

January 28, 2010

TWC – Employer’s Quarterly Report (Form C-3)

****Texas Only****

If you are eligible to submit your Employer’s Quarterly Report as a paper copy, you should mail your form to:

Texas Workforce Commission
PO Box 149037
Austin, TX 78714-9037

You should use this address whether or not you have a payment due. Make sure that you have your account number written on any check and/or return you submit.

How do you know which way to file?

According to www.twc.state.tx.us, if you have 500 or fewer employees and if you have internet access, you should file and pay your quarterly report online. If your account reports 10 or more employees per quarter, you are required to file electronically. Visit [the TWC website](#) for more information.

TWC reports are quarterly reports. For wages paid in October, November, and December, with the calendar quarter ending on December 31, your Employer’s Quarterly Report and Remittance must be filed and paid by January 31, 2010. [The Texas Workforce Commission website](#) states that if the due date for a report or tax payment “falls on Saturday, Sunday or a legal holiday on which Commission offices are closed, reports and payments are considered timely if they are received on or before the following business day.” So this year, the TWC will accept forms received by February 1st.