



## Step 1: Read this information first

### Who should file Form IL-4852?

You should file Form IL-4852, Substitute for Unobtainable Form W-2, if you did not receive or were not able to obtain a Form W-2, Wage and Tax Statement, from your employer showing that Illinois Income Tax was withheld from your wages. However, you should **not** use this form to correct the information on your Form W-2. You must contact your employer for a corrected Form W-2.

**Note** You should **only** file Form IL-4852 after you have given your employer sufficient time to mail your Form W-2 and after you have exhausted all efforts to obtain one. If you must use this form, you may not file your Form IL-1040, Individual Income Tax Return, electronically.

You **must** complete a separate Form IL-4852, filling in the information in all steps, for each Form W-2 not received.

### What must I attach to Form IL-4852?

You **must attach proof** of wages and withholding, such as copies of check stubs or a letter from your employer, on company letterhead.

Your check stubs or letter should include the following information:

- your name,
- your Social Security number,
- tax year,
- amount of Illinois Income Tax withheld, and
- total wages.

We will accept a copy of your **properly completed** U.S. Form 4852, along with any required attachments, as proof of your Illinois Income Tax withheld from your wages.

## Step 2: Provide the following information

1 Name \_\_\_\_\_

3 Address \_\_\_\_\_  
Street address

2 SSN \_\_\_\_\_  
Social Security number

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

## Step 3: Identify your employer

4 Name of employer \_\_\_\_\_

6 FEIN (if known) \_\_\_\_\_  
Federal employer identification number

5 Address \_\_\_\_\_  
Street address

7 Owner or contact person \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

8 Phone number \_\_\_\_\_

## Step 4: Complete the following

9 Write the tax year for which you are filing this form. 9 \_\_\_\_\_

10 Write the total amount of gross wages that your employer paid you. 10 \_\_\_\_\_ .00

11 Write the total amount of Illinois Income Tax that your employer withheld from your wages. Include this amount on Form IL-1040, Line 25. 11 \_\_\_\_\_ .00

12 How did you determine the total amount of gross wages and the total amount of Illinois Income Tax withheld?

13 State the reason your employer did not give you your Form W-2.

14 Explain your efforts to obtain your Form W-2.

## Step 5: Sign below

Under penalties of perjury, I state that I have examined this form and any attachments and, to the best of my knowledge, they are true, correct, and complete.

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Date

( )

\_\_\_\_\_  
Daytime phone number

