Form MO W-3

Missouri Department of Revenue
Transmittal of Tax Statements

Department Use Only (MM/DD/YY)

Missouri Tax I.D. Number

Federal Employer I.D. Number

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

Number of W-2(s)

Number of 1099-R(s)

Name

Address   City   State   ZIP

1. Total Missouri Income Tax Withheld... | 1 | | 00

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.

Signature

Authorized Signature

Printed Name

Title

Date Signed (MM/DD/YY)

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 or Line 12 of federal Form 1099-R).

- For employers with less than 250 employees, you are encouraged to report electronically through our website. Specifications for paperless reporting are provided through our website, **https://dor.mo.gov/business/withhold/EFW2.php**. Information reported electronically through our website should be labeled with the name and account number of the employer. Alternatively, you may send all Form W-2(s) and 1099-R(s) via paper, compact disc, or flash drive.

- For employers with 250 or more employees, you must report electronically through our website. Specifications for paperless reporting are provided through our website, **https://dor.mo.gov/business/withhold/EFW2.php**. Information should be labeled with the name and account number of the employer. The requirement to file electronically is automatically waived if the IRS has granted a waiver of the federal requirement to file electronically and the employer has filed a copy of the waiver with the Department.

NOTE: 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) or an error in Line 17 on the original W-2(s), you must correct it by remitting an amended Form MO-941. This form must be used to increase or decrease any previously reported tax amounts. Attach a copy of the Form W-2C(s) to Form MO W-3 and check the box indicated before submitting. Enter the total new correct amount for all Form W-2(s) in box 1. Corrections by employers with 250 or more employees must be sent by email to **withholding@dor.mo.gov** unless the employer has been granted a waiver of the federal requirement to file electronically and has filed this waiver with the Department. Corrections by employers with less than 250 employees may be sent by email to the above email address, sent in writing to the address below, or sent by fax to the fax number below.

NOTE: Do not send copies of W-2C(s) if no change in withholding tax liability.

The Transmittal of Tax Statements (Form MO W-3), copies of all Forms W-2(s) and 1099-R(s) (Copy1), the compact disc, or flash drive is due on or before February 28, after all of your withholding tax returns have been filed. The due date for employers with 250 or more employees to file copies of all Form W-2(s) is January 31. If the due date falls on a Saturday, Sunday, or legal holiday, these filings will be considered timely if postmarked or filed electronically through the Department's website on the next business day.

Form MO W-3 (Revised 11-2018)

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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