



## 2016 Payroll Fact Sheet

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### 2015 W-2 and W-3 Filing Instructions for Tax Tracker Clients

#### When to file.

If you file using paper forms, you must file Copy A of Form W-2 with Form W-3 by February 29, 2016. However, if you e-file, the due date is March 31, 2016. You may owe a penalty for each Form W-2 that you file late.

You must furnish Form W-2 to your employees by February 1, 2016.

#### Where to file paper Forms W-2 and W-3.

File Copy A of Form W-2 with Form W-3 at the following address.

**Social Security Administration  
Data Operations Center  
Wilkes-Barre, PA 18769-0001**

*If you use "Certified Mail" to file, change the ZIP code to "18769-0002."*

*Do not send cash, checks, money orders, or other forms of payment with the Forms W-2 and W-3 that you submit to the SSA. Employment tax forms (for example, Form 941 or Form 943), remittances, and Forms 1099 must be sent to the IRS.*

*Prepare and file Forms W-2 either alphabetically by employees' last names or numerically by employees' social security numbers. Do not staple or tape Form W-3 to the related Forms W-2 or Forms W-2 to each other. These forms are machine read. Staple holes or tears interfere with machine reading. **Also, do not fold Forms W-2 and W-3.** Send the forms to the SSA in a flat mailing.*

#### State of Michigan W-2 and Annual Return Form 5081

If enclosing payment with your Annual Return, mail to:

**Michigan Department of Treasury  
P.O. Box 30401  
Lansing, MI 48909-7901**

*Employers with Michigan employees must report W-2 information to Michigan **on or before February 28** by enclosing W-2 forms with Form 5081*

Please contact your client services representative for any information regarding your year end payroll tax forms.

Thank you,

ConnectPay Tax Operations Team