R-1203 (1/15)

LOUISIANA
DEPARTMENT *of* REVENUE

L-3 Transmittal of Withholding Tax Statements

Mail your Transmittal of W-2's to:
Louisiana Department of Revenue
P.O. Box 91017
Baton Rouge, LA 70821-9017

We encourage you to file electronically at
www.revenue.louisiana.gov

Tax Year
2015

Tax Period	Due Date
12/31/2015	**02/29/2016**

Legal Name		
Trade Name		
Address		
City	State	ZIP

PLEASE RETURN ENTIRE PAGE

LDR Account Number _____

Form L-3 Transmittal should only be used to transmit copies of employees' Withholding Tax Statements (Federal Form W-2) to LDR. Beginning January 1, 2016, all employers filing 50 or more W-2's must file Form L-3 and the employees' W-2 forms electronically. If you are required to e-file but fail to do so, you may incur a penalty.

Employers are required to file Form L-3 at the end of the year or if a business terminates during the year. Form L-3 is due on or before the first business day following February 27th or on or before the 30th day after the date on which the final payment of wages was made.

The reconciliation of the amount of taxes withheld to the amounts paid to LDR is done on a quarterly basis by filing Form L-1, the Employer's Quarterly Return of Louisiana Withholding Tax. It will be necessary to file amended L-1 returns for any quarters in which corrections are needed. An amended L-1 must be filed if you have overpaid or underpaid your withholding taxes. Do not include a payment with this transmittal.

Use the chart below to determine if you need to file amended L-1 returns for any quarter. If the amounts in the second and third column do not match for a quarter, you must file an amended L-1 return to reconcile the difference.

	Wages Per W-2's		Withholding Per W-2's		Withholding Per L-1's	
First Quarter		.00		.00		.00
Second Quarter		.00		.00		.00
Third Quarter		.00		.00		.00
Fourth Quarter		.00		.00		.00
TOTAL		.00		.00		.00

IMPORTANT! If amounts in the second and third column do not match for a quarter, you must file an amended L-1 Return for that quarter. Do not include a payment with your transmittal.

Total Number of W-2's submitted

☐☐,☐☐☐

Please mark method of filing

☐ CFS ☐ W-2

Signature _____ Title _____ Date _____ Telephone _____

Under the penalties of perjury, I declare that I have examined this information and to the best of my knowledge and belief, it is true, correct, and complete.

OFFICE USE ONLY

Tax Type: 350
Job Type: 8000 - Image Only

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