



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

The CSV (Comma Separated Value) file format is used for importing Form W-2 information file directly to an Illinois Withholding Income Tax account. Please note that you should not file additional W-2s to correct an incorrectly filed W-2. You must submit Form W-2c to fix an incorrect W-2.

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:

	Field Name	Max Length	Data Type	Description
1st Column	Tax Year	4 characters	Numeric	The tax year listed on Form W-2. Only tax years 2018 and after may be filed with a CSV file. <i>Example: 2018 should be entered as “2018”</i>
2nd Column	Employee SSN	9 characters	Numeric	The Social Security Number of the employee. <i>Example: “344-44-1234” or “344441234”</i>
3rd Column	First Name	15 characters	ASCII characters, no commas	The first name of the employee. <i>Example: “Jon”</i>
4th Column	Middle Name	15 characters	ASCII characters, no commas	The middle name of the employee. This field can be left blank.
5th Column	Last Name	20 characters	ASCII characters, no commas	The last name of the employee. <i>Example: “Doe” or “O’Brien”</i>
6th Column	Federal Wages		Numeric	The employee’s federal income for the year. Enter as unformatted dollars/cents. <i>Example: \$1,234.56 should be entered as “1234.56”</i>
7th Column	Federal Withholding		Numeric	The employee’s federal withholding for the year. Enter as unformatted dollars/cents. <i>Example: \$1,234.56 should be entered as “1234.56”</i>
8th Column	Illinois Wages		Numeric	The employee’s Illinois income for the year. Enter as unformatted dollars/cents. <i>Example: \$1,234.56 should be entered as “1234.56”</i>
9th Column	Illinois Withholding		Numeric	The employee’s Illinois withholding for the year. Enter as unformatted dollars/cents. <i>Example: \$1,234.56 should be entered as “1234.56”</i>

Example:

Your employee is John Q. Public, SSN is 344-34-4344. For 2018 he had federal wages of \$35,000.15 and federal withholding of \$5000.09. He had Illinois wages of \$30,000.00 and Illinois withholding of \$500.00. His Form W-2 information would be reported as follows:

CSV Spreadsheet Example (e.g., Excel)

2018	344344344	John	Q	Public	35000.15	5000.09	30000	500
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Text File Example (e.g., Notepad)

2018,344344344,John,Q,Public,35000.15,5000.09,30000.00,500.00

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-2 File” in MyTax Illinois.