



## Form 1099: Submission with CSV file in MyTax Illinois

The CSV (Comma Separated Value) file format is used for importing Form 1099 information file directly to an Illinois Withholding Income Tax account. To correct a previously filed Form 1099, upload a new file 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 nine 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 nine 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 Form 1099. <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>	Recipient SSN	9 characters	Numeric	The Social Security Number of the recipient. <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 employee. <i>Example: "Jon"</i>
<b>4<sup>th</sup> Column</b>	Middle Name	15 characters	ASCII characters, no commas	The middle name of the employee. <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 employee. <i>Example: "Doe" or "O'Brien"</i>
<b>6<sup>th</sup> Column</b>	1099 Income		Numeric	The payee's federal income 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 payee'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>	1099 Illinois Tax Withheld		Numeric	The employee'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>9<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 Form 1099 was not corrected, enter "N"</i>

### Example:

Your payee is Jane D. Smith, SSN is 333-22-1111. For 2018 she was paid \$1000 and had federal withholding of \$100. She had Illinois withholding of \$15. Her Form 1099 information would be reported as follows:

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

2018	333221111	Jane	D	Smith	1000	100	15	N
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### Text File Example (e.g., Notepad)

2018,333221111,Jane,D,Smith,1000,100,15,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 1099 File" in MyTax Illinois.

**NOTE: Taxpayers are not required to file Forms 1099 with the Illinois Department of Revenue.**