Use your mouse or Tab key to move through the fields. Use your mouse or space bar to enable check boxes.

Illinois Department of Revenue
IL-2000, Request for Verification of IDOR-approved Credit for Illinois Withholding Income Tax

Important Information

- Use this form **only** if the information you provided on your original Form IL-941, Illinois Withholding Income Tax Return is correct and you overpaid the tax due for that period. If you need to correct your Form IL-941, you must file a Form IL-941-X, Amended Illinois Income Tax Withholding Return. See the instructions for the Form IL-941, Form IL-941-X, and Publication 131.
- You cannot use an overpayment until it has been approved by us, in writing, as an IDOR-approved credit.
- Do not use this form to move payments, to request a refund, or to request any other transaction besides the verification of your IDOR-approved credit. This request will not be processed if it is attached to your IL-941, IL-941-X, or any notice sent by us.

Step 1: Business information

Enter your name, Federal employer identification number (FEIN), period, and year for which you are requesting to have your credit verified.

Business name _____ **Reporting period** _____

FEIN ___ ___ - ___ ___ ___ ___ ___ ___ ___ - ___ ___ ___ **Year** _____

Sequence number

Note: If you wish to have multiple years verified, you must submit a separate form for each year in question. If you submitted this form for a quarter in a prior year, we will review the full year.

Step 2: Support required

Tell us what support you are providing to verify your IDOR-approved credit. Check all that apply.

☐ I have already submitted all Forms W-2 and W-2c electronically, for the year above, to the State of Illinois. **Note:** Submitting your Forms W-2 to the federal government is not the same as submitting your Forms W-2 to the State of Illinois. For help submitting these forms electronically, go to **tax.illinois.gov/ElectronicServices/ElectronicW2.htm**.

☐ I did not submit my Forms W-2 and W-2c electronically, or I issued Forms W-2G, Forms 1099, or other forms reporting Illinois withholding for the year above. I have attached all Forms W-2G and Forms 1099 showing Illinois withholding submitted for the tax year, as well as all Forms W-2 and Forms W-2c that were not submitted to Illinois electronically.

☐ I have attached my payroll records because I am not yet required to issue Forms W-2, Forms W-2c, Forms 1099, Forms W-2G, or any other forms reporting Illinois withholding for the reporting period above.
Important: Payee records **must** include

- the FEIN of the business,
- the date range covered by the records, and
- name, SSN, income amount, and Illinois tax withheld for each payee.

Step 3: Contact information

Enter a name and phone number of a responsible party with whom we can discuss this account.

Contact name (please print) _____ **Phone number** _____

Step 4: Mailing address

Submit this form to the following address:

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

This form is authorized under the Income Tax Act. Disclosure of this information is required. Failure to provide information may result in this form not being processed.

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