



## Form W-2G: Submission with CSV file in MyTax Illinois

The CSV (Comma Separated Value) file format is used for importing Form W-2G information file directly to an Illinois Withholding Income Tax account. To correct a previously filed Form W-2G, upload a new W-2G with the value “Y” in the corrected form column.

The import feature is recommended for users who have software that can create a file in CSV format. Using a spreadsheet program (e.g., Excel), create a CSV file with ten columns, which will allow it to be recognized and accepted by MyTax Illinois. You may also use a text file that follows the same format.

The file should not have a header row. Each field, except “Middle Name,” must contain a value. The file must contain ten columns in the same order as the following:

	<b>Field Name</b>	<b>Max Length</b>	<b>Data Type</b>	<b>Description</b>
<b>1<sup>st</sup> Column</b>	Tax Year	4 characters	Numeric	The tax year listed on the W-2G. <b>Only tax years 2018 and after may be filed with a CSV file.</b> <i>Example: 2018 should be entered as “2018”</i>
<b>2<sup>nd</sup> Column</b>	Employee SSN	9 characters	Numeric	The Social Security Number of the winner. <i>Example: “344-44-1234” or “344441234”</i>
<b>3<sup>rd</sup> Column</b>	First Name	15 characters	ASCII characters, no commas	The first name of the winner. <i>Example: “Jon”</i>
<b>4<sup>th</sup> Column</b>	Middle Name	15 characters	ASCII characters, no commas	The middle name of the winner. <b>This field can be left blank.</b>
<b>5<sup>th</sup> Column</b>	Last Name	20 characters	ASCII characters, no commas	The last name of the winner. <i>Example: “Doe” or “O’Brien”</i>
<b>6<sup>th</sup> Column</b>	Federal Winnings		Numeric	The winner’s federal winnings for the year. <b>Enter as unformatted dollars/cents.</b> <i>Example: \$1,234.56 should be entered as “1234.56”</i>
<b>7<sup>th</sup> Column</b>	Federal Withholding		Numeric	The winner’s federal withholding for the year. <b>Enter as unformatted dollars/cents.</b> <i>Example: \$1,234.56 should be entered as “1234.56”</i>
<b>8<sup>th</sup> Column</b>	Illinois Winnings		Numeric	The winner’s Illinois income for the year. <b>Enter as unformatted dollars/cents.</b> <i>Example: \$1,234.56 should be entered as “1234.56”</i>
<b>9<sup>th</sup> Column</b>	Illinois Withholding		Numeric	The winner’s Illinois withholding for the year. <b>Enter as unformatted dollars/cents.</b> <i>Example: \$1,234.56 should be entered as “1234.56”</i>
<b>10<sup>th</sup> Column</b>	Corrected Form?	1 character	Alpha	Whether the form has corrected figures or is the original figures. <b>Enter “Y” (for corrected figures) or “N” (for original figures).</b> <i>Example: If the W-2G was not corrected, enter “N”</i>

### Example:

Your winner is Paul Doe, SSN is 333-22-0000. For 2018 had federal winnings of \$15,124 and federal withholding of \$119.20. He had Illinois winnings of \$15,124 and Illinois withholding of \$75.82. This is not a corrected Form W-2G. His Form W-2G information would be reported as follows:

### CSV Spreadsheet Example (e.g., Excel)

2018	333220000	Paul		Doe	15124	15124	119.20	75.82	N
------	-----------	------	--	-----	-------	-------	--------	-------	---

### Text File Example (e.g., Notepad)

2018,333220000,Paul,,Doe,15124,1524,119.20,75.82,N

Save your file using the file type “**CSV — Comma Separated Values.**”

You may also upload simple text files with fields separated by commas and with each record separated by a hard return.

Once you have your file saved in this format, select “Import W-2G File” in MyTax Illinois.