

**How to Prepare  
Media Label for Form W-4**

Media label, Form 6469, has been obsoleted. It is no longer necessary to use special labels from IRS for your media. Any pressure sensitive label can now be used as long as it contains the following information:

**Transmitter/Employer name:** Name of Employer submitting media.

**Transmitter Control Code (TCC):** Provide TCC assigned to the transmitter by IRS.

**Type of Media:** Indicate type of media: tape, diskette, tape cartridge, or electronic file.

**Tax Year:** Indicate current tax year.

**Tax Quarter:** Indicate tax quarter for which data is being reported.

**Number of employees:** Provide the total number of employees reported on the media.

**Media sequence:** Indicate sequence number of media and total number of media in file (*for example: Media sequence 1 or 3, 2 of 3, 3 of 3*).

**Recommended label format:**

Transmitter/employer \_\_\_\_\_  
TCC \_\_\_\_\_  
Type of Media \_\_\_\_\_  
Tax Year \_\_\_\_\_ Tax Quarter \_\_\_\_\_  
Number of employees \_\_\_\_\_  
Media sequence \_\_\_\_\_ of \_\_\_\_\_

**Please affix external label to appropriate area on magnetic media. Do not hinder the ability to process media when affixing label.**

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We ask for the information to carry out the Internal Revenue laws of the United States. You are required to give us the information. You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103. The time needed to provide this information will vary depending on individual circumstances. The estimated average time is five minutes. If you have any comments concerning the accuracy of this time estimate, or suggestions for making this notice more simple, we would be happy to hear from you. You can write to the Tax Forms Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001.