



Quarterly filers: File only one IL-941 return per quarter. Make your payments using IL-501.

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) due May 2, 2016
2nd (April, May, June) due August 1, 2016
3rd (July, August, September) due October 31, 2016
4th (October, November, December) due January 31, 2017

If you are an annual filer: Check the box if you are not required to file quarterly.

- January — December due January 31, 2017

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

- A Enter the total number of W-2 forms reporting Illinois withholding, 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 Illinois wages or withhold Illinois taxes from other payments, check the box and enter the date you stopped withholding.

Step 3: Tell us about the amount subject to withholding

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

Step 4: Tell us about the amount withheld (Do not leave this line blank.)

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

Step 5: Tell us about your payments and credits

- 3 Enter the total dollar amount of withholding payments you made to the Illinois Department of Revenue (IDOR) for this period. This includes all IL-501 payments (electronic and paper coupons). Do not estimate this amount.
4 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.
5 Enter the amount of credit through DCEO you are using this period. See instructions.
6 Add Lines 3, 4, and 5 and enter the total amount here.

Step 6: Figure your balance

- 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 or make your remittance payable to "Illinois Department of Revenue." (Semi-weekly payers must pay electronically.)
8 If Line 2 is less than Line 6, subtract Line 2 from Line 6. IMPORTANT: This amount is not available for use on future IL-941 returns until you receive written verification of this amount as an IDOR-approved credit. See instructions for requesting a refund or for more information.

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 19052 SPRINGFIELD IL 62794-9052

