

MW-3 – Montana Annual Withholding Tax Reconciliation

Instructions

- Line 1. Number of W-2s with or without state withholding submitted with this return.
- Line 2. Number of 1099s with state withholding submitted with this return. All 1099s without state withholding should be sent with federal form 1096.
- Line 3. Check Applicable Media: Check the appropriate box for method of delivery.
Note: All 1099s with Montana withholding must be submitted on paper.
- Line 4. Type of Return: Check the appropriate box that describes the type of return. An amended return reflects adjustments to, and replaces, the original return.
- Please round all numbers to the nearest dollar.**
- Line 5. The total wages paid subject to withholding taxes.
- Line 6. Total Montana tax withheld per form W-2s and/or 1099s. Total should match the total of Column B on the reconciliation schedule on the bottom of the return.
- Line 7. Total amount of state withholding tax remitted to the department. Total should match the total of Column C on the reconciliation schedule on the bottom of the return.
- Line 8. Enter the difference between line 6 and line 7. If there is a balance due, please remit payment with return. If there is a difference resulting in an overpayment, please check the box for refund or apply overpayment to future liability. The box should only be checked if there is a credit or overpayment amount.
- Line 9. Total tax withheld (Column B).
- Line 10. Total tax paid (Column C).
- Line 11. Difference (B minus C).

Annual Reconciliation of Withholding Tax (reconciliation schedule): All four columns must be filled out completely. Report the total of columns B and C at the bottom of schedule, along with any difference. Totals of Column B and C should match lines 6 and 7, respectively. Please provide an explanation regarding any difference reported. Additional pages may be attached.

Helpful hints:

- The Montana MW-3 must be submitted. The federal W3 is not acceptable for Montana purposes.
- Computerized reconciliations are acceptable but must use the same format as the MW-3.
- Remember that W-2s/1099s must be attached to the MW-3.
- Agricultural employers are required to submit MW-3 and W-2s only if Montana income taxes have been withheld from their employee's wages.

Electronic Payments for Withholding Tax

Business Tax Express is an online application that allows a business to make withholding tax payments electronically. Details can be found on our website at www.mt.gov/revenue (click on the Business Tax Express icon) or you can call us at (406) 444-6900.

Attention
Montana Department of Revenue Cashier
Withholding Payment Form

Complete the coupon below to ensure proper credit of your payment. If you are paying taxes for multiple years or periods, submit a separate check or money order and a separate coupon for **each** tax year or period.

Boxes 1 through 3 - Print an "X" in one box only for payment frequency.

Box 1, if your payment frequency is accelerated

Box 2, if your payment frequency is monthly

Box 3, if your payment frequency is annual

Box 4, is the period your payment is for

Box 5, federal employer identification number

Box 6, amount paid

Business Name _____

Address _____

Contact Name _____

Phone _____

Mail this entire form with your check and return to:

Department of Revenue

PO Box 5805

Helena, MT 59604-5805

Questions? Call (406) 444-6900

Make checks payable to the Department of Revenue

Form MW-1

Withholding Payment Form

Payment Frequency

1. Accelerated

2. Monthly

3. Annual

4. Period End Date

month	day	year
/		/

5. Federal Employer Identification Number (FEIN)

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6. Amount Paid

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