

**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.

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** federal 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
City State ZIP 7 Owner or contact person _____
8 Phone number () _____

Step 4: Complete the following

- 9 Enter the tax year for which you are filing this form. 9 _____
- 10 Enter the total amount of gross wages that your employer paid you. 10 _____ .00
- 11 Enter the total amount of Illinois Income Tax that your employer withheld from your wages.
Include this amount on the Illinois Income Tax withheld line of your Form IL-1040. 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

