

EMPLOYERS OR PAYERS FILING INFORMATION RETURNS

Filing Forms W-2 and W-3

Employers must complete, file electronically or by mail with the [Social Security Administration](#) (SSA), and furnish to their employees [Form W-2.pdf](#), *Wage and Tax Statement*, showing the wages paid and taxes withheld for the year for each employee. Because employees' social security and Medicare benefits are computed based on information on Form W-2, it's very important to prepare Form W-2 correctly and timely.

For more information visit:

<https://www.irs.gov/taxtopics/tc752>

Preparing Form W-2

- Type all entries using black ink and, if possible, in a 12-point Courier font. Entries are read by machine. Handwritten, script, or italicized fonts and entries made in other than black ink can't be read.
- Make all dollar entries without the dollar sign and comma but with the decimal point (00000.00). Show the cents portion or use zeroes for no cents.
- Don't make any erasures, cross-outs, or whiteouts. Copy A must be error free. If you make an error, put an "X" in the "Void" box, use the next Form W-2, and start again. Don't write "corrected" on the next Form W-2.
- Because Form W-2 is printed with two forms on a single page, send in the whole Copy A page (the page printed with red ink) to the SSA even if one form is blank or void. Don't cut or fold the page. Don't staple Forms W-2 to each other or to Form W-3.
- If a box doesn't apply, leave it blank.

Due date:

- The form packet provides all six copies that the user may need for each Form W-2 (Copy A, Copy 1, Copy B, Copy C, Copy 2, and Copy D). You must submit by mail or electronically Copy A of Form(s) W-2 to the SSA with the transmittal Form W-3.pdf, *Transmittal of Wage and Tax Statements*, by the last day of January.
- You must furnish Copies B, C, and 2 of Form W-2 to your employees by January 31, 2018. You'll meet the furnish requirement if the form is properly addressed and mailed on or before the due date. **If an employee stops working for you before the end of the year, you may give your former employee Form W-2 any time prior to January 31, 2018, but no later than January 31, 2018.** *If your employee asks for the Form W-2, you must give your employee Copies B, C, and 2 within 30 days of the request or within 30 days of the final wage payment, whichever is later.*

Am I Required to File a Form 1099 or Other Information Return?

For more Information visit:

<https://www.irs.gov/businesses/small-businesses-self-employed/am-i-required-to-file-a-form-1099-or-other-information-return>

Request for extension (Form 8809) of time to file Information Returns

The due dates for filing Form 8809 are shown below.

IF you file Form(s) . . .	ON PAPER, then the due date is . . .	ELECTRONICALLY, then the due date is . . .
W-2	January 31	January 31
W-2G	February 28	March 31
1042-S	March 15	March 15
1094-C	February 28	March 31
1095	February 28	March 31
1097, 1098, 1099	February 28	March 31
1099-MISC (NEC only)	January 31	January 31
3921, 3922	February 28	March 31
5498	May 31	May 31
8027	Last day of February	March 31

If any due date falls on a Saturday, Sunday, or legal holiday, file by the next business day.

Attention: The mailing address for paper Form 8809, Application for Extension of Time to File Information Returns has changed. The new address is:

**Department of the Treasury
Internal Revenue Service Center
Ogden, UT 84201-0209**

Faxes are no longer accepted.

+If your employee asks for the Form W-2, you must give your employee Copies B, C, and 2 within 30 days of the request or within 30 days of the final wage payment, whichever is later.

Other Due Dates

Form	Title	What To Report	Amounts To Report	Due Date	
				To IRS	To Recipient (unless indicated)
1042-S	Foreign Person's U.S. Source Income Subject to Withholding	Income such as interest, dividends, royalties, pensions and annuities, etc., and amounts withheld under Chapter 3. Also, distributions of effectively connected income by publicly traded partnerships or nominees.	See form instructions	March 15	March 15
1097-BTC	Bond Tax Credit	Tax credit bond credits to shareholders.	All amounts	February 28*	On or before the 15th day of the 2nd calendar month after the close of the calendar month in which the credit is
1098	Mortgage Interest Statement	Mortgage interest (including points) and certain mortgage insurance premiums you received in the course of your trade or business from individuals and reimbursements of overpaid interest.	\$600 or more	February 28*	(To Payer/Borrower) January 31
1098-C	Contributions of Motor Vehicles, Boats, and	Information regarding a donated motor vehicle, boat, or airplane.	Gross proceeds of more than \$500	February 28*	(To Donor) 30 days from date
1098-E	Student Loan Interest Statement	Student loan interest received in the course of your trade or business.	\$600 or more	February 28*	January 31
1098-MA	Mortgage Assistance Payments	Assistance payments paid to homeowners from funds allocated from the Housing Finance Agency Innovation Fund for the Hardest Hit Housing Markets (HFA Hardest Hit Fund) or the Emergency Homeowners' Loan Program.	All amounts	February 28	January 31
1098-Q	Qualifying Longevity Annuity Contract Information	Status of a contract that is intended to be a qualifying longevity annuity contract (QLAC), defined in section A-17 of 1.401(a)(9)-6, that is purchased or held under any plan, annuity, or account described in section 401(a), 403(a), 403(b), or 408 (other than a Roth IRA) or eligible governmental plan under section 457(b).	All amounts	February 28	January 31
1098-T	Tuition Statement	Qualified tuition and related expenses, reimbursements or refunds, and scholarships or grants (optional).	See instructions	February 28*	January 31
1099-A	Acquisition or Abandonment of Secured Property	Information about the acquisition or abandonment of property that is security for a debt for which you are the lender.	All amounts	February 28*	(To Borrower) January 31
1099-B	Proceeds From Broker and Barter Exchange Transactions	Sales or redemptions of securities, futures transactions, commodities, and barter exchange transactions (including payments reported pursuant to an election described in Regulations section 1.1471-4(d)(5)(i)(A) or reported as described in Regulations	All amounts	February 28*	February 15**
1099-C	Cancellation of Debt	Cancellation of a debt owed to a financial institution, the Federal Government, a credit union, RTC, FDIC, NCUA, a military department, the U.S. Postal Service, the Postal Rate Commission, or any organization having a significant trade or business of lending	\$600 or more	February 28*	January 31
1099-CAP	Changes in Corporate Control and Capital Structure	Information about cash, stock, or other property from an acquisition of control or the substantial change in capital structure of a corporation.	Over \$1,000	February 28*	(To Shareholders) January 31, (To Clearing Organization)
1099-DIV	Dividends and Distributions	Distributions, such as dividends, capital gain distributions, or nontaxable distributions, that were paid on stock and liquidation distributions (including distributions reported pursuant to an election described in Regulations section 1.1471-4(d)(5)(i)(A) or reported as described in Regulations section 1.1471-4(d)(2)(iii)(A)).	\$10 or more, except \$600 or more for liquidations	February 28*	January 31**
1099-G	Certain Government	Unemployment compensation, state and local income tax refunds, agricultural payments, and taxable grants.	\$10 or more for refunds and	February 28*	January 31
1099-H	Health Coverage Tax Credit (HCTC) Advance Payments	Health insurance premiums paid on behalf of certain individuals.	All amounts	February 28*	January 31
1099-INT	Interest Income	Interest income (including payments reported pursuant to an election described in Regulations section 1.1471-4(d)(5)(i)(A) or reported as described in Regulations section 1.1471-4(d)(2)(iii)(A)); market discount subject to an election under section 1278(b).	\$10 or more (\$600 or more in some cases)	February 28*	January 31**

1099-K	Payment Card and Third Party Network Transactions	Payment card transactions.	All amounts	February 28*	January 31
		Third party network transactions.	\$20,000 or more and 200 or more transactions		
Due Date					
Form	Title	What To Report	Amounts To Report	To IRS	To Recipient (unless indicated otherwise)
1099-LTC	Long-Term Care and Accelerated Death Benefits	Payments under a long-term care insurance contract and accelerated death benefits paid under a life insurance contract or by a viatical settlement provider.	All amounts	February 28*	January 31
1099-MISC	Miscellaneous Income (Also, use to report direct sales of \$5,000 or more of consumer goods for resale.)	Rent or royalty payments; prizes and awards that are not for services, such as winnings on TV or radio shows (including payments reported pursuant to an election described in Regulations section 1.1471-4(d)(5)(i))	\$600 or more, except \$10 or more for royalties	February 28* Note: If any payments for nonemployee compensation are reported in box 7, the due date is January 31 for both paper and electronic returns.	January 31**
		Payments to crew members by owners or operators of fishing boats including payments of proceeds from sale of catch.	All amounts		
		Section 409A income from nonqualified deferred compensation plans (NQDCs).	All amounts		
		Payments to a physician, physicians' corporation, or other supplier of health and medical services. Issued mainly by medical assistance programs or health and accident	\$600 or more		
		Payments for services performed for a trade or business by people not treated as its employees (including payments reported pursuant to an election described in Regulations section 1.1471-4(d)(5)(i)(A) or reported as described in Regulations section 1.1471-4(d)(2)(iii)(A)). Examples: fees to subcontractors or directors and golden parachute payments.	\$600 or more		
		Fish purchases paid in cash for resale.	\$600 or more		
		Crop insurance proceeds.	\$600 or more		
		Substitute dividends and tax-exempt interest payments reportable by brokers.	\$10 or more		
		Gross proceeds paid to attorneys.	\$600 or more		
		A U.S. account for chapter 4 purposes to which you made no payments during the year that are reportable on any applicable Form 1099 (or a U.S. account to which you made payments during the year that do not reach the applicable reporting threshold for any applicable Form 1099) reported pursuant to an election described in Regulations section	All amounts (including \$0)		
1099-OID	Original Issue Discount	Original issue discount (including amounts reported pursuant to an election described in Regulations section 1.1471-4(d)(5)(i)(A) or reported as described in Regulations section 1.1471-4(d)(2)(iii)(A)); market discount	\$10 or more	February 28*	January 31**
1099-PATR	Taxable Distributions Received From	Distributions from cooperatives passed through to their patrons including any domestic production activities deduction and certain pass-through credits.	\$10 or more	February 28*	January 31
1099-Q	Payments From Qualified Education Programs (Under Sections 529 and	Earnings from qualified tuition programs and Coverdell ESAs.	All amounts	February 28*	January 31
1099-QA	Distributions from ABLE	Distributions from ABLE accounts.	All amounts	February 28	January 31
1099-R	Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.	Distributions from retirement or profit-sharing plans, any IRA, insurance contracts, and IRA recharacterizations (including payments reported pursuant to an election described in Regulations section 1.1471-4(d)(5)(i) (B) or reported as described in Regulations section 1.1471-	\$10 or more	February 28*	January 31
1099-S	Proceeds From Real Estate Transactions	Gross proceeds from the sale or exchange of real estate and certain royalty payments.	Generally, \$600 or more	February 28*	February 15
1099-SA	Distributions From an HSA, Archer MSA, or Medicare Advantage MSA	Distributions from an HSA, Archer MSA, or Medicare Advantage MSA.	All amounts	February 28*	January 31

*The due date is March 31 if filed electronically.

**The due date is March 15 for reporting by trustees and middlemen of WHFITs.

Penalties

The penalty for a failure to furnish a W-2 is \$50 per statement, no matter when the [correct statement](#) is furnished.

Failure to file correct information returns by the due date.

If you fail to file a correct Form W-2 by the due date and cannot show reasonable cause, you may be subject to a penalty as provided under section 6721. The penalty applies if you: Fail to file timely, Fail to include all information required to be shown on Form W-2, Include incorrect information on Form W-2, File on paper forms when you are required to e-file, Report an incorrect TIN, Fail to report a TIN, or Fail to file paper Forms W-2 that are machine readable. The amount of the penalty is based on when you file the correct Form W-2. Penalties are indexed for inflation. The penalty amounts shown below apply for filings due after December 31, 2017. The penalty is: \$50 per Form W-2 if you correctly file within 30 days of the due date; the maximum penalty is \$536,000 per year (\$187,500 for small businesses, defined in Small businesses). \$100 per Form W-2 if you correctly file more than 30 days after the due date but by August 1; the maximum penalty is \$1,609,000 per year (\$536,000 for small businesses).

If you do not file corrections and you do not meet any of the exceptions to the penalty, the penalty is \$260 per information return. The maximum penalty is \$3,218,500 per year (\$1,072,500 for small businesses). Exceptions to

Intentional disregard of filing requirements. If any failure to timely file a correct Form W-2 is due to intentional disregard of the filing or correct information requirements, the penalty is at least \$530 per Form W-2 with no maximum penalty

If you fail to file a [1099-MISC form](#) by the due date, you may be subject to a penalty, based on the lateness: If you correctly file within 30 days, the penalty is \$30; \$60 per return if you file more than 30 days late but by August 1, and \$100 per return if you file after August 1 or you don't file at all. Returns must be complete and correct to avoid penalties.

If you fail to provide 1099-MISC statements to payees on time, you may also incur a separate penalty. The amount is based on when you furnish the correct statement.

From the IRS Website as of 2/23/2018
