Form IL-941 Instructions

What is New?

- The format of the Form IL-941 has changed from a coupon to a full-page return, which is easier to complete and asks for additional information.
- There are two credits, the **Small Business Job Creation Tax Credit** and the **EDGE Credit.** Only employers who received a credit certificate from the Department of Commerce and Economic Opportunity (DCEO) may take these credits. If your credit from DCEO exceeds the amount you owe (*e.g.*, the amount you withheld from your employees), you may carry that excess credit forward for five years.
- We have a new address for you to use when mailing your Form IL-941, 2012 Illinois Withholding Income Tax Return to us. It is

  ILLINOIS DEPARTMENT OF REVENUE
  PO BOX 19052
  SPRINGFIELD IL 62794-9052

Who must file Form IL-941?

If you paid wages, salaries, and gambling winnings (including Illinois Lottery) that are subject to Illinois withholding, you must file Form IL-941. You **must file** a return **even if no tax was withheld** during the quarter (*e.g.,* employees who are seasonal workers) or year.

Note: If you have household employees, see Publication 121, Illinois Income Tax Withholding for Household Employees.

When is my return due?

Quarterly filers:
Your returns are due the last day of April, July, and October of 2012, and January of 2013. **Do not** file an annual return. New taxpayers (ones who have been registered for less than 18 months) are assigned to the monthly payment schedule and must file a return every quarter.

Annual filers:
Your return is due **January 31, 2013**. **Do not** file quarterly IL-941 returns. **Note:** If you exceed $12,000 in withholding during a quarter, you must begin to file your IL-941 quarterly for the following quarter, the remainder of the year, and the subsequent year.

When are my payments due?

See Publication 131, Withholding Income Tax Payment and Filing Requirements. (Form IL-501 is the payment coupon.) ***Monthly or semi-weekly payors:*** Please note that you will owe a **late-payment penalty** if you do not pay the tax you owe by each payment due date. Your payment due dates are based on the day you pay your employees and the schedule we assign to you. We may ask you to provide payroll information electronically.

How can I file electronically?

File your Form IL-941 using the schedule we have assigned to you. We encourage all taxpayers to file electronically using one of the available options. Visit our website at **tax.illinois.gov** for more information regarding your electronic options. For example, you may use **WebFile** to file your Form IL-941 returns and **WebPay** to make your Form IL-501 payments. These are free on-line programs designed to be easy, convenient, and fast ways for you to electronically submit your returns or payments at any time. No software is required and it is available 24 hours a day, 7 days a week.

What are the penalties or interest?

We will bill you for penalties and interest. For more information about penalties and interest, see Publication 103, Penalties and Interest for Illinois Taxes.

How do I correct a Form IL-941 I have already filed?

You **must** file Form IL-941-X, Amended Illinois Withholding Income Tax Return. **Do not** complete another Form IL-941 for the same quarter or year.

To obtain Form IL-941-X, go to our website at **tax.illinois.gov.**

Where do I get help?

- Visit our website at **tax.illinois.gov**
- Call us at **1 800 732-8866** or **217 782-3336**
- Call our TDD (telecommunications device for the deaf) at **1 800 544-5304**
- Write to
  ILLINOIS DEPARTMENT OF REVENUE
  PO BOX 19044
  SPRINGFIELD IL 62794-9044

Step-by-Step Instructions

Step 1:

Reporting Period — Complete this section.
If you are

- a **quarterly filer,** check the correct quarter you are reporting (even if you had no withholding). File a return for each quarter. Do **not** file an annual return.
- an **annual filer,** check the annual box. Do **not** file quarterly returns.

Step 2:

Item A — Complete if this is your fourth quarter or final return or you are an annual filer. Write the **total number of W-2s** you issued for the entire year.

Item B — Complete this line if applicable.

Steps 3 and 4:

Follow the instructions on the form. Remember to complete each line using the using the total for the full reporting period. **Do not leave blank** - if you had no payroll or withholding, write “0”.

Step 5:

Line 3 — Write the total amount of withholding payments you have made during this period. This includes all IL-501 payments (electronic and paper coupons).

Line 4 — Write the total amount of any credit carried forward from your previous Form IL-941.

Line 5 — Write the total amount of credit you have received through DCEO. You can claim the Small Business Job Creation Tax Credit or the EDGE Credit only if you received a credit certificate from DCEO.

Step 6:

Follow the instructions on the form.

Step 7:

You must sign and date your return. If you do not sign your return, it will not be considered filed and you may be subject to a **nonfiler penalty**.