

FORM W-3ME

MAINE REVENUE SERVICES

RECONCILIATION OF MAINE INCOME TAX WITHHELD IN 2015



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1106600

File by February 29, 2016 See instructions below.

Check this box if you are submitting Maine withholding data on Form 1099 electronically with the IRS through the Combined Fed/State Filing Program.

Table with 4 columns: Field Name, Description, Amount, and Total. Rows include Withholding Account Number, Total Maine income tax withheld, Total Maine income tax reported, and Third-party payers of sick pay.

Third-party payer name Third-party payer ID Number:

Under penalties of perjury, I certify that the information contained on this return, report and attachment(s) is true and correct.

Date Signature Title (Owner, President, Partner, Member, etc.) Telephone

INSTRUCTIONS FOR FORM W-3ME - RECONCILIATION OF MAINE INCOME TAX WITHHELD IN 2015

Note: MRS Rule 104 (Electronic Filing of Maine Tax Returns) generally requires electronic filing of Maine income tax withholding returns, including Form W-3ME.

Maine Revenue Services provides two electronic filing options: File online using the Maine Revenue Services I-File program or upload a text file (formatted to required specifications) containing Form W-3ME data using Maine Revenue Services MEETRS system.

General Instructions

Employers and other payers who withhold Maine income tax during the calendar year must file an annual reconciliation (Form W-3ME) on or before February 28 of the following year.

Specific Instructions

- Entity Information. Enter the company's withholding account number, name and address in the space provided.
Line 1. Enter total Maine withholding reported on payee statements issued under this withholding account number (e.g., box 17 of federal Form W-2).
Line 2. Enter total Maine withholding reported for this account for all quarters on Form 941ME.
Line 3. If you are a third-party payer of sick pay, enter the amount of withholding, if any, included in your quarterly returns that is reported on Annual Wage Statements (Forms W-2) issued directly by the employer to employees.
Line 4. Employers only: Complete this line if you issue Forms W-2 that include withholding remitted to Maine by a third party payer of sick pay.

Payee Statements

Maine Revenue Services does not accept paper copies of payee statements (Forms W-2 and 1099).

Employers that file 250 or more W-2 forms with the Social Security Administration, non-wage payers that submit 250 or more of a single type of 1099 form with the Internal Revenue Service, and entities that have received an exception from the requirement to complete Schedule 2 on their quarterly return must file copies of such forms electronically with Maine Revenue Services.

A person who is licensed to conduct pari-mutuel wagering or to operate a slot machine in Maine must electronically file Form W-2G with Maine Revenue Services for each payee for whom a statement is required to be provided under federal regulations.

All others may, at their option, file annual statements electronically with Maine Revenue Services or, for Forms 1099 only, through the Combined Federal/State Filing Program.

When to File: No later than February 29, 2016. Where to File: Mail by FIRST CLASS MAIL to: Maine Revenue Services, P.O. Box 1064, Augusta, ME 04332-1064

How to File: File Form W-3ME separately from your Form 941ME return.

DO NOT include Form W-3ME in the same envelope with Form 941ME.