

W2G / 1042S FORMS

Use Envelope DWW2G

Use Envelope SW42

W-2G STATEMENT

Form W-2G must be furnished to gambling winners of the state conducted lotteries, sweepstakes, wagering pools, parimutuel pool for horse races, dog races, and jai alai. Rules will vary with type of gambling. Federal income tax must be withheld from the winnings by the players of gambling winnings.

SIZE: 9" X 3-2/3"

FORM NUMBER: W-2G09 6-PART CARBONLESS
W-2G10 6-PART CARBONLESS

FORM 1042S

NON-RESIDENT ALIEN

Form 1042S is required to report all income and/or tax withheld for non-resident aliens and foreign corporations with U.S. income. (Resident aliens are treated the same as U.S. citizens; thus a regular W-2 Form may be used for reporting).

FORM NUMBER: 1042S09 5-PART CARBONLESS
1042S10 5-PART CARBONLESS
1042T 2-PART CARBONLESS
TRANSMITTAL (8 1/2 x 11)

TRANSMITTALS

Reminder
 Separate instructions. See the 2009 Instructions for Forms W-2 and W-3 for information on completing this form.

Purpose of Form
 A Form W-3 Transmittal is completed only when paper Copy A of Forms W-2, Wage and Tax Statements, are being filed. Do not file Form W-3 alone. Do not file Form W-3 for Forms W-2 that were submitted electronically to the Social Security Administration (see below). All paper forms must comply with IRS standards and the machine-readable. Photocopies and hand-printed forms are not acceptable. Use a Form W-3 even if only one paper Form W-2 is being filed. Make sure both the Form W-3 and Form 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 W-2 for your records.

Electronic Filing
 The Social Security Administration strongly suggests employers report Form W-2 and W-3 Copy A electronically instead of on paper. SSA provides two e-file options:
 • First online, file-in Forms W-2 for employers who file 20 or fewer Forms W-2.
 • Upload a file for employers who use payroll software to print Form W-2. If the vendor software creates a file that can be uploaded to SSA.
 For more information, go to www.socialsecurity.gov/employer and select "First Time Filers" or "Returning Filers" under "BEFORE YOU FILE."

When To File
 Mail any paper Forms W-3 under cover of this Form W-3 Transmittal by March 1, 2010. Electronic file-in forms or uploads are filed through SSA's Business Services Online (BSO) internet site and will be on line if submitted by March 31, 2010.

Where To File Paper Forms
 Send this entire page with the entire Copy A page of Form W-2 to:
Social Security Administration
Data Operations Center
Wilkes-Barre, PA 18709-0001
 Note: If you use "Certified Mail" to file, change the ZIP code to "18709-0002." If you use an IRS-approved private delivery service, add "ATTN: W-2 Process, 1550 S. Mountain Dr." to the address and change the ZIP code to "18702-7991." See Publication 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 back of Copy D of Form W-2.

New Format Reprogramming Required

Return this entire page to the Internal Revenue Service. Photocopies are not acceptable.

Under penalties of perjury, I declare that I have examined this return and accompanying documents, and, to the best of my knowledge and belief, they are true, correct, and complete.

FILE COPY

Instructions
 If you are not using a spreadsheet to file the name, address (including in-state, state, or office or other number), and TIN in the column provided on this form:
When to file. File Form 1096 as follows:
 • With Forms 1099, 1098, 3021, 3022, 3025, 4498, and W-2G Electronically.
 • With Forms 5498, 5498-ESA, or 5498-SA file by June 1, 2010.
Where To File
 Send all information returns filed on paper with Form 1096 to the following:
 If your principal business, office or agency, or legal residence is in the case of an individual, is located in:
 Alabama, Arizona, Arkansas, Connecticut, Delaware, Florida, Georgia, Kentucky, Louisiana, Maine, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, Texas, Vermont, Virginia, West Virginia
 Department of the Treasury
 Internal Revenue Service Center
 Austin, TX 78701

Who must file. The name, address, and TIN of the filer on this form must be the same as those you enter on the upper left area of Forms 1099, 1098, 3021, 3022, 3025, 4498, and W-2G to the Internal Revenue Service. If any of the prepared information is incorrect, make corrections on the form.

Preaddressed Form 1096. If you received a preaddressed Form 1096 from the IRS with Preaddressed 1096, use it to transmit paper Forms 1099, 1098, 3021, 3022, 3025, 4498, and W-2G to the Internal Revenue Service. If any of the prepared information is incorrect, make corrections on the form.

For more information and the Privacy Act and Paperwork Reduction Act Notice, see the 2009 General Instructions for Forms 1099, 1098, 3021, 3022, 3025, 4498, and W-2G.

FORM W-3 TRANSMITTAL OF INCOME AND TAX STATEMENTS

Form W-3 Transmittal of Income must accompany W-2 Forms filed with SSA. Continuous design for service bureaus, paying agents or disbursing agents that file W-3's for each of their clients.

FORM NUMBER: W-3 2-PART CARBONLESS
W-33 3-PART CARBONLESS

1096 ANNUAL SUMMARY & TRANSMITTAL OF U.S. INFORMATION RETURNS

Use form 1096 to summarize and transmit all 1099 Forms. Payers filing returns on paper forms must use separate transmittal, Form 1096, for each different type of form.

FORM NUMBER: 1096 2-PART CARBONLESS
10963 3-PART CARBONLESS