



Step 1: Provide your information

State EIN

Federal employer identification number (FEIN)

State EIN extension

Seq. number

Business Name Line 1

Business name

In Care of Name

C/O

Address Line 1

Mailing address

Address Line 2

City

City

State

State

Zip

ZIP

Check this box if this is your first return.

Check this box if your business name has changed.

Check this box if your address has changed.

AddressChangeElect

Reporting Period

If you are a quarterly filer:

Check the quarter you are reporting.

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

If you are an annual filer:

Check the box if you are not required to file quarterly.

January — December

Step 2: Tell us about your W-2 forms and your business

A Write the total number of W-2 forms you were required to issue for the entire year. (Quarterly filers — Only complete this line when you file your 4th quarter or final return.)

A NumberOfEmployees

B If your business has permanently stopped withholding because it has closed or you no longer pay wages, check the box and write the date you stopped paying wages.

FinalReturnElect

B DateFinalWagesPaid 2012 Month Day

Step 3: Tell us your payroll information

1 Write the total compensation and gambling winnings (including Illinois Lottery winnings) subject to withholding this period.

1 WHTaxableWages

Step 4: Tell us about your withholding for this period

2 Write the amount of Illinois Income Tax actually withheld for this period.

2 WHTotalTax

Step 5: Tell us about your payments and credits

3 Write the total amount of withholding payments you have made during this period. This includes all IL-501 payments (electronic and paper coupons).

3 WHPaymentsOrDeposits

4 Write the amount of credit carried forward from your previous Form IL-941.

4 PaymentOverpaymentPrevious

5 Write the total amount of credits you have received through DCEO.

5 CreditAmount CreditType (Reqd "DCEO")

6 Add Lines 3, 4, and 5 and write the total amount here.

6 WHTotalPayments

Step 6: Figure your credit or the amount you owe

7 If Line 2 is greater than Line 6, subtract Line 6 from Line 2. This is your remaining balance due. Make your payment electronically (semi-weekly must pay electronically) or make your remittance payable to "Illinois Department of Revenue."

7 WHAmountDue

8 If Line 2 is less than Line 6, subtract Line 2 from Line 6. Claim this amount on your next Form IL-941.

8 AmountofOverpayment

Step 7: Sign here

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

Signature ReportingAgentSignature

() Daytime telephone number

Month / Day / Year

NS DR

Mail to: ILLINOIS DEPARTMENT OF REVENUE PO BOX 19052 SPRINGFIELD IL 62794-9052

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