Schedule P Comma Separated Value (CSV) file format and instructions for filing via MyTax Illinois

The CSV file format is used for importing the Schedule P, Illinois Withholding Payroll Schedule file directly to a Withholding account.

The import feature is recommended for users who have a spreadsheet software program that can create the CSV format. Using a spreadsheet program (i.e. Excel), four columns are required to create a CSV file that is recognized and accepted by MyTax Illinois.

The spreadsheet should be set up as follows:

	Field Name	Max Length	Data Type	Description
1st Column	EmployeeName	30 characters	Alpha/Numeric	The full name of the employee. **Do not enter periods after initials.** For example John R. Doe should be entered as 'John R Doe'.
2nd Column	SSN	9 characters	Numeric	The Social Security Number of the employee. **No hyphens are necessary.** For example, 000-00-0000 should be entered as '000000000'.
3rd Column	Income	13 characters	Numeric	The Employee's income for the quarter. **Enter as unformatted dollars/cents.** For example, $1,234.56 should be entered as '1234.56' and $1,234.00 should be entered as '1234'.
4th Column	Withholding	13 characters	Numeric	The amount withheld on behalf of the employee for the quarter. **Enter as unformatted dollars/cents.** For example, $1,234.56 should be entered as '1234.56' and $1,234.00 should be entered as '1234'.

CSV Spreadsheet Example (i.e. Excel)
John R Doe 000000000 1234.56 100

Text File Example (i.e. Notepad)
John R Doe,000000000,1234.56,100

When all employee data has been entered, the file is then saved. The user will name the spreadsheet file accordingly and just below the **File Name** is the S**ave As Type** box. Here the user would click the scroll down arrow and select '**CSV – Comma Separated Values**' option. This configures the spreadsheet into the format that is accepted by MyTax Illinois.

The user would then log on to MyTax Illinois with their assigned username and password. Clicking the on the '**Log In**' box will take them to the next screen which will display the following:

1. Go to the "**Withholding**" account by clicking the appropriate link.
2. Navigate to the appropriate filing period and file an amended return (IL-941-X).
3. When completing the IL-941-X return, select the **Schedule P tab** at the top of the return.
4. Select the '**Import from CSV**' option.
5. Click '**Next**'.
6. Click '**Select Import File**'.
7. Select the CSV file saved on your computer by Clicking '**Browse**'.
8. Click on the **Filename** of the file you want to import.
9. Click '**Open**'.
10. Click '**Import**'.
11. After the file has imported, you may update or add individual rows to your Schedule P.
12. Complete and **Submit** your IL-941-X.

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