Form IL-941-X Instructions

Important Information

Who must file Form IL-941-X?

You must complete Form IL-941-X

- if you need to correct amounts you reported on a previously filed Form IL-941 or IL-941-X, or
- if you are requesting verification of an overpayment as an IDOR-approved credit.

Note: You must always report the exact amount of tax that you actually withheld during the reporting period on your Form IL-941 and Form IL-941-X.

When shouldn't I file Form IL-941-X?

Do not file Form IL-941-X if you reported the amount you actually withheld, even if you withheld the wrong amount. If you discover an error in withholding before the end of the year, you should correct the error by adjusting the amount you withhold on the following quarter.

If you cannot correct the error before the end of the year, you must make sure that your withholding tax return and each employee's Form W-2 report the actual amount withheld. If you withheld too much, the employee will receive a refund on his or her income tax return and if you withheld too little, the employee will receive a smaller refund or owe tax on his or her income tax return.

Note If you made an error that required a Form IL-941-X and you made the same reporting error on your return and your employee's Form W-2, you must also provide your employee with a corrected Form W-2-C and attach copies of the W-2-C forms to your IL-941-X.

To correct a payment that was applied to an incorrect period, you must send a written request to us to have the payment moved. In your written request, please include your account number; the amount and date of the payment; what period to which the payment was applied; the period to which the payment needs to be applied; and the reason for your request to move the payment. Also include a complete list of payment amounts and dates for both periods. Send the request to the address listed in the "Where do I get help?" section

For additional information and details, see the instructions for Form IL-941.

When is Form IL-941-X due?

You should report increases in your tax due immediately to minimize penalties and interest. If your change decreases your tax due, file Form IL-941-X no later than

- three years after the 15th day of the 4th month following the close of the calendar year in which the tax was withheld, or
- one year after the date the tax was paid,

whichever is later.

You may be assessed penalties and interest if your IL-941-X is filed after the due date of your original return. If so, we will send you a notice.

What are the penalties and interest?

For information about penalties and interest, see Publication 103, Penalties and Interest for Illinois Taxes.

Which steps must I complete?

You must complete every step to report changes previously reported on your IL-941 or IL-941-X. If we agree that you have a valid overpayment, it will first be applied to any outstanding withholding income tax liabilities and then may be applied as you request on future IL-941s or refunded, in limited situations, after you receive notification of the IDOR-approved credit from us.

What do I need to attach to my Form IL-941-X as support?

You must attach copies of your W-2, 1099, W-2G, or W-2c forms that verify the amounts you are reporting on this return. If you are submitting this amended return before the end of the year, you must attach your payroll records to support the amounts you reported. The payroll records should include

- the FEIN for your business,
- the date range being covered by the records, and
- the name, SSN, wages paid, and Illinois tax withheld for each employee.

What is an IDOR-approved credit?

An IDOR-approved credit is an overpayment from a previous period or that you have reported on an amended return you filed that has been verified by the Department. You must have written notification from us that a credit has been approved before you are able to claim it. After receiving written approval of a credit, you may claim it on Step 5, Line 4 of your Form IL-941. If you have not received approval from us or are uncertain if your credit has been approved, submit a request in writing to the following address asking for the credit to be verified.

ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19004
SPRINGFIELD IL 62794-9004

If you have filed an amended return, you must wait for the return to be processed. If a credit is created as a result of our processing your amended return, we will send written notification to you stating the amount of credit available.

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
- For more information about Illinois withholding income tax, see Publication 130, Publication 131, and Form IL-941 Instructions.

See Page 2 for Step-by-Step instructions.

Form IL-941-X Instructions, cont.

Step-by-Step Instructions

Step 1: Provide your information

Reporting Period — Check the same box that was checked on the IL-941 you are amending.

Step 2: Tell us about your business

Item A — Complete this line only if you have permanently stopped withholding and this is your final return.

Steps 3 through 5:

Follow the instructions on the form.

Column A — Enter the amounts from your most recently filed or adjusted return for the period you are amending. These may be figures from your original IL-941, a previously amended IL-941-X, or an IL-941 or IL-941-X that the Department has adjusted.

Column B — Enter the correct amounts for each line in Column B.

Step 3: Tell us about the amount subject to withholding

Line 1 — Enter the total of all amounts subject to Illinois withholding income tax (either required or by voluntary agreement) including payroll, compensation, gambling winnings (such as Illinois Lottery winnings), amounts paid to purchase the rights to Illinois Lottery winnings, or any other non-wage income. **Do not leave blank** - if you had no amount subject to Illinois withholding, enter zero.

Step 4: Tell us about the amount withheld and previous overpayments

Line 2 — Enter the total of all amounts of Illinois income tax actually withheld (either required or by voluntary agreement) during this reporting period, even if you are able to use a DCEO or other credit to pay your withholding liability. **Do not estimate this amount.** This includes employee withholding and any withholding that was made on other Illinois income. **Do not leave blank** - if you did not withhold during this period, enter zero.

Line 3 — Enter the total amount of credits, from this period, you were previously allowed to use to offset your withholding in another period; any unused IDOR-approved credit for this period; and any refund you have received.

Line 4 — Follow the instructions on the form.

Step 5: Tell us about your payments and credits

Line 5 — Enter the total amount of withholding payments you have made during this period. This includes all IL-501 payments (electronic and paper coupons) and any payments submitted with Form IL-941 or Form IL-941-X previously filed for this period. **Do not** include payments you are submitting with this Form IL-941-X. **Do not leave blank.**

Line 6 — Enter the amount of IDOR-approved credit you are using towards your tax liability. **Do not include any amounts on this line unless you have received written confirmation from IDOR that those credits have been approved.** For more information, see the section, "What is an IDOR-approved credit?"

Line 7 — Enter the amount of credit you have received through the Department of Commerce and Economic Opportunity (DCEO). This credit is applied to your tax liability before your payments and other credits. You can claim the Small Business Job Creation Tax Credit or the EDGE Credit only if you received a tax credit certificate or a certificate of verification from DCEO. Do **not** attach the DCEO certificate. This credit can only be used to reduce your withholding income tax liability. A DCEO credit cannot result in a refund. However, if you have remaining credit, you can use it for future Illinois withholding income tax liabilities. See the worksheet below.

DCEO Credit Worksheet

A Total amount of DCEO credit available from certificate or left over from a previous return: _________

B Enter Step 5, Line 7 from this IL-941-X. _________

C Subtract Line B from Line A. If this is a negative number enter zero. This is the amount of DCEO credit you have remaining to use on future Illinois withholding income tax liability. _________
Keep this amount for future returns.

Line 8 — Follow the instructions on the form.

Step 6: Figure the amount you owe or your credit

Line 9 — Follow the instructions on the form. This is your balance due.

Line 10 — Follow the instructions on the form.

- **If you have an amount on Line 10, complete Line 11 and the Overpayment Worksheet.**
- **This amount is not available for use on any future IL-941 return until you receive written notification from IDOR that the credit is approved.**

Line 11 — Check the box to tell us how you are requesting your overpayment. Checking the "refund" box does not guarantee a refund.

Note: You must receive written notice from the Department before you can use the overpayment as an "IDOR-approved credit."

Overpayment Worksheet — Check one or more boxes to tell us why you are overpaid. We will notify you if we approve your overpayment.

Step 7: Sign here

You must sign and date your amended return. If you do not sign your return, it will not be considered filed. If you want to allow the preparer listed in this step to discuss this return with us, check the box. This authorization will allow your preparer to answer any questions that arise during the processing of your return, call us with questions about your return, and receive or respond to notices we send. The authorization will automatically end no later than one year from the due date of this return. You may revoke the authorization at any time by calling or writing us.

Mail your completed IL-941-X to:
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19016
SPRINGFIELD IL 62794-9016