

HELP FOR ELECTRONIC W-2 AND 1099 SUBMISSIONS TO ILLINOIS

Frequently Asked Questions and Common Errors

General questions

1. How many different ways can I electronically file my Forms W-2?

- ✓ You can [file your Forms W-2, W-2c, and W-2G](#), one at a time, through [MyTax Illinois](#), or
- ✓ You can bulk file your Forms W-2 and W-2c through the Form [W-2 and W-2c Electronic Transmission Program](#) or Form W-2G through [W-2G and 1099 Illinois FIRE Electronic Transmission Program](#).

2. How many different ways can I electronically file my Forms 1099?

- ✓ You can [file your Forms 1099](#), one at a time, through [MyTax Illinois](#), or
- ✓ You can bulk file your Forms 1099 through the [W-2G and 1099 Illinois FIRE Electronic Transmission Program](#).

3. What are the requirements for filing Forms 1099?

- ✓ Forms 1099 are not required to be submitted to the State of Illinois and are not included in the electronic filing mandate. However, payers who issue Forms 1099, which report Illinois income tax withheld, may **voluntarily** file these forms electronically through [W-2G and 1099 Illinois FIRE Electronic Transmission Program](#) or through [MyTax Illinois](#).

4. Which withholding records are required to be filed with the State of Illinois?

- ✓ Forms **W-2, W-2c and W-2G** are [required](#) to be filed electronically with the State of Illinois by January 31 of the year following the tax year.

5. What do I do if I have submitted Forms W-2 or 1099 with the State of Illinois and discovered I made an error before I submitted the Forms to the federal government?

- ✓ To resolve this issue with the State of Illinois, file Forms W-2c or corrected Forms W-2G and 1099 to correct the forms that were in error.

6. Can I use my MyTax Illinois login and password to file W-2s/1099s in the W-2 and 1099 Electronic transmission Program (bulk file system)?

- ✓ No. To use the bulk file system, you must obtain your user ID (ETIN) and password for transmission through the [W-2/1099 Transmitter Registration](#).

W-2 and 1099 Electronic Transmission Program (bulk filing option)

1. Where is the bulk filing information on IDOR website?

- ✓ Go to tax.illinois.gov and select [W-2 and 1099 Electronic Filing Programs](#) under the “Businesses” column. Depending on which forms you are filing, select [Forms W-2 and W-2c Electronic Transmission Program](#) for Forms W-2 and W-2c, or [W-2G and 1099 Illinois FIRE Electronic Transmission Program](#) for Forms W-2G and 1099.

2. Why do I have two passwords for the electronic transmission program?

- ✓ The first password is used to transmit test data and the second is used to actually transmit file data. For more information, see [W-2 and W-2c Electronic Transmission Guide](#) or [W-2G and 1099 Illinois FIRE Electronic Transmission Guide](#), depending on which forms you are transmitting.

3. Does my registration for the W-2 electronic transmission program work for the W-2G and 1099 Illinois FIRE electronic transmission program as well?

- ✓ If you already have an existing Logon ID and passwords for Illinois for the W-2 electronic transmission programs, you may use them for the W-2G and 1099 Illinois FIRE program as well. If you are using a third-party service or program you may not need to register to transmit. Check with your payroll service or software program to see if it includes W-2 file transmission. For more information see [W-2G and 1099 Illinois FIRE Electronic Transmission Guide](#).

4. What types of files are accepted?

- ✓ There are two types of files the state of Illinois accepts - web file upload or the HttpsPost utility program (**No PDF or Excel spreadsheets will be accepted – the required file type is created by software programs designed to transmit w-2s**). For more information, see [W-2 and W-2c Electronic Transmission Guide](#) or [W-2G and 1099 Illinois FIRE Electronic Transmission Guide](#).

5. On the electronic transmission programs, can I upload multiple different business' W-2s at once or just one business at a time?

- ✓ You can transmit one file at a time or multiple files all at once, but if an error occurs, the whole file will be rejected. For more information, see [W-2 and W-2c Electronic Transmission Guide](#) or [W-2G and 1099 Illinois FIRE Electronic Transmission Guide](#).

6. Do I get an email confirmation for the E-services program?

- ✓ No, you must retrieve your acknowledgement for Forms W-2 or W-2c submissions by:
 1. Acknowledgement retrieval method option 1: [HttpsPost utility program](#) - Requires Download/Upload Program. (Please see page 4 of the [Form W-2 and W-2c Electronic Transmission Guide](#) for additional information.)
 2. Acknowledgement retrieval method option 2: [Acknowledgement Inquiry Application](#) (Please see page 4 of the [Form W-2 and W-2c Electronic Transmission Guide](#) for additional information.)
- ✓ No, you must retrieve your acknowledgement for Forms W-2G and 1099 submissions. If you transmit with your own custom code or the HttpsPost utility program, you may also

use your own custom code or the HttpsPost utility program to retrieve an acknowledgment file which contains information about whether the file was accepted or rejected. To read the content of the acknowledgment file, please see the [Form W-2G and 1099 Illinois FIRE Specifications](#).

Common errors

- ✓ **Make sure to enter the extra fields for Illinois submissions that are not required for federal submissions. For example, you must enter a header on your Form W-2G and 1099 Illinois FIRE electronic transmission. If you do not have a header the file will be rejected.**
- ✓ **Make sure that your files are not being entered more than once. For example, your paid preparer submits your W-2 files to Illinois, and you also submit them. This causes an error for duplicate submission.**
- ✓ **Make sure your ITIN is entered correctly. Invalid ITINs will be rejected.**
- ✓ **To obtain your acknowledgement, you must log back in to your account. It is not sent to you. You can obtain your acknowledgement for:**

Forms W-2 or W-2c submissions -

- Acknowledgement retrieval method option 1: [HttpsPost utility program](#) - Requires Download/Upload Program. (Please see page 4 of the [Form W-2 and W-2c Electronic Transmission Guide](#) for additional information.)
- Acknowledgement retrieval method option 2: [Acknowledgement Inquiry Application](#) (Please see page 4 of the [Form W-2 and W-2c Electronic Transmission Guide](#) for additional information.)

Forms W-2G and 1099 submissions - If you transmit with your own custom code or the HttpsPost utility program, you may also use your own custom code or the HttpsPost utility program to retrieve an acknowledgment file which contains information about whether the file was accepted or rejected. To read the content of the acknowledgment file, please see the [Form W-2G and 1099 Illinois FIRE Specifications](#).

MyTax Illinois W-2 and 1099 Submission Program

1. **What information do I enter on the W-2c, Corrected Wage and Tax Statement?**
 - ✓ ONLY enter the fields that originally contained incorrect information.
2. **Where do I find the “file W-2 and 1099 forms” tab in MyTax?**
 - ✓ Under the accounts tab, select “withholding account”
 - ✓ Under “I want to,” select “file w-2 and 1099 forms”
 - ✓ For more information, see [MyTax Illinois Guide for filing Forms W-2 and 1099](#).
3. **Should I submit W-2s on MyTax one at a time or submit once I have filled out all the W-2 records?**
 - ✓ Either option is acceptable.
4. **Can I bulk file through MyTax?**
 - ✓ No, you must enter each record one at a time.
5. **Can I submit Forms 1099 through MyTax Illinois if I do not withhold Illinois income tax?**
 - ✓ Yes, however you must register in MyTax Illinois and have a withholding income tax account to enter Forms 1099 and W-2 through MyTax Illinois.
6. **Why can't a household employer submit Form W-2 through MyTax Illinois?**
 - ✓ You must have a withholding income tax account to enter Forms 1099 and W-2 through MyTax Illinois. **Note:** Household employers who report their withholding income tax on Form IL-1040 are **not** required to submit their household employees' Forms W-2 to the State of Illinois and are not subject to the electronic filing requirement.
7. **Is there an auto-populate/auto-complete option for the employer's name and address fields? Is there any way the W-2s can be prefilled with the company information on MyTax?**
 - ✓ There is currently no auto-populate option for the employer's information on the W-2 and 1099 entry in MyTax Illinois. However, this may become an option in the future.
8. **Why can't the Social Security Number (SSN) fields be shown for review before submission to check for data-entry errors?**
 - ✓ The SSN field is considered a Federal Tax Information field and is masked to provide security of this information.
9. **How do I find my saved/submitted Forms W-2 and 1099?**
 - ✓ Saved and submitted forms can be found in your withholding account, under the “Requests” tab. For more information, see [MyTax Illinois Guide for filing Forms W-2 and 1099](#).

10. I saved my Forms W-2, how do I submit them?

- ✓ Saved forms can be found in your withholding account, under the “Requests” tab, select “Waiting to be Processed,” and “W-2 and 1099 Submission.” To submit, select the “submit” tab on the top of the screen. For more information, see [MyTax Illinois Guide for filing Forms W-2 and 1099](#).

11. I have an error but all the W-2s are filled out and green, why?

- ✓ Usually the error results from having a blank W-2 or 1099 and not seeing the error marker.

12. I have too many W-2s, is there another option?

- ✓ Yes, you may use the bulk filing options, [Forms W-2 and W-2c Electronic Transmission Program](#) for Forms W-2 and W-2c, or [W-2G and 1099 Illinois FIRE Electronic Transmission Program](#) for Forms W-2G and 1099.

13. I just withdrew my W-2s from MyTax, how do I get them back?

- ✓ When you withdraw Forms W-2 or 1099, the information you entered on the forms is deleted. You must re-enter the Form information.

14. How can I confirm my MyTax submission?

- ✓ Log on to you MyTax Illinois account. Select the “requests” tab, and “view requests” tab the on right side of screen. Select “W-2 and 1099 submission.” Your confirmation number is shown under the “Status” column. For more information, see [MyTax Illinois Guide for filing Forms W-2 and 1099](#).

Common errors

- ✓ **You must enter “submit” to file Forms W-2 and 1099. Selecting “Save” will not file the forms.**
- ✓ **Selecting “withdraw” will remove your record. Make sure this is what you want to do.**
- ✓ **You must have a withholding account with Illinois to submit your Forms W-2 and 1099 electronically through MyTax Illinois.**
- ✓ **Make sure you do not have a blank W-2 or 1099 when submitting. This will be shown with a red dot by the record to indicate that there is as an error.**
- ✓ **Make sure your ITIN is entered correctly. Invalid ITINs will be rejected.**