Illinois Department of Revenue

2022 Schedule WC Instructions

General Information

Complete this schedule if you are filing Form IL-941, Illinois Withholding Income Tax Return, and are entitled to any of the credits listed on Schedule WC-I, Withholding Income Tax Credits Information and Worksheets.

This schedule must be completed if you earned or carried credits this reporting period.

What if I need additional assistance or forms?

- Visit our website, **tax.illinois.gov,** for assistance, forms or schedules.
- Write us at:
  ILLINOIS DEPARTMENT OF REVENUE
  PO BOX 19001
  SPRINGFIELD IL 62794-9001
- Call **1 800 732-8866** or **217 782-3336** (TDD, telecommunications device for the deaf, at **1 800 544-5304**).
- Visit a taxpayer assistance office - 8:00 a.m. to 5:00 p.m. (Springfield office) and 8:30 a.m. to 5:00 p.m. (all other offices), Monday through Friday.

Specific Instructions

All figures should be rounded to whole dollars. To do this, you should drop any amount less than 50 cents and increase any amount of 50 cents or more to the next higher dollar.

Figure your withholding income tax credit

You must list **all** credits that are available this reporting period, including any carried forward credits and new credits. This schedule must be completed if you earned or carried credits this reporting period.

If you have more qualifying credits than space provided on Schedule WC, complete a separate schedule in the same format. Attach the additional schedule(s) to your Schedule WC and enter the total credit you may claim on your original Schedule WC, Line 7. **Do not enter the total on your additional schedules.**

Follow the instructions to complete Schedule WC. To determine the correct amount to list in Schedule WC, Column E, use the Schedule WC-I instructions and worksheets.

Lines 1 through 4 - Enter your credits

Column A - Years Left to Carry

Note: The Minimum Wage Credit has no carryforward so it should be listed first on your Schedule WC and show 0 in Column A.

Write the number of years the ILSBJC or EDGE credit has left to carry before it expires. For the first year the credit is claimed, enter 5 for the number of years the credit can be carried forward. For the last year the credit is carried forward, enter 0.

Using the four-digit code identified in the Column B instructions below and starting on Line 1, list your credits in the following order:

Credits that cannot be carried forward

Five-year credits in last year of carryforward
These credits will have **0** in Column A

Five-year credits available to carry one more year
These credits will have **1** in Column A

Five-year credits available to carry two more years
These credits will have **2** in Column A

Five-year credits available to carry three more years
These credits will have **3** in Column A

Five-year credits available to carry four more years
These credits will have **4** in Column A

Five-year credits available to carry five more years
These credits will have **5** in Column A

Column A should start with zero (credits with no carry forward then credits in the last year of credit availability for carryforward) and increase by year (if you have available credit in every year). If you have multiple credits with the same number of carryforward years, list them in ascending order by credit code (see Column B instructions below for credit codes).

Applying the credits in this manner ensures that the credits are used in the correct order. Credits are applied based on the earliest expiration.

Column B - Credit Code

Credit Code	Withholding Income Tax Credit Name
Active Credits	
0900	Minimum Wage Credit
5900	Economic Development for a Growing Economy Tax Credit Program (EDGE)
5910	Illinois Small Business Job Creation Tax Credit (ILSBJC)

Column C - IL Quarter Ending Credit Earned

Write the four-digit year and two-digit month of the quarter ending during which the credit was first earned. Separate the year and the month with a dash (YYYY-MM). Use the last month of the quarter for reporting purposes.

Example: You earned a $257 Minimum Wage Credit in the third quarter of 2022. Enter 2022-03 in Column C.

Column D - Identifying Number

- For the ILSBJC credit, enter the certificate number listed on the Tax Credit Certificate received from the Illinois Department of Commerce and Economic Opportunity (DCEO).
- For all other credits, leave the column blank.

Column E - Credit Earned

Follow the instructions in Schedule WC-I to determine the correct amount of credit to report in this column.

Column F - Credit Carried

Enter any credit carried from a previous quarter. See **Example 1** below for additional information.

For the Minimum Wage Credit, always enter zero.

Column G - Total Credit

Add Columns E and F for each line and enter in Column G.

Line 7 - This is your Schedule WC Credit. Enter this amount on your Form IL-941, Step 5, Line 3.

How to calculate your credit available to carry forward

EXAMPLE:

A Years Left to Carry	B Credit Code	C Quarter Ending Credit Earned	D Identifying Number	E Credit Earned	F Credit Carried	G Total Credit
0	0900	2022-03		257.00	0	257.00
4	5900	2020-12	321654987		1000.00	1000.00
1	5910	2018-03	321654987	2500.00		2500.00

5. Add Column G, Lines 1 through 4. This is your **total available credits**. 3757.00

6. Enter the total tax amount from Form IL-941, Step 4, Line 2, or Form IL-941-X, Step 4, Line 4. 2000.00

7. Compare Lines 5 and 6, and enter the lesser amount here. This is the amount available as credit for this reporting period. Enter this amount on Form IL-941, Step 5, Line 3, or on Form IL-941-X, Step 5, Line 5. 2000.00

In this example, you will subtract $257.00 from $2,000.00, leaving a balance of $1,743.00. Next, subtract $1,000 from $1,743.00 leaving a $743.00 balance. Then subtract $2,500.00 from $743.00 leaving a credit of $1,757.00 of ILSBJC from 2021-03 that can be carried forward to second quarter of 2021. Assuming no other credits are avaialble in second quarter 2020, the second quarter Schedule WC will be completed as follows:

A Years Left to Carry	B Credit Code	C Quarter Ending Credit Earned	D Identifying Number	E Credit Earned	F Credit Carried	G Total Credit
1	5910	2018-03	321654987	0	1757.00	1757.00