

22222		VOID <input type="checkbox"/>	a Employee's social security number		For Official Use Only ▶ OMB No. 1545-0008			
b Employer identification number (EIN)			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 Control number			9	10 Dependent care benefits				
e Employee's first name and initial		Last name	Suff.	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 sick pay <input type="checkbox"/>	12b		
			14 Other			12c	12d	
						12c	12d	
						12c	12d	
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** 2022 Department of the Treasury—Internal Revenue Service
 Copy A—For Social Security Administration. Send this entire page with Form W-3 to the Social Security Administration; photocopies are not acceptable. 41-0852411
 For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.
Do Not Cut, Fold, or Staple Forms on This Page

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LW2NB

5207

None apply <input type="checkbox"/>		501c non-govt. <input type="checkbox"/>		Third-party sick pay <input type="checkbox"/>	
State/local non-profit <input type="checkbox"/>		State/local 501c <input type="checkbox"/>		Federal govt. <input type="checkbox"/>	
Federal govt. <input type="checkbox"/>		Federal govt. <input type="checkbox"/>		Federal govt. <input type="checkbox"/>	
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		
7 Social security tips			8 Allocated tips		
9			10 Dependent care benefits		
11			12a Deferred compensation		
12a			12b		
12b			12b		
12c			12b		
12d			12b		
12e			12b		
12f			12b		
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100			12b		

paper forms must comply with the standards set by the Internal Revenue Service. Photocopies are not acceptable. Use a Form W-3 even if only one paper Form W-2 is being filed. Make sure both the Form W-3 and Form(s) W-2 show the correct tax year and employer identification number (EIN). Make a copy of this form and keep it with Copy D (For Employer) of Form(s) W-2 for your records. The IRS recommends retaining copies of these forms for 4 years.

E-Filing

The SSA strongly suggests employers report Form W-3 and Forms W-2 Copy A electronically instead of on paper. The SSA provides two free e-filing options on its Business Services Online (BSO) website.

- **W-2 Online.** Use fill-in forms to create, save, print, and submit up to 50 Forms W-2 at a time to the SSA.
- **File Upload.** Upload wage files to the SSA you have created using payroll or tax software that formats the files according to the SSA's Specifications for Filing Forms W-2 Electronically (EFW2).
- **W-2 Online fill-in forms or file uploads** will be on time if submitted by **January 31, 2023**. For more information, go to www.SSA.gov/bso. First-time filers, select "Register"; returning filers, select "Log In."

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LW3 41-0852411 5200

When To File Paper Forms

Mail Form W-3 with Copy A of Form(s) W-2 by **January 31, 2023**.

Where To File Paper Forms

Send this entire page with the entire Copy A page of Form(s) W-2 to:

Social Security Administration
Direct 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.