and
3. Enclose an example (if appropriate) of how the form would appear if produced using your understanding of the specification.
4. Be sure to include your name, complete address, phone number, and if applicable, your email address with your correspondence.

**.06** Any questions about the specifications, especially those for the red-ink Form W-2 (Copy A) and Form W-3, should be emailed to [\\*taxforms@irs.gov](mailto:*taxforms@irs.gov) or sent to:

Internal Revenue Service  
Attn: Substitute Forms Program  
SE:W:CAR:MP:T:T:SP  
Room 6516  
1111 Constitution Ave., N.W.  
Washington,, DC 20224

Any questions about the black-and-white laser-printed Form W-2 (Copy A) and Form W-3 should be emailed to [laser.forms@ssa.gov](mailto:laser.forms@ssa.gov) or sent to:

Social Security Administration  
Data Operations Center  
Attn: Laser Forms Approval, Room 359  
1150 E. Mountain Drive  
Wilkes-Barre,, PA 18702-7997

**Note.** You should receive a response within 30 days from either the IRS or the SSA.

**.07** Forms W-2 and W-3 are subject to annual review and possible change. Therefore, employers are cautioned against overstocking supplies of privately-printed substitutes.

**.08** Separate instructions for Forms W-2 and W-3 are provided in the 2004 Instructions for Forms W-2 and W-3. Form W-3 should be used only to transmit paper Forms W-2 (Copy A). Form W-3 is a single sheet including only essential filing information. Be sure to make a copy of your completed Form W-3 for your records. Copies of the current year official IRS Forms W-2 and W-3, and the instructions for those forms, may be obtained from most IRS offices or by calling 1-800-829-3676. The IRS provides only cutsheet sets of Forms W-2 and cutsheets of Form W-3. The instructions and information copies of the forms may be found on the IRS website at [www.irs.gov](http://www.irs.gov).

**.09** Because substitute Forms W-2 (Copy A) and W-3 are machine-imaged and scanned by the SSA, the forms must meet the same specifications as the official IRS Forms W-2 and W-3 (as shown in the exhibits).

## **Section 4. General Rules for Filing Forms W-2 (Copy A) or W-3 Magnetically or Electronically**

**.01** Employers must file Forms W-2 (Copy A) with the SSA electronically or with magnetic media if they file 250 or more calendar year 2004 Forms W-2 (Copy A). The SSA publication MMREF-1, Magnetic Media Reporting and Electronic Filing, contains specifications and procedures for filing Form W-2 information with the SSA magnetically or electronically. Employers are cautioned to obtain the most recent revision of MMREF-1 (and supplements) due to any subsequent changes in specifications and procedures.

**.02** You may obtain a copy of the MMREF-1 by:

- Accessing the SSA website at [www.socialsecurity.gov/employer/pub.htm](http://www.socialsecurity.gov/employer/pub.htm),
- Writing to:

Social Security Administration  
OCO, DES; Attn: Employer Reporting Services Center  
300 North Greene Street  
Baltimore, MD 21290-0300

- Calling your local SSA Employer Services Liaison Officer (ESLO) (the ESLOs' phone numbers are available at [www.socialsecurity.gov/employer/wage\\_reporting\\_specialists.htm](http://www.socialsecurity.gov/employer/wage_reporting_specialists.htm)), or
- Calling the SSA's Employer Reporting Assistance staff at 1-800-772-6270.

**.03** Magnetic media or electronic filers do not file a paper Form W-3. See the SSA publication MMREF-1 for guidance on transmitting Form W-2 (Copy A) information to SSA magnetically or electronically.

**.04** Employers who do not comply with the magnetic media or electronic filing requirements for Form W-2 (Copy A) and who are not granted a waiver by the IRS may be subject to penalties. Employers who file Form W-2 information with the SSA on magnetic media or electronically must not send the same data to the SSA on paper Forms W-2 (Copy A). Any duplicate reporting may subject filers to unnecessary contacts by the SSA or the IRS.

## Part B. Specifications for Substitute Forms W-2 and W-3

### Section 1A. Specifications for “Red-Ink” Substitute Form W-2 (Copy A) and Form W-3 Filed with the SSA

.01 The official IRS-printed red dropout ink Form W-2 (Copy A) and W-3 and their exact substitutes are referred to as “red-ink” in this revenue procedure. Employers may file substitute Forms W-2 (Copy A) and W-3 with the SSA. The substitute forms must be exact replicas of the official IRS forms with respect to layout and content because they will be read by scanner equipment.

.02 Paper used for cutsheets and continuous-pinfeed forms for substitute Form W-2 (Copy A) and Form W-3 that are to be filed with the SSA must be white 100% bleached chemical wood, 18-20 pound paper only, optical character recognition (OCR) bond produced in accordance with the following specifications:

- Acidity: Ph value, average, not less than ..... 4.5
- Basis Weight: 17 x 22 inch 500 cut sheets, pound ..... 18-20
- Metric equivalent—gm./sq. meter  
(a tolerance of +5 pct. is allowed) ..... 68-75
- Stiffness: Average, each direction, not less than—milligrams  
Cross direction ..... 50  
Machine direction ..... 80
- Tearing strength: Average, each direction, not less than—grams .. 40
- Opacity: Average, not less than—percent ..... 82
- Reflectivity: Average, not less than—percent ..... 68
- Thickness: Average—inch ..... 0.0038  
Metric equivalent—mm ..... 0.097  
(a tolerance of +0.0005 inch (0.0127 mm) is allowed) Paper cannot vary more than 0.0004 inch (0.0102 mm) from one edge to the other.
- Porosity: Average, not less than—seconds ..... 10
- Finish (smoothness): Average, each side—seconds ..... 20-55  
(for information only) the Sheffield equivalent—units ..... 170-d200
- Dirt: Average, each side, not to exceed—parts per million ..... 8

**Note.** Reclaimed fiber in any percentage is permitted, provided the requirements of this standard are met.



**.03** All printing of substitute Forms W-2 (Copy A) and W-3 must be in Flint red OCR dropout ink except as specified below. The following must be printed in nonreflective black ink:

- Identifying number “22222” or “33333” at the top of the forms.
- Tax year at the bottom of the forms using 24-point OCR-A font.
- The four (4) corner register marks on the forms.
- The jurat and “Signature, Title, Date” line at the bottom of Form W-3.
- The form identification number (“W-3”) at the bottom of Form W-3.
- All the instructions below Form W-3 beginning with “Send this entire page....” line to the bottom of Form W-3.

**.04** The vertical and horizontal spacing for all federal payment and data boxes on Forms W-2 and W-3 must meet specifications. On Form W-3 and Form W-2 (Copy A), all the perimeter rules must be 1-point (0.014-inch), while all other rules must be one-half point (0.007-inch). Vertical rules must be parallel to the left edge of the form; horizontal rules parallel to the top edge.

**.05** The official red-ink Form W-3 and Form W-2 (Copy A) are 7.5 inches wide. Employers filing Forms W-2 (Copy A) with the SSA on paper must also file a Form W-3. Form W-3 must be the same width (7.5 inches) as the Form W-2. One Form W-3 is printed on a standard-size, 8.5 x 11-inch page. Two official Forms W-2 (Copy A) are contained on a single 8.5 x 11-inch page (exclusive of any snap-stubs).

**.06** The top, left, and right margins for the Form W-2 (Copy A) and Form W-3 are .5 inches ( $\frac{1}{2}$  inch). All margins must be free of printing except for the words “DO NOT STAPLE OR FOLD” on red-ink Form W-3. The space between the two Forms W-2 (Copy A) is 1.33 inches.

**.07** The identifying numbers are “22222” for Form W-2 (Copies A (and 1)) and “33333” for Form W-3. No printing should appear anywhere near the identifying numbers. For both Form W-2 (Copy A) and Form W-3, the combination width of box a (Control number) and the box containing the identifying number must be 2.5 inches.

**Note.** The identifying number must be printed in nonreflective black ink in OCR-A font of 10 characters per inch.

**.08** The depth of the individual scannable image on a page must be the same as that on the official IRS forms. The depth from the top line to the bottom line of an individual Form W-2 (Copy A) must be 4.17 inches and the depth from the top line to the bottom line of Form W-3 must be 4.67 inches. (See Exhibits A and B.)

**.09** Continuous-pinfed Forms W-2 (Copy A) must be separated into 11-inch deep pages. The pinfed strips must be removed when Forms W-2 (Copy A) are filed with the SSA. The two Forms W-2 (Copy A) on the 11-inch page must not be separated (only the pages are to be separated (burst)). The words “Do Not Cut, Fold, or Staple Forms on This Page” must be printed twice between the two Forms W-2 (Copy A) in Flint red OCR dropout ink. Perforations are required on all other copies (Copies 1, B, C, 2, and D) to enable the separation of individual forms.

**.10** Box 12 of Form W-2 (Copy A) contains four entry boxes – 12a, 12b, 12c, and 12d. Do not make more than one entry per box. Enter your first code in box 12a (for example, enter Code D in box 12a, not 12d, if it is your first entry). If more than four items need to be reported in box 12, use a second Form W-2 to report the additional items (see “Multiple forms” in the 2004 Instructions for Forms W-2 and W-3). Do not report the same federal tax data to the SSA on more than one Form W-2 (Copy A). However, repeat the identifying information (employee’s name and SSN, employer’s name, address, and EIN) on each additional form.

**.11** The checkboxes in box 13 of Form W-2 (Copy A) must be .14 inches each; the space before the 1<sup>st</sup> checkbox is .20 inches; the spacing on each remaining side of the 3 checkboxes is .36 inches (see Exhibit A). The checkboxes in box b of Form W-3 must also be .14 inches (see Exhibit B for other dimensions in box b).

**Note.** More than 50% of an applicable checkbox must be covered by an “X.”

**.12** All substitute Forms W-2 (Copy A) and W-3 in the red-ink format must have the tax year, form number, and form title printed on the bottom face of each form using type identical to that of the official IRS form. The red-ink substitute Form W-2 (Copy A) and Form W-3 must have the form producer’s EIN entered directly to the left of “Department of the Treasury,” in red.

**.13** The words “For Privacy Act and Paperwork Reduction Act Notice, see back of Copy D.” must be printed in Flint red OCR dropout ink in the same location as on the official Form W-2 (Copy A). The words “For Privacy Act and Paperwork Reduction Act Notice, see back of Copy D of Form W-2.” must be printed at the bottom of the page of Form W-3.

**.14** The Office of Management and Budget (OMB) Number must be printed on substitute Forms W-3 and W-2 (on each ply) in the same location as on the official IRS forms.

**.15** All substitute Forms W-3 must include the instructions that are printed on the same sheet below the official IRS form.

**.16** The back of substitute Form W-2 (Copy A) and Form W-3 must be free of all printing.

**.17** All copies must be clearly legible. Hot wax and cold carbon spots are not permitted for Form W-2 (Copy A). Interleaved carbon should be black and must be of good quality to assure legibility on all copies and to avoid smudging. Fading must be minimized to assure legibility.

**.18** Chemical transfer paper is permitted for Form W-2 (Copy A) only if the following standards are met:

- Only chemically-backed paper is acceptable for Form W-2 (Copy A). Front and back chemically-treated paper cannot be processed properly by scanning equipment.
- Chemically-transferred images must be black.
- Carbon-coated forms are not permitted.

**.19** The Government Printing Office (GPO) symbol and the Catalog Number (Cat. No.) must be deleted from substitute Form W-2 (Copy A) and Form W-3.

## **Section 1B. Specifications for “Laser-Printed” Substitute Form W-2 (Copy A) and Form W-3 Filed with the SSA**

**.01** The SSA-approved, laser-printed, black-and-white Forms W-2 (Copy A) and W-3 are referred to as “laser-printed.” Specifications for the laser-printed black-and-white Forms W-2 (Copy A) and W-3 are similar to the red-ink forms (Part B, Section 1A) except for the items that follow (see Exhibits E and F). Exhibits are samples only and must not be downloaded to meet tax obligations.

1. Forms must be printed on 8.5 x 11-inch single-sheet paper only, not on continuous-feed using a laser printer. There must be two Forms W-2 (Copy A) printed on a page. There must be no horizontal perforations between the two Forms W-2 (Copy A) on each page.
2. All forms and data must be printed in nonreflective black ink only.
3. The data and forms must be programmed to print simultaneously. Forms cannot be produced separately from wage data entries.
4. The forms must not contain corner register marks.
5. The forms must not contain any shaded areas including those boxes that are entirely shaded on the red-ink forms.
6. Identifying numbers on both Form W-2 (“22222”) and Form W-3 (“33333”) must be preprinted in 14-point Arial bold font or a close approximation.
7. The form numbers (“W-2” and “W-3”) must be in 18-point Arial font or a close approximation. The tax year (“2004”) on Forms W-2 (Copy A) and W-3 must be in 20-point Arial font or a close approximation.
8. No part of the box titles or the data printed on the forms may touch any of the vertical or horizontal lines, nor should any of the data intermingle with the box titles. The data should be centered in the boxes.
9. Do not print any information in the margins of the laser-printed forms (for example, do not print “DO NOT STAPLE OR FOLD” in the top margin of Form W-3).
10. The word “Code” must not appear in box 12 on Form W-2 (Copy A).
11. A 4-digit vendor code preceded by four zeros and a slash (for example, 0000/1234) must appear in 12-point Arial font, or a close approximation, under the tax year in place of the Cat. No. on Form W-2 (Copy A) and in the bottom right corner of the “For Official Use Only” box at the bottom of Form W-3. Do not display the form producer's EIN to the left of “Department of the Treasury.” The vendor code will be used to identify the form producer.
12. Do not print Catalog Numbers (Cat. No.) on either form (10134D for Form W-2 (Copy A); 10159Y for Form W-3).
13. Do not print the checkboxes in:
  - Box b of Form W-3. The “X” should be programmed to be printed and centered directly below the applicable “Kind of Payer.”

- The “Void” box of Form W-2 (Copy A). The “X” should be programmed to be printed to the right of “Void” because of space limitations.
  - Box 13 of Form W-2 (Copy A). The “X” should be programmed to be printed and centered directly below the applicable box title.
14. Do not print dollar signs. If there are no money amounts being reported, the entire field should be left blank.
  15. The space between the two Forms W-2 (Copy A) is 1.33 inches.

**.02** You must submit samples of your laser-printed substitute forms to the SSA. Only laser-printed, black-and-white substitute Forms W-2 (Copy A) and W-3 for tax year 2004 will be accepted for approval by the SSA. Questions regarding other forms (that is, red-ink Forms W-2c, W-3c, 1099 series, 1096, etc.) must be directed to the IRS.

**.03** You will be required to send one set of blank and one set of dummy-data, laser-printed substitute Forms W-2 (Copy A) and W-3 for approval. Sample data entries should be filled in to the maximum length for each box entry, preferably using numeric data or alpha data, depending upon the type required to be entered. Include in your submission the name, telephone number, fax number, and email address of a contact person who can answer questions regarding your sample forms.

**.04** To receive approval, you may first contact the SSA at [laser.forms@ssa.gov](mailto:laser.forms@ssa.gov) to obtain a template and further instructions in pdf or Excel format. You may also send your 2004 sample, laser-printed substitute forms to:

Social Security Administration  
 Data Operations Center  
 Attn: Laser Forms Approval, Room 359  
 1150 E. Mountain Drive  
 Wilkes-Barre, PA 18702-7997

Send your sample forms via private mail carrier or certified mail in order to verify their receipt. You can expect approval (or disapproval) by the SSA within 30 days of receipt of your sample forms.

**.05** The 4-digit vendor code preceded by four zeros and a slash (0000/) must be preprinted on the sample, laser-printed substitute forms. Forms not containing a vendor code will be rejected and will not be submitted for testing or approval. If you do not have a vendor code, you may contact the National Association of Computerized Tax Processors via email at [president@nactp.org](mailto:president@nactp.org).

**.06** If you use forms produced by a vendor and have questions concerning approval, do not send the forms to the SSA for approval. Instead, you may contact the software vendor to obtain a copy of SSA's dated approval notice supplied to that vendor.

## **Section 2. Requirements for Substitute Forms Furnished to Employees (Copies B, C, and 2 of Form W-2)**

**Note.** Printers are cautioned that the **rules in Part B, Section 2, apply only to employee copies of Form W-2 (Copies B, C, and 2)**. Paper filers who send Forms W-2 (Copy A) to the SSA must follow the requirements in Part B, Sections 1A and/or 1B.

**.01** All employers (including those who file on magnetic media or electronically) must furnish employees with at least two copies of Form W-2 (three or more for employees required to file a state, city, or local income tax return). The following rules are guidelines for preparing employee copies.

The dimensions of these copies (Copies B, C, and 2), but not Copy A, may differ from the dimensions of the official IRS form to allow space for reporting additional information, including additional entries such as withholding for health insurance, union dues, bonds, or charity in box 14. The limitation of a maximum of four items in box 12 of Form W-2 applies only to Copy A, which is filed with the SSA.

**Note.** Electronic payee statements (Copies B, C, and 2 of Form W-2) may now be furnished if employees give their consent (as described in Treasury Regulations Section 31-6501-1(j)). See Publication 15-A, Employer's Supplemental Tax Guide, for details.

**.02** The minimum dimensions for employee copies only (not Copy A) of Form W-2 should be 2.67 inches deep by 4.25 inches wide. The maximum dimensions should be no more than 6.5 inches deep by no more than 8.5 inches wide.

**Note.** The maximum and minimum size specifications are for tax year 2004 only and may change in future years.

**.03** Either horizontal or vertical format is permitted (see Exhibit D).

**.04** The paper for all copies must be white and printed in black ink. The substitute Copy B, which employees are instructed to attach to their federal income tax returns, should be at least 9-pound paper (basis 17 x 22-500). Other copies furnished to employees should also be at least 9-pound paper (basis 17 x 22-500).

**.05** Employee copies of Form W-2 (Copies B, C, and 2), including those that are printed on a single sheet of paper, must be easily separated. Providing perforations between the individual copies satisfies this requirement, but using scissors to separate Copies B, C, and 2 does not.

**Note.** The perforation requirement in this section does not apply to printouts of copies of Forms W-2 that are furnished electronically to employees (as described in Treasury Regulations Section 31-6051-1(j)). However, these employees should be cautioned to carefully separate the copies of Form W-2. See Publication 15-A, Employer's Supplemental Tax Guide, for information on electronically furnishing Forms W-2 to employees.

**.06** Interleaved carbon and chemical transfer paper employee copies must be clearly legible. Hot wax and cold-carbon spots are not permitted for employee copies. All copies must be able to be photocopied. Interleaved carbon should be black and must be of good quality to assure legibility on all copies and to avoid smudging. Fading must be minimized to assure legibility.

**.07** The electronic tax logo on the IRS official employee copies is not required on any of the substitute form copies. To avoid confusion and questions by employees, employers are encouraged to delete the identifying number (“22222”) and the word “Void” and its associated checkbox from the employee copies of Form W-2.

**.08** All substitute employee copies must contain boxes, box numbers, and box titles that match the official IRS Form W-2. Boxes that do not apply can be deleted. However, certain core boxes must be included. The placement, numbering, and size of this information is specified as follows:

- The items and box numbers that constitute the core data are:
  - Box 1 — Wages, tips, other compensation,
  - Box 2 — Federal income tax withheld,
  - Box 3 — Social security wages,
  - Box 4 — Social security tax withheld,
  - Box 5 — Medicare wages and tips, and
  - Box 6 — Medicare tax withheld.

The core boxes must be printed in the exact order shown on the official IRS form.

- The core data boxes (1 through 6) must be placed in the upper right of the form. Substitute vertical-format copies may have the core data across the top of the form (see Exhibit D). In no instance, will boxes or other information be permitted to the right of the core data.
- The form title, number, or copy designation (B, C, or 2) may be at the top of the form. Also, a reversed or blocked-out area to accommodate a postal permit number or other postal considerations is allowed in the upper-right.
- Boxes 1 through 6 must each be a minimum of 1<sup>3</sup>/<sub>8</sub> inches wide x 1/4 inch deep.
- Other required boxes are:
  - b) Employer identification number (EIN),
  - c) Employer's name, address, and ZIP code,
  - d) Employee's social security number,
  - e) Employee's name, and
  - f) Employee's address and ZIP code.

Identifying items must be present on the form and be in boxes similar to those on the official IRS form. However, they may be placed in any location other than the top or upper right. You do not need to use the lettering system (b-f) used on the official IRS form. The employer identification number (EIN) may be included with the employer's name and address and not in a separate box.

**Note.** Box a (“Control number”) is not required.

**.09** All copies of Form W-2 furnished to employees must clearly show the form number, the form title, and the tax year prominently displayed together in one area of the form. The title of Form W-2 is “Wage and Tax Statement.” It is recommended (but not required) that this be located on the bottom left of substitute Forms W-2. The reference to the “Department of the Treasury — Internal Revenue Service” must be on all copies of substitute Forms W-2 furnished to employees. It is recommended (but not required) that this be located on the bottom right of Form W-2.

**.10** If the substitute employee copies are labeled, the forms must contain the applicable description:

- “Copy B, To Be Filed With Employee's FEDERAL Tax Return.”
- “Copy C, For EMPLOYEE'S RECORDS.”
- “Copy 2, To Be Filed With Employee's State, City, or Local Income Tax Return.”

It is recommended (but not required) that these be located on the lower left of Form W-2. If the substitute employee copies are not labeled as to the disposition of the copies, then written notification using similar wording must be provided to each employee.

**.11** The tax year (2004) must be clearly printed in nonreflective black ink on all copies of substitute Form W-2. It is recommended (but not required) that this information be in the middle at the bottom of the Form W-2. The use of 24-pt. OCR-A font is recommended (but not required).

**.12** Boxes 1, 2, and 9 (if applicable) on Copy B must be outlined in bold 2-point rule or highlighted in some manner to distinguish them. If “Allocated tips” are being reported, it is recommended (but not required) that box 8 also be outlined. If reported, “Social security tips” (box 7) must be shown separately from “Social security wages” (box 3).

**Note.** Boxes 8 and 9 may be omitted if not applicable.

**.13** If employers are required to withhold and report state or local income tax, the applicable boxes are also considered core information and must be placed at the bottom of the form. State information is included in:

- Box 15 (State, Employer's state ID number)
- Box 16 (State wages, tips, etc.)
- Box 17 (State income tax)

Local information is included in:

- Box 18 (Local wages, tips, etc.)
- Box 19 (Local income tax)
- Box 20 (Locality name)

**.14** Boxes 7 through 14 may be omitted from substitute employee copies unless the employer must report any of that information to the employee. For example, if an employee did not have “Social security tips” (box 7), the form could be printed without that box. But if an employer provided dependent care benefits, the amount must be reported separately, shown in box 10, and labeled “Dependent care benefits.”

- .15** Employers may enter more than four codes in box 12 of substitute Copies B, C, and 2 (and 1 and D) of Form W-2, but each entry must use Codes A-W (see the 2004 Instructions for Forms W-2 and W-3).
- .16** If an employer has employees in any of the three categories in box 13, all checkboxes must be shown and the proper checkmark made, when applicable.
- .17** Employers may use box 14 for any other information that they wish to give to their employees. Each item must be labeled. (See the instructions for box 14 in the 2004 Instructions for Forms W-2 and W-3.)
- .18** The front of Copy C of a substitute Form W-2 must contain the note “This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.”
- .19** Instructions similar to those contained on the back of Copies B and C of the official IRS Form W-2 must be provided to each employee. An employer may modify or delete instructions that do not apply to its employees. (For example, remove Railroad Retirement Tier 1 and Tier 2 compensation information for nonrailroad employees or information about dependent care benefits that the employer does not provide.)
- .20** Employers must notify their employees who have no income tax withheld that they may be able to claim a tax refund because of the earned income credit (EIC). They will meet this notification requirement if they furnish a substitute Form W-2 with the EIC notice on the back of Copy B, IRS Notice 797, Possible Federal Tax Refund Due to the Earned Income Credit (EIC), or on their own statement containing the same wording. They may also change the font on Copy C so that the EIC notification and Form W-2 instructions fit entirely on the back. For more information about notification requirements, see Notice 1015, Have You Told Your Employees About the Earned Income Credit (EIC)?



## **Part C. Additional Instructions**

### **Section 1. Additional Instructions for Form Printers**

**.01** If magnetic or electronic media is not used for filing with the SSA, the substitute copies of Forms W-2 (either red-ink or laser-printed) should be assembled in the same order as the official IRS Forms W-2. Copy A should be first, followed sequentially by perforated sets (Copies 1, B, C, 2, and D).

**.02** The substitute form to be filed by the employer with the SSA must carry the designation “Copy A.”

**Note.** Magnetic media/electronic filers do not submit either red-ink or laser-printed paper Form W-2 (Copy A) or Form W-3 to the SSA.

**.03** Substitute forms (red-ink or laser-printed) do not require a copy to be retained by employers (Copy D of Form W-2). However, employers must be prepared to verify or duplicate the information if it is requested by the IRS or the SSA. Paper filers who do not keep a Form W-2 (Copy D) should be able to generate a facsimile of Form W-2 (Copy A) in case of loss.

**.04** Except for copies in the official assembly, no additional copies that may be prepared by employers should be placed ahead of Form W-2 (Copy C) “For EMPLOYEE'S RECORDS.”

**.05** Instructions similar to those contained on the back of Copies B and C of the official IRS Form W-2 must be provided to each employee. These instructions may be printed on the back of the substitute Copies B and C or may be provided to employees on a separate statement. Do not print these instructions on the back of Copy 1 or 2 that is to be filed with the employee's state, city, or local income tax return. Any Forms W-2 (Copy A) and W-3 that are filed with the SSA must have no printing on the reverse side. Instructions similar to those provided as part of the IRS official forms must be provided as part of any substitute Form W-2 (Copy A) or Form W-3.

### **Section 2. Instructions for Employers**

**.01** Only originals of Form W-2 (Copy A) and Form W-3 may be filed with the SSA. Carbon copies and photocopies are unacceptable.

**.02** Employers should type or machine-print data entries on the non-laser-generated forms whenever possible. Ensure good quality by using a high-quality type face, inserting data in the middle of blocks that are well separated from other printing and guidelines, and taking any other measures that will guarantee clear, sharp images. Black ink must be used with no script type, inverted font, italics or dual-case alpha characters.

**Note.** 12-point Courier font is preferred by the SSA.

**.03** Form W-2 (Copy A) requires decimal entries for wage data. Dollar signs should not be printed with money amounts on the Forms W-2 (Copy A) and W-3.

**.04** The employer must provide a machine-scannable Form W-2 (Copy A). The employer must also provide payee copies (Copies B, C, and 2) that are legible and able to be photocopied (by the employee). Do not print any data in the top margin of the payee copies of the forms.

**.05** Any printing in box a (Control number) on Forms W-2 or W-3 may not touch any vertical or horizontal lines and should be centered in the box.

**.06** The filer's employer identification number (EIN) must be entered in box b of Form W-2 and box e of Form W-3. The EIN entered on Form(s) W-2 (box b) and Form W-3 (box e) must be the same as on Forms 941, 943, CT-1, Schedule H (Form 1040), or any other corresponding forms filed with the IRS. Be sure to use EIN format (00-0000000) rather than SSN format (000-00-0000).

**.07** The employer's name, address, and EIN may be preprinted.

**.08** Employers should use the official IRS-preprinted Form W-3 that they received with Publication 393 or Publication 2184, if available, when filing red-ink Forms W-2 (Copy A) with the SSA.

### **Section 3. OMB Requirements for Both Red-Ink and Laser-Printed Substitute Forms**

**.01** The Paperwork Reduction Act (the Act) of 1995 (Public Law 104-13) requires that:

- The OMB approves all IRS tax forms that are subject to the Act.
- Each IRS form contains (in or near the upper right corner) the OMB approval number, if any. (The official OMB numbers may be found on the official IRS printed forms and are also shown on the forms in Exhibits A, B, C, E, and F.)
- Each IRS form (or its instructions) states:
  1. Why the IRS needs the information,
  2. How it will be used, and
  3. Whether or not the information is required to be furnished to the IRS.  
This information must be provided to any users of official or substitute IRS forms or instructions.

**.02** The OMB requirements for substitute IRS forms are:

- Any substitute form or substitute statement to a recipient must show the OMB number as it appears on the official IRS form.
- For Form W-2 (Copy A) and Form W-3, the OMB number must appear exactly as shown on the official IRS form.
- For any copy of Form W-2 other than Copy A, the OMB number must use one of the following formats.
  1. OMB No. XXXX-XXXX (preferred) or
  2. OMB # XXXX-XXXX (acceptable).

**.03** Any substitute Form W-2 (Copy A only) must state “For Privacy Act and Paperwork Reduction Act Notice, see back of Copy D.” Any substitute Form W-3 must state “For Privacy Act and Paperwork Reduction Act Notice, see back of Copy D of Form W-2.” If

no instructions are provided to users of your forms, you must furnish them with the exact text of the Privacy Act and Paperwork Reduction Act Notice.

## **Section 4. Copies of Forms**

**.01** You can obtain official IRS forms and information copies of federal tax materials at local IRS offices or by calling the IRS Distribution Center at 1-800-829-3676. Other ways to get federal tax material include:

- The Internet at [www.irs.gov](http://www.irs.gov).
- IRS Fax Forms at 703-368-9694.
- The IRS' CD-ROM.

Only contact the IRS, not the SSA, for forms.

**Note.** Many IRS forms are provided electronically by fax, on the IRS website, and on the Federal Tax Forms CD-ROM. But copies of Form W-2 (Copy A) and Form W-3 cannot be used for filing with the IRS or SSA when obtained this way because the forms do not meet the specific printing specifications as described in this publication. Copies of Forms W-2 and W-3 obtained from these sources are for information purposes only.

**.02** You can access the IRS via the World Wide Web using [www.irs.gov](http://www.irs.gov).

**.03** The IRS also offers an alternative to downloading electronic files and provides current and prior-year access to tax forms and instructions through its Federal Tax Forms CD-ROM. The CD will be available for the upcoming filing season. Order Publication 1796, IRS Federal Tax Products CD-ROM, by using the IRS website at [www.irs.gov/cdorders](http://www.irs.gov/cdorders) or by calling 1-877-CDFORMS (1-877-233-6767).

## **Section 5. Effect on Other Documents**

**.01** Revenue Procedure 2003-30, 2003-17 I.R.B. 822, dated April 28, 2003 (reprinted as Publication 1141, Revised 5-2003), is superseded.

### **List of Exhibits**

- Exhibit A — Form W-2 (Copy A) (Red-Ink)
- Exhibit B — Form W-3 (Red-Ink)
- Exhibit C — Form W-2 (Copy B)
- Exhibit D — Form W-2 (Alternative Employee Copies) (Illustrating Horizontal and Vertical Formats)
- Exhibit E — Form W-2 (Copy A) (Laser-Printed)
- Exhibit F — Form W-3 (Laser-Printed)

**Exhibit  
A  
Form  
W-2  
(Copy A)**  
(Red-Ink)

a Control number 22222		For Official Use Only OMB No. 1545-0008				
b Employer identification number		1 Wages, tips, other compensation	2 Federal income tax withheld			
c Employer's name, address, and ZIP code		3 Social security wages	4 Social security tax withheld			
		5 Medicare wages and tips	6 Medicare tax withheld			
		7 Social security tips	8 Allocated tips			
d Employee's social security number		9 Advance EIC payment	10 Dependent care benefits			
e Employee's first name and initial Last name		11 Nonqualified plans	12a See instructions for box 12			
f Employee's address and ZIP code		13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party salary <input type="checkbox"/>	12b			
		14 Other <input type="checkbox"/>	12c			
15 State Employer's state ID number		16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name

**W-2 Wage and Tax Statement** 2004  
 Form Copy A For Social Security Administration — Send this entire page with Form W-3 to the Social Security Administration; photocopies are not acceptable.  
 Department of the Treasury—Internal Revenue Service  
 For Privacy Act and Paperwork Reduction Act Notice, see back of Copy D.

**Do Not Cut, Fold, or Staple Forms on This Page — Do Not Cut, Fold, or Staple Forms on This Page**

a Control number 22222		For Official Use Only OMB No. 1545-0008				
b Employer identification number		1 Wages, tips, other compensation	2 Federal income tax withheld			
c Employer's name, address, and ZIP code		3 Social security wages	4 Social security tax withheld			
		5 Medicare wages and tips	6 Medicare tax withheld			
		7 Social security tips	8 Allocated tips			
d Employee's social security number		9 Advance EIC payment	10 Dependent care benefits			
e Employee's first name and initial Last name		11 Nonqualified plans	12a See instructions for box 12			
f Employee's address and ZIP code		13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party salary <input type="checkbox"/>	12b			
		14 Other <input type="checkbox"/>	12c			
15 State Employer's state ID number		16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name

**W-2 Wage and Tax Statement** 2004  
 Form Copy A For Social Security Administration — Send this entire page with Form W-3 to the Social Security Administration; photocopies are not acceptable.  
 Department of the Treasury—Internal Revenue Service  
 For Privacy Act and Paperwork Reduction Act Notice, see back of Copy D.

**Exhibit  
B  
Form  
W-3**  
(Red-Ink)

**DO NOT STAPLE OR FOLD**

a Control number 1.6" → 33333		For Official Use Only OMB No. 1545-0046 5.0" →	
b Kind of Payer 1.1" →	941 Military <input type="checkbox"/>	943 Hshld. emp. <input type="checkbox"/>	Medicare gov't. emp. <input type="checkbox"/>
	CT-1 <input type="checkbox"/>	Third-party sick pay <input type="checkbox"/>	
c Total number of Forms W-2 1.6" →	d Establishment number 1.6" →	1 Wages, tips, other compensation	2 Federal income tax withheld
e Employer identification number 3.2" →		3 Social security wages	4 Social security tax withheld
f Employer's name 7.5" →		5 Medicare wages and tips	6 Medicare tax withheld
		7 Social security tips	8 Allocated tips
		9 Advance EIC payments	10 Dependent care benefits
		11 Nonqualified plans 4.67" →	12 Deferred compensation
		13 For third-party sick pay use only 4.33" →	
		14 Income tax withheld by payer of third-party sick pay	
g Employer's address and ZIP code			
h Other EIN used this year			
15 State .6" →	Employer's state ID number 2.6" →	16 State wages, tips, etc.	17 State income tax
		18 Local wages, tips, etc.	19 Local income tax
Contact person	Telephone number ( )	For Official Use Only ↑ .667"	
Email address	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 → 5.83"      Title → .8"      Date → 11.0"

Form **W-3 Transmittal of Wage and Tax Statements 2004** 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.

**An Item To Note**

Separate instructions. See the 2004 Instructions for Forms W-2 and W-3 for information on completing this form.

**Purpose of Form**

Use this form 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 on magnetic media or electronically, do not file Form W-3.

**When To File**

File Form W-3 with Copy A of Form(s) W-2 by February 28, 2005.

**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 Circular E (Pub. 15), Employer's Tax Guide, for a list of IRS approved private delivery services.

Do not send magnetic media to the address shown above.

For Privacy Act and Paperwork Reduction Act Notice, see the 2003 Instructions for Forms W-2 and W-3.

**Exhibit  
C  
Form  
W-2  
(Copy B)**

a Control number		OMB No. 1545-0008		Safe, accurate, FAST! Use 		Visit the IRS website at <a href="http://www.irs.gov">www.irs.gov</a>					
b Employer identification number				1 Wages, tips, other compensation		2 Federal income tax withheld					
c Employer's name, address, and ZIP code				3 Social security wages		4 Social security tax withheld					
				5 Medicare wages and tips		6 Medicare tax withheld					
				7 Social security tips		8 Allocated tips					
d Employee's social security number				9 Advance EIC payment		10 Dependent care benefits					
e Employee's first name and initial Last name				11 Nonqualified plans		12a See instructions for box 12					
				13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>		12b					
				14 Other		12c					
						12d					
f Employee's address and ZIP code											
15 State Employer's state ID number		16 State wages, tips, etc.		17 State income tax		18 Local wages, tips, etc.		19 Local income tax		20 Locality name	

Form **W-2** Wage and Tax Statement

**2004**

Department of the Treasury—Internal Revenue Service

Copy B—To Be Filed With Employee's FEDERAL Tax Return.  
This information is being furnished to the Internal Revenue Service.

**Exhibit  
D  
Form  
W-2  
Alternative  
Employee  
Copies**

(Illustrating  
Horizontal and  
Vertical Formats)

**Form W-2 Wage and Tax Statement**

b Employer identification number		1 Wages, tips, other compensation		2 Federal income tax withheld		
c Employer's name, address, and ZIP code		3 Social security wages		4 Social security tax withheld		
		5 Medicare wages and tips		6 Medicare tax withheld		
d Employee's social security number						
e Employee's name						
f Employee's address and ZIP code						
15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name

Copy C For EMPLOYEE'S RECORDS.

**2004**

Department of the Treasury—Internal Revenue Service

**Horizontal Format**

**Note:** Exhibit D provides examples of employee copies of Form W-2 only. For examples of Copy A, see Exhibit A or Exhibit E. For the specifications of Copy A, which must be filed with the SSA, see Part B, sections 1A and 1B.

The core data boxes are 1 through 6 and, if applicable, 15 through 20. The core data must be similarly positioned, exactly numbered, and exactly titled as shown for each format. Other data may be placed in unoccupied areas based upon the employer's needs. Form identification may be placed before or after the core data. However, the employer's non-core elements may be positioned only between the sections of core data.

1 Wages, tips, other compensation		2 Federal income tax withheld	
3 Social security wages		4 Social security tax withheld	
5 Medicare wages and tips		6 Medicare tax withheld	
Employer identification number			
Employer's name, address, and ZIP code			
Employee's social security number			
Employee's name			
Employee's address and ZIP code			
15 State	Employer's state ID number	18 Local wages, tips, etc.	
16 State wages, tips, etc.		19 Local income tax	
17 State income tax		20 Locality name	

Copy B To Be Filed With Employee's FEDERAL Tax Return.

**Form W-2**  
Wage and Tax  
Statement

**2004**



Department of the Treasury—  
Internal Revenue Service

**Vertical Format**

**Exhibit E  
Form W-2  
(Copy A)**

(Laser-Printed)

This form may be subject to change.

a Control number 1.6" → 22222 ← .7" → Void		For Official Use Only OMB No. 1545-0008		4.3"	
b Employer identification number		1 Wages, tips, other compensation	2 Federal income tax withheld		.5"
c Employer's name, address, and ZIP code 4.1"		3 Social security wages	4 Social security tax withheld		
d Employee's social security number		5 Medicare wages and tips	6 Medicare tax withheld		.5"
e Employee's first name and initial 1.9" → Last name 2.2" →		7 Social security tips	8 Allocated tips		
f Employee's address and ZIP code		9 Advance EIC payment	10 Dependent care benefits		.5"
15 State Employer's state ID number 1.4" → 1.8" →		11 Nonqualified plans	12a See instructions for box 12 ← .5" → ← 1.2" →		
16 State wages, tips, etc. 1.2" →		12b	12c		.5"
17 State income tax 1.1" →		13 Statutory employee Retirement plan Third party sick pay 1.7" →	14 Other		
18 Local wages, tips, etc. 1.2" →		12d		19 Local income tax 1.1" →	
20 Locality name ← .7" →					

Form **W-2** Wage & Tax Statement **2004** Department of the Treasury--Internal Revenue Service  
**0000/0000** For Privacy Act and Paperwork Reduction Act Notice, see back of Copy D.  
 Copy A for Social Security Administration - Send this entire page with Form W-3 to the Social Security Administration; photocopies are not acceptable.  
 Do Not Cut, Fold, or Staple Forms on This Page

a Control number 22222		Void		For Official Use Only OMB No. 1545-0008	
b Employer identification number		1 Wages, tips, other compensation	2 Federal income tax withheld		.5"
c Employer's name, address, and ZIP code		3 Social security wages	4 Social security tax withheld		
d Employee's social security number		5 Medicare wages and tips	6 Medicare tax withheld		.5"
e Employee's first name and initial Last name		7 Social security tips	8 Allocated tips		
f Employee's address and ZIP code		9 Advance EIC payment	10 Dependent care benefits		.5"
15 State Employer's state ID number		11 Nonqualified plans	12a See instructions for box 12		
16 State wages, tips, etc.		12b	12c		.5"
17 State income tax		13 Statutory employee Retirement plan Third party sick pay	14 Other		
18 Local wages, tips, etc.		12d		19 Local income tax	
20 Locality name					

Form **W-2** Wage & Tax Statement **2004** Department of the Treasury--Internal Revenue Service  
**0000/0000** For Privacy Act and Paperwork Reduction Act Notice, see back of Copy D.  
 Copy A for Social Security Administration - Send this entire page with Form W-3 to the Social Security Administration; photocopies are not acceptable.



**Exhibit F Form W-3**

(Laser-Printed)

This form may be subject to change.

a Control number 1.6"		33333 .9"		For Official Use Only OMB No. 1545-0008 5.0"	
b Kind of Payer 3.2"	941 Military 943	1 Wages, tips, other compensation	2 Federal income tax withheld		
	CT-1 Hshld. emp. Medicare gov't. emp. Third-party sick pay	3 Social security wages	4 Social security tax withheld		
c Total number of Forms W-2 1.6"	d Establishment number 1.6"	5 Medicare wages and tips	6 Medicare tax withheld		
e Employer identification number 3.2"		7 Social security tips	8 Allocated tips		2.15"
f Employer's name 7.5"		9 Advance EIC payments	10 Dependent care benefits		
g Employer's address and ZIP code 4.67"		11 Nonqualified plans		12 Deferred compensation	
		13 For third-party sick pay use only			
		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
h Other EIN used this year		18 Local wages, tips, etc.		19 Local income tax	
Contact person		Telephone number		For Official Use Only	
E-mail address		Fax number		0000/0000	

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** **2004** 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 STAPLE OR FOLD.

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

**An Item To Note**

**Separate instructions.** See the 2004 Instructions for Forms W-2 and W-3 for information on completing this form.

**Purpose of Form**

Use this form 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 on magnetic media or electronically, do not file Form W-3.

**When To File**

File Form W-3 with Copy A of Form(s) W-2 by **February 28, 2005.**

For Privacy Act and Paperwork Reduction Act Notice, see the back of Copy D of Form W-2.

**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 **Circular E (Pub. 15), Employer's Tax Guide, for a list of IRS approved private delivery services.**

Do not send magnetic media to the address shown above.