



# 1996

## Federal Employment Tax Forms

See Circular E (Pub. 15), Employer's Tax Guide, Pub. 15-A, Employer's Supplemental Tax Guide, or Circular A (Pub. 51), Agricultural Employer's Tax Guide, for more information about completing and filing Employment Tax Returns.

This publication contains the following forms and their instructions. Please order additional forms as early as possible. To request forms and publications not listed on Form 7018, call 1-800-TAX-FORM (1-800-829-3676).

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

**Instructions for Form W-2**

**Form W-3**, Transmittal of Wage and Tax Statements

**Form 7018**, Employer's Order Blank for Forms

**Caution:** We redesigned the peel off label below. Only the name and address portion of the label should be put on Form W-3. You should leave the bar code portion attached to the publication.

### 1996 Wage Base and Tax Rates.—

	Wage Base	Tax Rates
Social Security —	First \$62,700	6.2% each for employers and employees
Medicare —	All Wages	1.45% each for employers and employees

We will send you Circular E or Circular A in December. These circulars give you information about completing and filing employment tax returns. They will also give the 1997 income tax withholding rates.

For agricultural employers, we will send **Form 943-A**, Agricultural Employer's Record of Federal Tax Liability, and **Form 943**, Employer's Annual Tax Return for Agricultural Employees, in December.

**Information Returns Questions.**—If you have questions about information returns (Forms 1096, 1098, 1099, 1042-S, 5498, W-2, W-2G, and W-3), call 304-263-8700 (not a toll-free number).

**Filing Forms W-2 and W-3.**—If you file Form W-2 reports on magnetic media, use the information in this publication under **Instructions for Form W-2** and in the Social Security Administration (SSA) Technical Instruction Bulletin No. 4 to ensure accurate reporting.

The following are reminders about completing and filing wage and tax statements.

- Please show the correct social security numbers of employees on Form W-2, and be sure all copies are legible.

Encourage employees who have changed their name during the year to notify their local SSA office and request a new card. This will allow the SSA to process the information correctly and to properly credit employees' social security earnings. It will also help your employees to correctly report their wages to the IRS on their income tax returns.

- Furnish Copies B, C, and 2 of Form W-2 to your employees, generally by **January 31, 1997**.

- By **February 28, 1997**, use Form W-3 to send Copy A of all Forms W-2 to the Social Security Administration, Data Operations Center, 1150 E. Mountain Drive, Wilkes-Barre PA 18769-0001. For certified mail, the ZIP code is 18769-0002.

- If possible, please prepare and file Forms W-2 either alphabetically by employees' last names or numerically by employees' social security numbers. This will help SSA locate specific forms if there is a problem with your submission.

- Social security wages and taxes and Medicare wages and taxes must be reported separately on the Forms W-2.

**Substitute Forms.**—You may use substitute forms instead of IRS forms, only if they meet IRS specifications. Call 1-800-TAX-FORM (1-800-829-3676) to get **Pub. 1141**, General Rules and Specifications For Private Printing of Substitute Forms W-2 and W-3. If you file substitute paper Forms W-2, you must file Forms W-3 that are the same width as the Forms W-2.

**Recordkeeping.**—Copies of Forms W-2 and W-3 as well as all other employment tax records must be kept for at least 4 years.

Internal Revenue Service  
WADC-9999  
Rancho Cordova, CA 95743-9999

**Official Business**  
Penalty for Private Use, \$300  
Do Not Forward

Peel off the name and address portion of the label below (do not include the bar code portion of the label) and place it over boxes e and f on the Form W-3 you file with the Social Security Administration. Make any necessary corrections on the label. If you file additional Forms W-3, fill in your name, address, and employer identification number.

### Bulk Rate

Postage and Fees Paid  
Internal Revenue Service

Permit No. G-48

Carrier Route Presort

## Forms and Publications You May Need

As an employer, in addition to the Forms W-2 and W-3 included in this booklet, you may need one or more of the following forms and publications. Use Form 7018 to order the items listed on the form. Other materials may be ordered by calling 1-800-829-3676.

**Note:** *If you have employees in American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or Puerto Rico who are subject to local income tax and U.S. social security and Medicare taxes, you must file the appropriate forms for those employees. See Pubs. 80 and 179 for more details. The forms are available by calling 1-800-829-3676 or by contacting the local tax departments in each location.*

Form	Report—
W-2c	Used by employers to correct Forms W-2.
W-3c	Used by employers to transmit Copy A of Forms W-2c to the Social Security Administration (SSA).
W-4	Used by employees to claim allowances for (or exemption from) Federal income tax withholding.
W-4P	Used by recipients of income from annuity, pension, and certain other deferred compensation plans to tell payers whether income tax is to be withheld and on what basis.
W-4S	Used by employees to request Federal income tax withholding on sick pay.
W-5	Used by eligible employees who choose to receive advance earned income credit payments.
941	Used by employers to report social security, Medicare, and Federal income taxes, and advance earned income credit payments.
941 Sch. B	Used by employers required to deposit on a semiweekly basis to report employment tax liability.
941c	Used to correct information previously reported on Forms 941, 943, and 945.
943	Used by agricultural employers to report social security, Medicare, and Federal income taxes.
943-A	Used by agricultural employers required to deposit on a semiweekly basis to report employment tax liability.
945	Used to report income tax withheld from nonpayroll payments such as pensions, annuities, IRAs, military retirement, gambling winnings, and backup withholding.
945-A	Used by payers required to deposit on a semiweekly basis to report nonpayroll tax liability.
Pub.	Purpose—
213	A poster to alert employees who need to file a new Form W-4.
1494	Used to determine how much of an employee's pay is exempt from a levy on wages.

The **1996 Instructions for Forms 1099, 1098, 5498, and W-2G** give detailed guidelines for what to report and how to complete the following information returns. You may need these forms to report certain payments you make during the course of your trade or business.

Form	Report—
1096	Your identifying information and the number and type of return being transmitted to the IRS.
1098	Mortgage interest, including certain points, of \$600 or more received from individuals.
1099-A	Information about acquisition or abandonment of property that secures a loan.
1099-B	Sales or redemptions of securities, futures transactions, commodities, and barter exchange transactions.
1099-C	Cancellation of a debt owed a financial institution, credit union, RTC, FDIC, NCUA, or the Federal Government.
1099-DIV	Distributions, such as dividends, capital gain distributions, or nontaxable distributions, that were paid on stock, and distributions in liquidation.
1099-G	Unemployment compensation, state and local income tax refunds, agricultural payments, and taxable grants.
1099-INT	Interest income not including interest on an IRA.
1099-MISC	Payments of (a) \$10 or more for royalties; (b) \$600 or more for rents, prizes, and awards that are not for services rendered; fees, commissions, or other compensation to persons not treated as your employees, or to physicians or other providers of medical or health care services; (c) any proceeds from the sale of a catch or the fair market value of a distribution in kind to each crewmember of fishing boats with normally fewer than 10 crewmembers; (d) \$10 or more in substitute dividend and tax-exempt interest payments reportable by brokers; or (e) direct sales of \$5,000 or more of consumer products for resale.
1099-OID	Original issue discount.
1099-PATR	Distributions from cooperatives to their patrons.
1099-R	Distributions from retirement or profit-sharing plans, IRAs, SEPs, or insurance.
1099-S	Gross proceeds from the sale or exchange of real estate.
W-2G	Certain gambling winnings.
5498	Contributions to an IRA (including rollovers) and the value of an IRA or SEP account.

## Employer's Order Blank for Forms

▶ See instructions on back.

▶ For Paperwork Reduction Act Notice, see back of form.

**Please send your order to IRS as soon as possible**

### USE THIS PORTION FOR 1996 FORMS ONLY

FORM	QUANTITY	FORM	QUANTITY	FORM	QUANTITY	FORM	QUANTITY
W-2		W-4S		1099-A		1099-PATR	
Instr W-2		941c		1099-B		1099-R	
W-2c		941 Sch B		1099-C		1099-S	
W-2G		943-A		1099-DIV		Instr 1099	
W-3		945		1099-G		5498	
W-3c		945-A		1099-INT		Pub 213	
W-4		1096		1099-MISC		Pub 1494	
W-4P		1098		1099-OID			

**Please order the number of forms needed, not the number of sheets.**

Firm/Company Name
Firm/Company address (number and street)
City, state, and ZIP code

### USE THIS PORTION FOR 1997 FORMS ONLY

\_\_\_\_\_ **W-4**  
 (Quantity needed)

\_\_\_\_\_ **W-4P**  
 (Quantity needed)

\_\_\_\_\_ **W-4S**  
 (Quantity needed)

\_\_\_\_\_ **W-5**  
 (Quantity needed)  
**(1997 Revisions)**

Firm/Company Name
Firm/Company address (number and street)
City, state, and ZIP code

**Note:** An order blank for 1997 forms and information returns will be sent to you in December 1996, in either **Pub. 15**, Circular E, Employer's Tax Guide, or **Pub. 51**, Circular A, Agricultural Employer's Tax Guide.

## Instructions

Simply enter the quantity next to the form you are ordering and complete the appropriate mailing label(s). The titles of these forms are listed below. Use the top portion for ordering 1996 forms ONLY. Use the bottom portion for ordering 1997 W-4 series and W-5 forms ONLY. Do not separate the mailing labels from the order blanks.

Some of the forms listed on the order blank are printed two on a sheet; some are printed three on a sheet. **PLEASE ORDER THE NUMBER OF FORMS NEEDED, NOT THE NUMBER OF SHEETS.**  
**Note:** None of the items on the order blank are available from IRS in a continuous feed version.

## Where To Send Your Order

Send your order to the Internal Revenue Service address for your state.

Alabama, Arkansas, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Missouri, Nebraska, North Dakota, Ohio, Oklahoma, South Dakota, Tennessee, Texas, Wisconsin

Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming

Connecticut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia, Foreign Address

Central Area Distribution Center  
P.O. Box 8908  
Bloomington, IL 61702-8908

Western Area Distribution Center  
Rancho Cordova, CA 95743-9999

Eastern Area Distribution Center  
P.O. Box 85075  
Richmond, VA 23261-5075

## Titles

Form W-2, Wage and Tax Statement

Instructions for Form W-2

Form W-2c, Statement of Corrected Income and Tax Amounts

Form W-2G, Certain Gambling Winnings

Form W-3, Transmittal of Wage and Tax Statements

Form W-3c, Transmittal of Corrected Income and Tax Statements

Form W-4, Employee's Withholding Allowance Certificate

Form W-4P, Withholding Certificate for Pension or Annuity Payments

Form W-4S, Request for Federal Income Tax Withholding From Sick Pay

Form W-5, Earned Income Credit Advance Payment Certificate

Form 941, Schedule B, Employer's Record of Federal Tax Liability

Form 941c, Supporting Statement To Correct Information

Form 943-A, Agricultural Employer's Record of Federal Tax Liability

Form 945, Annual Return of Withheld Federal Income Tax

Form 945-A, Annual Record of Federal Tax Liability

Form 1096, Annual Summary and Transmittal of U.S. Information Returns

Form 1098, Mortgage Interest Statement

Form 1099-A, Acquisition or Abandonment of Secured Property

Form 1099-B, Proceeds From Broker and Barter Exchange Transactions

Form 1099-C, Cancellation of Debt

Form 1099-DIV, Dividends and Distributions

Form 1099-G, Certain Government Payments

Form 1099-INT, Interest Income

Form 1099-MISC, Miscellaneous Income

Form 1099-OID, Original Issue Discount

Form 1099-PATR, Taxable Distributions Received From Cooperatives

Form 1099-R, Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.

Form 1099-S, Proceeds From Real Estate Transactions

Form 5498, Individual Retirement Arrangement Information

Instructions for Forms 1099, 1098, 5498, and W-2G

Pub. 213, You May Need to Check Your Withholding

Pub. 1494, Table for Figuring Amount Exempt From Levy on Wages, Salary, and Other Income

**Paperwork Reduction Act Notice.**—We ask for the information on this form to carry out the Internal Revenue laws of the United States. Your response is voluntary.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is 3

minutes. If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Tax Forms Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001.

**DO NOT** send the order blank to this office. Instead, see **Where To Send Your Order** on this page.

