MISSOURI DEPT. OF REVENUE

# TRANSMITTAL OF TAX STATEMENTS

| FILING FREQUENCY | FORM **MO W-3** (REV. 01-2012) | **DO NOT SEND PAYMENT WITH THIS FORM. IF YOU HAVE WITHHOLDING TAX DUE, USE FORM MO-941.** |
|---|---|---|
| DUE ON OR BEFORE | | |

| MO TAX I.D. NUMBER | TAX YEAR |
|---|---|
| ____ ____ ____ ____ ____ ____ ____ ____ | ____ ____ ____ ____ |

FEIN

____ ____ ____ ____ ____ ____ ____ ____ ____

NAME

STREET ADDRESS

CITY, STATE, ZIP CODE

I have direct control, supervision, or responsibility for filing this report. Under penalties of perjury, I declare it is a true, accurate, and complete report.

| AUTHORIZED SIGNATURE | DATE |
|---|---|
| | |

**MAIL REPORT TO:** Missouri Department of Revenue, P.O. Box 3330, Jefferson City, Missouri 65105-3330.

**1. Total Missouri Income Tax Withheld.....** $ .00

**2. Number of Form W-2(s)/ 1099-R(s) Issued.....** *

**Submitting W-2 Cs only**.....

**DOR USE ONLY** *

Reset Form Print Form

MO W-3 (01-2012)

## 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 magnetic tape, the cartridge, or the diskette must accompany the Form MO W-3, Transmittal of Tax Statements. A list, preferably an 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 use magnetic media reporting. Specifications for magnetic media reporting are provided in the Employer's Tax Guide, which is provided on our web site. 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), the magnetic tape, the cartridge, or the diskette to the Missouri Department of Revenue 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 of Revenue will not provide notification when magnetic media information is processed; nor will the Department return completed magnetic media 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), the magnetic tape, the cartridge, or the diskette. The last remittance must be sent separately with Form MO-941, Employer's Return of Income Taxes Withheld.

If you discover an error has occurred on a previously filed Employer's Return of Income Tax Withheld (MO-941) you must correct it by remitting an Employer's Withholding Tax Return Correction (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-2Cs in both boxes.