



Missouri Department of Revenue
Transmittal of Tax Statements

Department Use Only
(MM/DD/YY)

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Missouri Tax I.D.
Number

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Federal Employer
I.D. Number

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

☐ W-3 Corrected

☐ Check this box if you participate in the Combined
Federal/State Filing (CF/SF) Program

Tax
Year

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Number of
W-2(s)

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Number of
1099-R(s)

--	--	--	--	--	--

Name

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☐ Address Update

Address

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City

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State

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ZIP

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1. Total Missouri Income Tax Withheld.....

1		00
2		00
3		00

2. Third-Party Payer of Sick Pay Only (See instructions below).

3. Employers Only (See instructions below)

Third-Party
Payer Name

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Third-Party
Payer FEIN

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Signature

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

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Printed Name

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Title

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Date Signed
(MM/DD/YY)

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Instructions

1. Total Missouri Income Tax Withheld-Enter total Missouri withholding reported on payee statements issued under this withholding account number (e.g. box 17 of federal Form W-2).

2. Third-Party Payer of Sick Pay - Complete Line 2 if you are a third-party payer of sick pay. Enter the amount of withholding, if any, included on your monthly, quarterly, or annual returns that is reported on Annual Wage Statements (Form W-2) issued directly by the employer to employees.

3. Employers Only - Complete Line 3 if you issue Form W-2(s) that includes withholding remitted to Missouri by third-party payer. Enter the third-party payer name and I.D. number in spaces provided.

Send all paper Form W-2(s) and 1099-R(s) if the number of forms is less than 250, the compact disc, flash drive with paper Form MO W-3 to the Missouri Department of Revenue. Information should be labeled with the name and account number of the employer. The Department will not provide notification when the information is processed; nor will the Department return compact discs or flash drives to the employer.

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 amended or additional Form MO-941. 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-2(s) and Form MO W-3, you discover an error and need to file a Form W-2C(s), you should attach a copy of the Form W-2C(s) to Form MO W-3 and check the box indicated for submitting. Enter the same amount on Line 1 and Line 2 that was originally entered unless as a result of the Form W-2C(s) or 1099-R(s) those amounts changed. If changed, enter the total new correct amount for all Form W-2(s) in both boxes.

The Transmittal of Tax Statements (Form MO W-3) 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 flash drive must accompany the Form MO W-3. 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(s) and Form 1099-R(s) 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 (Form 4282), access <http://dor.mo.gov/forms/> or call (800) 877-6881.)

Form MO W-3 (Revised 12-2014)

Mail to: Taxation Division
P.O. Box 3330
Jefferson City, MO 65105-3330

Phone: (573) 751-8750
Fax: (573) 522-6816
E-mail: withholding@dor.mo.gov

Visit
<http://dor.mo.gov/business/withhold/>
for more information.



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