



### **An Item To Note**

**Separate instructions.** See the separate **2000 Instructions for Form W-3PR** for information on completing this form.

### **Purpose of Form**

Use this form to transmit the original copies of **Forms 499 R-2/W-2 PR**, Withholding Statement. Make a copy of Form W-3PR and keep it with Copy D (for Employer's Records) of Forms 499 R-2/W-2 PR for your records.

Use Form W-3PR for the correct year. **File Form W-3PR even if only one Form 499 R-2/W-2 PR is being filed.** If you are filing Form 499 R-2/W-2 PR on magnetic media or electronically, do not file Form W-3PR.

### **When To File**

File Form W-3PR with the original page of Forms 499 R-2/W-2 PR by February 28, 2001.

### **Where To File**

Send this entire page with the entire original copies of Forms 499 R-2/W-2 PR to:

**Social Security Administration  
Data 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 **Circular E**, Employer's Tax Guide (Pub. 15), for a list of IRS approved private delivery services.*

For the Privacy Act and Paperwork Reduction Act Notice, see the 2000 Instructions for Form W-3PR.