![MyTax Illinois logo]

CSV File format instructions for Form W-2G information – for submission through MyTax Illinois

The CSV (Comma Separated Value) file format is used for importing Form W-2G information file directly to an Illinois Withholding Income Tax account. To correct a previously filed Form W-2G, upload a new W-2G with the value "Y" in the corrected form column.

The import feature is recommended for users who have software that can create a file in CSV format. Using a spreadsheet program (*e.g.*, Excel), create a CSV file with ten columns, which will allow it to be recognized and accepted by MyTax Illinois. You may also use a text file that follows the same format.

The file should *not* have a header row. Each field, except "Middle Name," must contain a value. The file must contain ten columns in the same order as the following:

	Field Name	Max Length	Data Type	Description
1st Column	Tax Year	4 characters	Numeric	The tax year listed on the W-2G. **Only tax years 2018 and after may be filed with a CSV file.** *Example: 2018 should be entered as "2018"*
2nd Column	Winner SSN	9 characters	Numeric	The Social Security Number of the winner. *Example: "344-44-1234" or "344441234"*
3rd Column	First Name	15 characters	ASCII characters, no commas	The first name of the winner. *Example: "Jon"*
4th Column	Middle Name	15 characters	ASCII characters, no commas	The middle name of the winner. **This field can be left blank.**
5th Column	Last Name	20 characters	ASCII characters, no commas	The last name of the winner. *Example: "Doe" or "O'Brien"*
6th Column	Federal Winnings		Numeric	The winner's reportable (federal) winnings for the year. **Enter as unformatted dollars/cents.** *Example: $1,234.56 should be entered as "1234.56"*
7th Column	Federal Withholding		Numeric	The winner's federal withholding for the year. **Enter as unformatted dollars/cents.** *Example: $1,234.56 should be entered as "1234.56"*
8th Column	Illinois Winnings		Numeric	The winner's Illinois winnings for the year. **Enter as unformatted dollars/cents.** *Example: $1,234.56 should be entered as "1234.56"*
9th Column	Illinois Withholding		Numeric	The winner's Illinois withholding for the year. **Enter as unformatted dollars/cents.** *Example: $1,234.56 should be entered as "1234.56"*
10th Column	Corrected Form?	1 character	Alpha	Whether the form has corrected figures or is the original figures. **Enter "Y" (for corrected figures) or "N" (for original figures).** *Example: If the W-2G was not corrected, enter "N"*

Example:

Your winner is Paul Doe, SSN 333-22-0000. For 2018, Paul had federal winnings of $15,124 and federal withholding of $119.20. He had Illinois winnings of $15,124 and Illinois withholding of $75.82. This is not a corrected Form W-2G. His Form W-2G information would be reported as follows:

CSV Spreadsheet Example (*e.g.*, Excel)

2018	333220000	Paul		Doe	15124	119.20	15124	75.82	N

Text File Example (*e.g.*, Notepad)
2018,333220000,Paul,,Doe,15124,119.20,15124,75.82,N

Save your file using the file type "**CSV — Comma Separated Values**."
You may also upload simple text files with fields separated by commas and with each record separated by a hard return.
Once you have your file saved in this format, select "Import W-2G File" in MyTax Illinois.