

Ohio IT 3 Transmittal of W-2 Statements

Instructions

1. **Filing Deadline:** The Ohio IT 3 must be filed by January 31st or within 60 days after discontinuation of business.
2. **Filing Instructions:**
 - **Those who issue 250 or more W-2's:** You are required to submit your W-2 information electronically through the W-2 Upload Feature on the Ohio Business Gateway. No paper IT 3 is required to be filed, since the W-2 Upload Feature creates an IT 3 from the W-2 information submitted.
 - **Those who issue less than 250 W-2's:** You are strongly encouraged to use the W-2 Upload Feature on the Ohio Business Gateway. If you choose not to use the W-2 Upload Feature, you are only required to file the paper IT 3, without the corresponding W-2's, with the Ohio Department of Taxation (ODT).
 - If you choose not to utilize the upload feature, and only file the paper IT 3, note that ODT may request W-2 information be submitted via the Ohio Business Gateway W-2 Upload Feature when conducting ODT compliance programs.
 - **Those who issue 250 or more 1099-R forms:** You must send this information to the Ohio Department of Taxation on CD ROM using the approved format described below.

Note: Complete box #1 to indicate the total number of tax statements issued, even if you do not submit the W-2 forms or 1099-R forms.
3. **Approved Format:**
 - Those submitting W-2's should refer to the specifications [here](#).
 - Those submitting 1099-R's should refer to the specifications [here](#).
4. **Additional Information:** You are required to maintain tax records, including W-2 and 1099-R information for at least four years from the due date.
5. **Mailing of IT 3:**

Using the U.S. Postal Service:
Ohio Department of Taxation
PO Box 182667
Columbus, OH 43218-2667

Using a carrier other than the U.S. Postal Service:
Ohio Department of Taxation
4485 Northland Ridge Blvd.
Columbus, OH 43229-6596

Cut on the dotted lines – DO NOT USE PENCIL to complete this form.

Transmittal of Wage and Tax Statements FEIN

**OHIO
IT 3**
Rev. 8/19

Ohio Withholding Account Number

Tax Year

FEIN

**Do
NOT
fold
form.**

| |
|-----------------------|
| Name |
| Name |
| Address |
| City, State, ZIP code |



1. Number of tax statements issued
(IT 2, Combined W-2 or 1099 R)
2. Total Ohio employee compensation \$
3. Total Ohio income tax liability \$
4. Total Ohio school district tax liability \$

Check here if **magnetic media** is enclosed.

Due on or before:

I declare under penalties of perjury that this return, including any accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is a true, correct and complete return and report.

Signature of responsible party _____ SSN _____
Title _____ Date _____

DO NOT MAIL A REMITTANCE WITH THIS FORM. MAIL FORM TO: OHIO DEPARTMENT OF TAXATION, P.O. BOX 182667, COLUMBUS, OHIO 43218-2667.