



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 this is your first return.
Check this box if your business name has changed.
Check this box if your address has changed.

Reporting Period
If you are a quarterly filer:
Check the quarter you are reporting.
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 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.
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.

Step 3: Tell us your payroll information

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

Step 4: Tell us about your withholding for this period

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

Step 5: Tell us about your payments and credits

- 3 Write the total amount of withholding payments you have made during this period.
4 Write the amount of credit carried forward from your previous Form IL-941.
5 Write the total amount of credits you have received through DCEO.
6 Add Lines 3, 4, and 5 and write the total amount here.

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

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 Daytime telephone number Month Day Year

NS DR

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

