

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			11 Nonqualified plans		12a See instructions for box 12				
			13 Statutory employee <input type="checkbox"/>	Retirement plan <input type="checkbox"/>	Third-party sick pay <input type="checkbox"/>	12b			
f Employee's address and ZIP code			14 Other		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 2023** 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  
**Do Not Cut, Fold, or Staple Forms on This Page**

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f Employee's address and ZIP code			14 Other		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 2023** 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 LW2A 5201

d Control number			9	10 Dependent care benefits				
e Employee's name, address, and ZIP code			11 Nonqualified plans		12a See instructions for box 12			
			13 Statutory employee <input type="checkbox"/>	Retirement plan <input type="checkbox"/>	Third-party sick pay <input type="checkbox"/>	12b		
f Employee's address and ZIP code			14 Other		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 2023** Department of the Treasury—Internal Revenue Service  
**Copy 1—For State, City, or Local Tax Department**  
**Copy D—For Employer.** 41-0852411 LW2D1 5204

e Employee's name, address, and ZIP code			f Employee's name, address, and ZIP code						
7 Social security tips	8 Allocated tips	9	10 Dependent care benefits	11 Nonqualified plans	12a Code				
10 Dependent care benefits	11 Nonqualified plans	12a Code See inst. for box 12							
13 Statutory employee	14 Other	12b Code							
Retirement plan	14 Other	12c Code							
Third-party sick pay	14 Other	12d Code							
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 2023** Dept. of the Treasury—IRS  
This information is being furnished to the IRS. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.

15-0008			16-0008						
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 Nonqualified plans			12a See instructions for box 12						
13 Statutory employee <input type="checkbox"/>	Retirement plan <input type="checkbox"/>	Third-party sick pay <input type="checkbox"/>	12b						
14 Other			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 2023** Department of the Treasury—Internal Revenue Service  
**For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.**

15-0008			16-0008						
1 Wages, tips, other compensation	2 Federal income tax withheld								
3 Social security wages	4 Social security tax withheld								
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9			10 Dependent care benefits						
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**Form W-2 Wage and Tax Statement 2023** Department of the Treasury—Internal Revenue Service  
**For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.** LW2D1 5204

15-0008			16-0008						
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**Form W-2 Wage and Tax Statement 2023** Dept. of the Treasury—IRS  
L4LP 5205

paper forms must comply with IRS standards and be machine readable. Photocopies are not acceptable. Use a Form W-2 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 who 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, 2024**. For more information, go to [www.SSA.gov/bso](http://www.SSA.gov/bso). First-time filers, select "Register"; returning filers, select "Log In."

**For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.**  
LW3 41-0852411 5200

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**Form W-2 Wage and Tax Statement 2023** Dept. of the Treasury—IRS  
L4LP 5205

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**Form W-2 Wage and Tax Statement 2023** Department of the Treasury—Internal Revenue Service  
**For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.**

**When To File Paper Forms**  
Mail Form W-3 with Copy A of Form(s) W-2 by **January 31, 2024**.

**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.

**For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.**  
LW3 41-0852411 5200