

C-3 DOM Instructions for Annual Domestic-Only Employers

If you are a domestic-only employer filing for the first time, contact your nearest [Texas Workforce Commission Tax Office](#) for assistance. For more information, logon to the agency's Web site at: www.texasworkforce.org

If you did not pay wages during this year, you must submit a signed report giving that information. To avoid late report penalty, a signed report must be timely filed even if payment of taxes is not required or submitted. If you no longer have domestic employment, have begun other types of employment or if there has been a change of name, address, phone number, or other change, please complete the Status Change Form ([PDF](#) or [Word](#)) and return it to the Texas Workforce Commission with your annual report.

Complete the following unless the information has been preprinted:

1. Enter your Texas Workforce Commission account number.
2. Enter the [county code](#).
3. Leave this space blank.
4. Enter your tax rate. If you have not been assigned a tax rate, contact the nearest [TWC Tax Office](#).
5. Leave this space blank.
6. Enter your Federal Employer Identification Number. If one has not been assigned, leave blank.
7. Enter year. (2007)
8. Enter your name and your mailing address.
9. If your telephone number is not printed on the form or if the printed number is incorrect, please enter the correct number in the appropriate box on the Status Change Form ([PDF](#) or [Word](#)).
 - 9a. Annual report due date is January 31 following tax year.
10. For each month of the year, enter the number of employees who worked (include full-time and part-time) and received pay for the pay period that included the 12th day of the month.
11. Enter the [county code](#) of the county in which you had the greatest number of employees.
12. Not Applicable.
13. For each quarter, enter the Total (before deductions) amount of wages, bonuses, gifts, allowances, etc. paid to all employees. Include amounts paid in cash, plus the value of wages paid in any medium other than cash. Note: Wages are reported when they are **paid** rather than when they are earned.
14. For each quarter, enter the amount of taxable wages paid. Only the first \$9000 of wages paid to each employee during the calendar year are taxable. [See taxable wage example](#). Summarize all four quarters and enter the annual taxable wages.
15. Enter the amount of tax due for the year. If Texas UI taxes are paid after January 31 **and** you are preparing Federal Form 940, you must subtract the UI Obligation Assessment and the Employment and Training Assessment portion that you have paid to Texas.
16. Enter interest due if payment is late (postmarked after the due date in Item 9a (January 31)). Multiply Tax Due (Item 15) by 1.5% for each month past due; maximum 37.5%. (See [calculation worksheet](#)).
17. Enter penalty due if the report is late (postmarked after the due date of January 31). Use the [calculation worksheet](#) to compute late reporting penalty or call your nearest [TWC Tax Office](#) for assistance.
18. Debit or credit balance reflected in your tax account as of the printing of this report.
19. Total Due = Tax (15) + Interest (16) + Penalty (17) + Previous Amount Due (or - Credit) (18). Please include the payment voucher ([PDF](#) or [Word](#)) with the remittance. To correct an error on a previously filed report, contact your nearest [TWC Tax Office](#).

DO NOT ATTEMPT TO MAKE THE ADJUSTMENT ON THIS FORM

20. Enter employee's nine-digit social security number. To report more than 4 employees, use Form C-4 Domestic-Only Employer continuation sheet and list all wage data on the Form C-4 rather than listing part of the employees on Form C-3.

21. Enter the first initial, second initial and employee's last name.
22. Wages are reported when they are **paid** rather than when they are earned. Enter the quarterly amounts of wages paid to each Texas employee. Total each quarter and record separately on line 13. If you need additional continuation sheets to report employees, contact the nearest TWC Tax Office.
23. Page totals must equal Item 13.
24. Sign report. This report must be signed by the employer or by a person for whom a power of attorney has been filed with the TWC. Please include the enclosed payment voucher ([PDF](#) or [Word](#)) with the report and remittance.

Individuals may receive, review and correct information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.

Keep a copy of this report for your file.
Please write your TWC account number on your check.
Do not staple your check to your report.

Where do I [mail Tax Forms?](#)



Please e-mail questions or comments to tax@twc.state.tx.us

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Last Verified: September 30, 2011

<http://www.twc.state.tx.us/ui/tax/c3dominstruct.html>

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List Of County Codes

Several Texas counties have names identical to cities located in other counties. For instance, the city of Houston is located in Harris County, Tyler in Smith County and Austin in Travis County. Please use the county name and the code number which follows it.

COUNTY & CODE		COUNTY & CODE		COUNTY & CODE		COUNTY & CODE		COUNTY & CODE	
Anderson	001	Crane	103	Hartley	205	McCulloch	307	San Patricio	409
Andrews	003	Crockett	105	Haskell	207	McLennan	309	San Saba	411
Angelina	005	Crosby	107	Hays	209	McMullen	311	Schleicher	413
Aransas	007	Culberson	109	Hemphill	211	Madison	313	Scurry	415
Archer	009	Dallam	111	Henderson	213	Marion	315	Shackelford	417
Armstrong	011	Dallas	113	Hidalgo	215	Martin	317	Shelby	419
Atascosa	013	Dawson	115	Hill	217	Mason	319	Sherman	421
Austin COUNTY	015	Deaf Smith	117	Hockley	219	Matagorda	321	Smith	423
Bailey	017	Delta	119	Hood	221	Maverick	323	Somervell	425
Bandera	019	Denton	121	Hopkins	223	Medina	325	Starr	427
Bastrop	021	DeWitt	123	Houston COUNTY	225	Menard	327	Stephens	429
Baylor	023	Dickens	125	Howard	227	Midland	329	Sterling	431
Bee	025	Dimmit	127	Hudspeth	229	Milam	331	Stonewall	433
Bell	027	Donley	129	Hunt	231	Mills	333	Sutton	435
Bexar	029	Duval	131	Hutchinson	233	Mitchell	335	Swisher	437
Blanco	031	Eastland	133	Irion	235	Montague	337	Tarrant	439
Borden	033	Ector	135	Jack	237	Montgomery	339	Taylor	441
Bosque	035	Edwards	137	Jackson	239	Moore	341	Terrell	443
Bowie	037	Ellis	139	Jasper	241	Morris	343	Terry	445
Brazoria	039	El Paso	141	Jeff Davis	243	Motley	345	Throckmorton	447
Brazos	041	Erath	143	Jefferson,	245	Nacogdoches	347	Titus	449
Brewster	043	Falls	145	Jim Hogg	247	Navarro	349	Tom Green	451
Briscoe	045	Fannin	147	Jim Wells	249	Newton	351	Travis	453
Brooks	047	Fayette	149	Johnson	251	Nolan	353	Trinity	455
Brown	049	Fisher	151	Jones	253	Nueces	355	Tyler COUNTY	457
Burleson	051	Floyd	153	Karnes	255	Ochiltree	357	Upshur	459
Burnet	053	Foard	155	Kaufman	257	Oldham	359	Upton	461

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Caldwell	055	Fort Bend	157	Kendall	259	Orange	361	Uvalde	463
Calhoun	057	Franklin	159	Kenedy	261	Palo Pinto	363	Val Verde	465
Callahan	059	Freestone	161	Kent	263	Panola	365	Van Zandt	467
Cameron	061	Frio	163	Kerr	265	Parker	367	Victoria	469
Camp	063	Gaines	165	Kimble	267	Parmer	369	Walker	471
Carson	065	Galveston	167	King	269	Pecos	371	Waller	473
Cass	067	Garza	169	Kinney	271	Polk	373	Ward	475
Castro	069	Gillespie	171	Kleberg	273	Potter	375	Washington	477
Chambers	071	Glasscock	173	Knox	275	Presidio	377	Webb	479
Cherokee	073	Goliad	175	Lamar	277	Rains	379	Wharton	481
Childress	075	Gonzales	177	Lamb	279	Randall	381	Wheeler	483
Clay	077	Gray	179	Lampasas	281	Reagan	383	Wichita	485
Cochran	079	Grayson	181	La Salle	283	Real	385	Wilbarger	487
Coke	081	Gregg	183	Lavaca	285	Red River	387	Willacy	489
Coleman	083	Grimes	185	Lee	287	Reeves	389	Williamson	491
Collin	085	Guadalupe	187	Leon	289	Refugio	391	Wilson	493
Collingworth	087	Hale	189	Liberty	291	Roberts	393	Winkler	495
Colorado	089	Hall	191	Limestone	293	Robertson	395	Wise	497
Comal	091	Hamilton	193	Lipscomb	295	Rockwall	397	Wood	499
Comanche	093	Hansford	195	Live Oak	297	Runnels	399	Yoakum	501
Concho	095	Hardeman	197	Llano	299	Rusk	401	Young	503
Cooke	097	Hardin	199	Loving	301	Sabine	403	Zapata	505
Coryell	099	Harris	201	Lubbock	303	San Augustine	405	Zavala	
Cottle	101	Harrison	203	Lynn	305	San Jacinto	407		