

# Delaware Withholding Monthly and Quarterly Annual Reconciliation

The W-3 Annual Reconciliation Form must be filed on or before the last day of February. It must be accompanied by a duplicate of each statement of Income Tax Withheld (Federal Form W-2 and/or Form 1099) issued to employees during the year.

### Line-by-Line Instructions

Line 1 - Enter the total amount of the Delaware wages.

Line 2 - Enter the total number of W-2s and/or 1099s.

Line 3 - Add the amount of Delaware Income Tax Withheld (per W-2s and/or 1099s), and compare that amount to the amount withheld from the back of this return. These amounts must equal, if they do not, determine where the error occurred and make any necessary correction(s) before filing this reconciliation. Enter the total corrected Delaware Income Tax withheld.

Line 4 - Enter the amount of Tax Paid for this year.

Line 5 - Subtract Line 4 from Line 3. If Line 4 is greater than Line 3, then an overpayment exists and you should check the Overpayment box. Be sure to attach an explanation of how the overpayment occurred. DO NOT take a credit for any overpayment on your next return. An overpayment existing at the end of the calendar year cannot be carried over to the next calendar year. If Line 3 is less than Line 4, an Underpayment exists and you must check the Balance Due box. Remit the total Amount Due with this return.

Section 537 of Title 30 of the Delaware code provides that no credit or refund will be made to any employer if the employer was required and deducted Delaware withholding taxes from its employees. In such cases the employee must file a Delaware personal income tax return to claim the overwithheld income taxes.

All employers who are required to file W-2's and 1099's electronically for federal purposes are now required to file those returns electronically for Delaware. Failure to comply will result in penalties equal to one-half the amounts specified in the Internal Revenue Code for the same requirement. Please call (302) 577-8779 or refer to Technical Information Memorandum 2001-4 for any questions on the magnetic media requirements and the new penalties.

## DELAWARE DIVISION OF REVENUE

ANNUAL RECONCILIATION OF DELAWARE INCOME TAX WITHHELD - FORM **W-3 9801**



ACCOUNT NUMBER	TAX PERIOD ENDING	DUE ON OR BE FORE

**Mail This Form With  
Remittance Payable To:**

**STATE OF DELAWARE**  
DIVISION OF REVENUE  
P.O. BOX 8754  
WILMINGTON, DE 19899-8754

CHECK THE BOX IF W-2(S) AND/OR 1099S  
ARE BEING SUBMITTED ON MAGNETIC MEDIA.

Business Name and Address

**CHANGES MUST BE MADE ON  
THE REQUEST FOR CHANGE  
FORM. CHECK THE BOX IF YOU  
ARE FILING A CHANGE FORM.**

If you have questions,  
call (302) 577-8779.



1. Amount of Delaware Wages	
2. Number of Withholding Statements (Form W-2 and/or 1099 attached.)	
3. Total Delaware Income Tax WITHHELD From Wages (as shown on attached forms)	
4. Total Delaware Income Tax PAID during the year from back of this form.	
5. Difference between Line 3 and Line 4 Overpayment <input type="checkbox"/> Balance Due <input type="checkbox"/>	

Please remit Balance Due. Do not apply Refund Due to future payments. Refund will be issued from this document.

**X**

AUTHORIZED SIGNATURE I declare under penalties of perjury that this is a true, correct and complete return.



If desired, provide an E-mail address where we may contact you.

TELEPHONE NUMBER \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_



	TAX PAID	TAX WITHHELD		TAX PAID	TAX WITHHELD
Jan.	_____	_____	July	_____	_____
Feb.	_____	_____	Aug.	_____	_____
Mar.	_____	_____	Sept.	_____	_____
Apr.	_____	_____	Oct.	_____	_____
May	_____	_____	Nov.	_____	_____
June	_____	_____	Dec.	_____	_____

TOTAL TAX PAID FOR THIS YEAR  
(Enter amount on Line 4)      \$ \_\_\_\_\_

TOTAL TAX WITHHELD  
(Should agree with Line 3)      \$ \_\_\_\_\_

