**IL Attachment No. 5** 

## 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.

<u>Note</u> 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.

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Step 2: Provide the	e following information	1				
<b>1</b> Name		_ 3	AddressStreet ad	-1		
2 SSN	_		Street ad	aress		
Social Security numb	—		City		State	ZIP
Step 3: Identify yo	ur employer					
4 Name of employer		_ 6	FEIN (if known)		yer identification number	
5 Address		7	7 Owner or contact			
Street address				•		
City	State ZIP	8	Phone number $\frac{1}{2}$	)		
Step 4: Complete	the following					
9 Enter the tax year for w	hich you are filing this form.				9	
10 Enter the total amount of gross wages that your employer pa			you.		10	•00
	of Illinois Income Tax that your em the Illinois Income Tax withheld lir		•	•	11	•00
12 How did you determine	the total amount of gross wages a	and th	ne total amount of I	Ilinois Incom	e Tax withheld?	
13 State the reason your e	employer did not give you your For	m W-	2.			
44 Fundain vous effects to	ahtain wasan Farra W.O.					
<b>14</b> Explain your efforts to o	obtain your Form W-2.					
Step 5: Sign below Under penalties of perjury, I sta complete.	Vate that I have examined this form and a	any att	achments and, to the	best of my kno	wledge, they are true, c	correct, and
		_		(	)	
Your signature		D	ate	Da	ytime phone number	
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