22222 VOID ☐ 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 | Suff. | 11 Nonqualified plans | 12a See instructions for box 12

13 Statutory employee ☐ Retirement plan ☐ Third-party sick pay ☐ | 12b | 14 Other | 12c | 12d

f Employee's address and ZIP 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 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

**For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.**

**Do Not Cut, Fold, or Staple Forms on This Page**

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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

**For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.**

Visit the IRS website at www.irs.gov/efile

Department of the Treasury—Internal Revenue Service

Form **W-2** Wage and Tax Statement 2023 Department of the Treasury—Internal Revenue Service

**Copy B—To Be Filed With Employee's FEDERAL Tax Return.** This information is being furnished to the Internal Revenue Service. LW2B 5202

Safe, accurate, FAST! Use irs e-file

Department of the Treasury—Internal Revenue Service

**For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.**

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.** LW2D1 5204

**For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.**

**IMPORTANT TAX RETURN DOCUMENT ENCLOSED**

**6666-1** **DWCL**

## 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 you 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*. First-time filers, select "*Register*"; returning filers, select "*Log In*."

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