



Step 1: Provide your information

Federal employer identification number (FEIN) Seq. number

Business name

C/O

Mailing address

City

State

ZIP

Check this box if your business name has changed.

Check this box if you have an address change.

Reporting Period

If you are a quarterly filer: Check the quarter you are amending.

- 1st (January, February, March)
2nd (April, May, June)
3rd (July, August, September)
4th (October, November, December)

If you are an annual filer: Check the box if you are amending an annual return.

- January — December

Step 2: Tell us about your business

A If your business has permanently stopped withholding because it has closed, or you no longer pay wages or withhold Illinois taxes from other payments, check the box and enter the date you stopped withholding.

A [ ] \_\_\_ / \_\_\_ / 2016
Month Day

B If you have submitted your Forms W-2 and W-2c for this year electronically, check this box.

B [ ]

Step 3: Tell us about the amount subject to withholding

Column A

Most recent amount reported

Column B

Corrected amount

1 Enter the total dollar amount subject to Illinois withholding income tax this reporting period, including payroll, compensation, and other amounts. See instructions.

1

1

Step 4: Tell us about the amount withheld and previous overpayments

2 Enter the total dollar amount of Illinois Income Tax actually withheld from your employees or others for this reporting period. See important information.

2

2

3 If your original return or previously filed IL-941-X resulted in a credit that you were previously allowed to use, any IDOR-approved credit for the period, or a refund you have already received, please enter this amount. See instructions.

3

4 Add Column B, Lines 2 and 3 and enter the total amount here.

4

Step 5: Tell us about your payments and credits

5 Enter the total dollar amount of withholding payments you made to IDOR for this period. This includes all IL-501 payments (electronic and paper coupons), as well as any subsequent payments. Do not include any penalty or interest paid. Do not estimate this amount.

5

5

6 Enter the amount of IDOR-approved credit you are using this period. Credits are only valid if you have received written confirmation from IDOR. See instructions.

6

6

7 Enter the amount of credit through DCEO you are using this period.

7

7

8 Add Lines 5 through 7 and enter the total amount here.

8

8

Step 6: Figure the amount you owe or your credit

9 If Column B, Line 4 is greater than Column B, Line 8, subtract Column B, Line 8, from Line 4. This is your remaining balance due. Make your payment electronically or make your remittance payable to "Illinois Department of Revenue" and go to Step 7. (Semi-weekly payers must pay electronically.)

9

10 If Column B, Line 4 is less than Column B, Line 8, subtract Line 4 from Column B, Line 8. This is your overpayment. Note: You must complete Line 11.

10

11 Check the appropriate box to tell us how you would like to request your overpayment and complete the Overpayment Worksheet on Page 2 to explain the reason for your overpayment. Note: Checking the refund box does not guarantee a refund.

IDOR-approved Credit

[ ]

Refund

[ ]

Step 7: Sign here

Under penalties of perjury, I state that, to the best of my knowledge, this return is true, correct, and complete.

Check this box if we may discuss this return with the preparer shown in this step. [ ]

Signature ( ) Daytime telephone number Month / Day / Year

Paid Preparer (please print) PTIN Daytime telephone number Month / Day / Year

NS DR

Mail to: ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19016
SPRINGFIELD IL 62794-9016

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# Overpayment Worksheet

If you checked either box on Line 11, you must check at least one or more boxes below. **Note: After we process your amended form, we will notify you of any amount of overpayment approved as a credit or refund; approved amounts of overpayments are usually issued as an "IDOR-approved credit." Refunds are only approved if you cannot use your IDOR-approved credit.**

The amount of overpayment is due to the following:

- a. I made an additional payment or payments that was or were not needed for my tax liability.
- b. I sent a payment to the Illinois Department of Revenue that was intended for the Internal Revenue Service or another entity.
- c. I am a sole proprietor and I withheld tax from myself in error. I am not required to withhold on my income.
- d. I am a sole proprietor that registered in error for withholding income tax and I have no employees. I paid withholding income tax to Illinois in error. Complete Step 2, Line A.
- e. I withheld tax from an employee, reported this amount to Illinois in error, and have repaid the excess withholding to the employee.
- f. I copied information incorrectly or made a mathematical error on the original return that did not affect the tax withheld from my employees but caused my withholding income tax to be over-reported and overpaid to Illinois.
- g. I am reducing withholding I reported on Step 4, Line 2 because I incorrectly reported third party sick pay and have paid more withholding income tax than required to Illinois. This sick pay was paid by a third party and is the third party's responsibility to report.
- h. Other: \_\_\_\_\_

← Go back to Page 1, Step 7, to sign your return and remember to include any necessary support.

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## Important Information

### Support Required

*You must provide the following documentation to support your amended return.*

- *All Forms W-2 and W-2c that have not been submitted to Illinois electronically and all Forms W-2G and 1099 showing Illinois withholding submitted for the year, or*
- *If none of these items have been issued to the payees at the time of filing this form, you must submit payee records that include*
  - *the FEIN of the business,*
  - *the date range covered by the records, and*
  - *name, SSN, income amount, and Illinois tax withheld for each payee.*

### IDOR-approved Credit

*An amended return is no longer required to request approval for your overpayment to be verified as an IDOR-approved credit if you are not changing your withholding tax amount you originally reported. Complete and submit Form IL-2000. For more information or to obtain this form, go to our website at [tax.illinois.gov](http://tax.illinois.gov).*

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