

# Indiana Department of Revenue Annual Withholding Tax Form

# 2010

This packet contains an annual withholding tax form (WH-3) for reporting taxes withheld on employees and/or nonresident shareholders or partners. Also included is a **Change Form** to report address changes in your business location, a form to show your county tax breakdown, and an underpayment form (WH-1U). Your withholding tax return is due on the date printed on the form. Make sure the information on this page is correct and complete.

Payments must be made with U.S. funds.  
Please do not include check stubs when mailing your payments.

100000093412



POLE INCORPORATED  
10863 BRIAR STONE LN  
FISHERS, IN 46038-2283



Report address changes on the Change Form.  
For assistance, call (317) 233-4016 or visit:  
[www.in.gov/dor/3973.htm](http://www.in.gov/dor/3973.htm)

Taxpayer ID Number: 0126046069 001  
Filing Status: MONTHLY  
Corresp ID: 100000093412

## Indiana Department of Revenue Annual Withholding Tax Form (WH-3)

**(This form must be filed even if no tax was withheld.** Give this packet to your tax preparer, if you use one. Do not throw this packet away.)

When a business location is closed, please complete Form BC-100 and attach appropriate documentation. You may request a BC-100 by calling (317) 615-2581 or visit [www.in.gov/dor/3489.htm](http://www.in.gov/dor/3489.htm) Use the **Change Form** to change your location or mailing address only.

**Who Should File:** This form should be filed by all withholding agents who withhold state and/or county income tax from employees, nonresident contractors, nonresident partners, nonresident shareholders, and nonresident beneficiaries during the calendar year.

**When To File:** Form WH-3 and state copies of Form W-2 and Form WH-18 (also Form 1099 if state withholding is included) must be filed on or before the last day in February. **Note: If WH-18s are included, the filing due date may be extended.** If designated as a separate account for nonresident withholding and making an annual one time distribution by pass through entities to shareholders, partners, or beneficiaries, the WH-3 filing due date is the fifteenth day of the third month following the year end date.

**Late Filings:** A penalty of \$10 will be charged per W-2, WH-18 and 1099 statement not included or that is filed past the due date. An extension of time to file may be requested if you do not have distribution amounts that apply to WH-18s by the due date. The Department will accept a copy of the federal extension to submit Form WH-3.

Visit [www.INTax.in.gov](http://www.INTax.in.gov) to learn about Indiana's online filing program, INTax. You may register to file returns and make tax payments electronically online. INTax may be used to manage your obligations for Indiana retail sales, out of state sales, prepaid sales, metered pump sales, tire fee, fuel tax, and payroll withholding taxes. Do not file a paper return if you file using INTax. If you have any questions, please call (317) 233-8729. For more information about Indiana's other electronic payment options, visit [www.in.gov/dor/epay/index.html](http://www.in.gov/dor/epay/index.html)

### Taxpayer ID Number

0126046069 001

### Change Form

Mail to: the Indiana Department of Revenue, P.O. Box 6197, Indianapolis, IN 46206-6197

**(Please Print Clearly)** This will change your Withholding Account only.

### New Location Address

DBA Name	
Address	
City	
State	ZIP Code
Federal ID#	County
Telephone Number ( )	

### New Mailing Address

DBA Name	
Address	
City	
State	ZIP Code
Federal ID#	County
Telephone Number ( )	

# 3

Signature

Title

Date

Use this Address for filing Form WH-3 with paper W-2s, WH-18s, and 1099s.

Mail To

INDIANA DEPARTMENT OF REVENUE  
P O BOX 6108  
INDIANAPOLIS IN 46206-6108

**FORM WH-3 ENCLOSED**

Use this Address for filing Form WH-3 and magnetic media submissions.

Mail To

ATTN: MAGNETIC FILING COORDINATOR  
INDIANA DEPARTMENT OF REVENUE  
P O BOX 6108  
INDIANAPOLIS IN 46206-6108

**MAGNETIC MEDIA ENCLOSED**

**State of Indiana Magnetic Media Filing Instructions**

**Filing Status ALL**

The State of Indiana will accept W-2 filings on magnetic media using 3480/3490 cartridge tape, or 3-1/2" diskettes and CD's. Reel tapes are not accepted. A completed WH-3 voucher must accompany all magnetic media in the **same** package. The same format for W-2 information filed with federal reports is used. However, the "RS" record must comply with the State of Indiana format. An external label must be affixed to each cartridge tape or diskette containing the following information:

**External Label for Cartridges - 3480 or 3490 (E)**

- Cartridge: Unlabeled
- State Taxpayer Identification Number (TID)
- Complete Mailing Address
- Record Length: 512
- Block Size: 23040 (45 Logical records per block)

**Note: Multiple-cartridge files are not accepted.**

**External Label for Diskettes or CDs**

- File Name: W2REPORT
- State Taxpayer Identification Number (TID)
- Submitter or Company Name
- Complete Mailing Address
- Total Number of Diskettes

A separate transmittal form is not required for magnetic media submissions. All required transmittal information is contained on Form WH-3. **Be sure to include a completed WH-3 in the same package with the magnetic media. Filings received without a completed WH-3 will be returned to the taxpayer as "cannot be processed."** If you would like a free detailed specification booklet on magnetic media filing, you may call (317) 233-5656, or visit the Department's website for Magnetic Media filing instructions: [www.in.gov/dor/files/w-2book.pdf](http://www.in.gov/dor/files/w-2book.pdf)

**Underpayment of Indiana Withholding Filing Instructions**

If you have underpaid the withholding tax for 2010, you must remit the amount due. If you normally remit by check, you **must** use Form WH-1U. Enter the amount due on Line A. If you are making the underpayment remittance late, (after January 20 for Early Filers, after February 1 for Monthly Filers, the last day of the month following the close of the tax period for Quarterly and Annual Filers.) penalty and interest is due. If you are paying the underpayment by check, include the penalty and interest on Line B. \* Penalty is 10 percent of Line A or \$5.00, whichever is greater. The total amount due should be entered on Line C. Call (317) 233-4016 for further information and for the current interest rate.

If you normally remit by EFT, make a supplemental payment for the final period of the year. Your supplemental payment together with all your other credits should equal the amount on Line 4 of the WH-3. Do not send a WH-1U.

\* EFT taxpayers do not include penalty and interest with the supplemental payment. A separate liability notice will be issued for penalty and interest if the payment is late.

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Signature of Officer _____	Title _____	<b>WH-1U</b>	<b>0809</b>	<b>Underpayment Form</b>
		State Form 49170		
Date _____	Phone # _____			

Taxpayer ID Number	Due Date
0126046069 001	FEB 01 2011



W

Calendar Year Ending  
DEC 31 2010

Underpayment Amount. **A.**

Penalty & Interest due. **B.**

Amount being paid. **C.\$**

  
 INDIANA DEPARTMENT OF REVENUE  
 P.O. BOX 6192  
 INDIANAPOLIS, IN 46206-6192  


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