

Form W-3ME
2022

Maine Revenue Services
Reconciliation of Maine
Income Tax Withheld in 2022



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1106600

Note: Electronic copies of payee statements must be filed with Maine Revenue Services no later than January 31. See instructions below.

X Check here if this is an AMENDED return

Due February 28, 2023.

Table with 4 columns: Description, Total Maine income tax withheld, Total Maine income tax reported, and Total Maine income tax withheld. Includes rows for Withholding Account Number, Name, and Third-party payers of sick pay.

Third-party payer name: XXXXXXXXXXXXXXXXXXXXXXXXXXXX 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

Note: Maine Revenue Services ("MRS") Rule 104 (Electronic Filing of Maine Tax Returns) generally requires electronic filing of Maine income tax withholding returns, including Form W-3ME. Employers/payers unable to meet the electronic filing requirement because of undue hardship may request a waiver from the State Tax Assessor.

MRS provides two electronic filing options: File online using the MRS Withholding I-File program or upload a text file (formatted to required specifications) containing Form W-3ME data using the MRS MEETRS system. For more information on these programs, see www.maine.gov/revenue/electronic-services.

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. Generally, total income tax withheld as shown on Form W-3ME should equal the total withholding reported to MRS for the year on quarterly returns and should also equal the total amount of Maine income tax withheld as shown on all information returns furnished to payees.

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. If you amended one or more quarterly returns, include only the corrected amount.
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. Enter the amount of withholding remitted by the third-party payer. Enter the third-party payer name and ID number in the spaces provided.

Payee Statements - Due January 31

MRS does not accept paper copies of payee statements (Forms W-2 and 1099). Copies of payee statements required to be filed, or that are filed voluntarily, with MRS must be filed electronically no later than January 31 following the calendar year to which the payee statements relate.

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 directly with MRS.

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 MRS 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 MRS or, for Forms 1099 only, through the Combined Federal/State Filing Program. For more information, see MRS electronic filing specifications for Form W-2 or Forms 1099 and W-2G, available at www.maine.gov/revenue (select Electronic Services).

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. Where to File: Mail by FIRST CLASS MAIL to: Maine Revenue Services P.O. Box 1064 Augusta, ME 04332-1064