

## Purpose of Form

Use this form to transmit Copy A of Form(s) W-2c, Corrected Wage and Tax Statement (Rev. 12-2002). Make a copy of Form W-3c and keep it with Copy D (For Employer) of Forms W-2c for your records. File Form $W-3 c$ even if only one Form $W-2 c$ is being filed or if those Forms W-2c are being filed only to correct an employee's name or social security number (SSN). See the separate Instructions for Forms W-2c and W-3c (Rev. December 2002) for information on completing this form.

## When To File

File this form and Copy A of Form(s) W-2c with the Social Security Administration as soon as possible after you discover an error on Forms W-2, W-2AS, W-2GU, W-2CM, or W-2VI. Also provide Copies B, C, and 2 of Form W-2C to your employees as soon as possible.

## Where To File

If you use the U.S. Postal Service, send Forms W-2c and W-3c to the following address:

## Social Security Administration <br> Data Operations Center <br> P.O. Box 3333 <br> Wilkes-Barre, PA 18767-3333

If you use a carrier other than the U.S. Postal Service, send Forms $\mathrm{W}-2 \mathrm{c}$ and $\mathrm{W}-3 \mathrm{c}$ to the following address:

## Social Security Administration

Data Operations Center
Attn: W-2c Process
1150 E. Mountain Drive
Wilkes-Barre, PA 18702-7997

