Missouri Department of Revenue Transmittal of Tax Statements	Filing Frequency Due On or Before	Form MO W-3 (REV. 10-2013)	Do not send payment with this form. If you have withholding tax due, use Form MO-941.
Missouri Tax Identification Number	r filing this report. Under penalties of	 Total Missouri Income Tax Withheld Number of Form W-2(s)/ 1099-R(s) Issued Submitting W-2C 	
Mail Report To: Missouri Department of Revenue, P.O. Box 3330, Jefferson City, Missouri 65105-3330.		Department L	Use Only *
For more information, visit http://www.dor.mo.gov/business/withhold/. Form MO W-3 (Revised 10-2013)			

Do not send payment with this form. If you have withholding tax due, use Form MO-941.

Instructions for Completing Form MO W-3 Transmittal of Tax Statements

The Transmittal of Tax Statements is due on or before the last day of February,after all of your withholding tax returns have been filed. If the due date falls on a Saturday, Sunday, or legal holiday, the Form MO W-3 will be considered timely if postmarked on the next business day. Copies of all Forms W-2(s) and 1099-R(s) (Copy 1), the compact disc, or the flash drive must accompany the Form MO W-3, Transmittal of Tax Statements. A list, preferably adding machine tape or a computer printout, of the total amount of the income tax withheld as shown on all "Copy 1s" of Form W-2 and Form 1099-R must be included. (If you have 250 or more employees, you must report on a compact disc or flash drive. Specifications for paperless reporting are provided in the Employer's Tax Guide, which is provided on our website. To obtain an Employer's Tax Guide, access http://dor.mo.gov/forms/ or call (800) 877-6881.)

Send Forms W-2(s) and 1099-R(s), and Form MO W-3, the compact disc, or the flash drive to the Missouri Department of Revenue (Department) in convenient size packages. Each package must be identified with the name and account number of the employer and the packages must be consecutively numbered. The Department will not provide notification when paperless information is processed; nor will the Department return compact discs or flash drives to the employer.

Do not include the fourth quarter or 12th month return or payment with the Forms W-2(s) or 1099-R(s) on an Employer's Return of Income Taxes Withheld (Form MO-941). The last remittance must be sent separately.

If you discover an error has occurred on a previously filed Employer's Return of Income Tax Withheld (Form MO-941) you must correct it by remitting an Employer's Withholding Tax Return Correction (Form MO-941C). This form must be used to increase or decrease any previously reported tax amounts. This form can be located at http://dor.mo.gov/forms/.

If after you have filed your Form W-2s and Form MO W-3, you discover an error and need to file a Form W-2C, you should attach a copy of the Form W-2C to Form MO W-3 and check the box indicated for submitting Form W-2Cs. Enter the same amount on Line 1 and Line 2 that was originally entered unless as a result of the Form W-2Cs those amounts changed. If changed, enter the total new correct amount for all Form W-2s in both boxes.