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

The CSV (Comma Separated Value) file format is used for importing Form W-2c information file directly to an Illinois Withholding Income Tax account. Form W-2c is submitted to correct a Form W-2 that was previously incorrectly filed with the Illinois Department of Revenue. (If you previously reported an incorrect Form W-2 to the IRS but had not filed it with the Department of Revenue, it is not necessary to submit a W-2c to the Department.)

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 fourteen 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. <u>If a field is not being corrected, enter the same value in both the "Previous" and "Corrected" columns</u>. The file must contain fourteen 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 the W-2c. **Only tax years 2018 and after may be filed with a CSV file.** *Example: 2018 should be entered as "2018"*
2nd Column	Previous Employee SSN	9 characters	Numeric	The originally reported Social Security Number of the employee. *Example: "344-44-1234" or "344441234"*
3rd Column	Corrected Employee SSN	9 characters	Numeric	The corrected Social Security Number of the employee. *Example: "344-44-1234" or "344441234"*
4th Column	First Name	15 characters	ASCII characters, no commas	The first name of the employee. *Example: "Jon"*
5th Column	Middle Name	15 characters	ASCII characters, no commas	The middle name of the employee. **This field can be left blank.**
6th Column	Last Name	20 characters	ASCII characters, no commas	The last name of the employee. *Example: "Doe" or "O'Brien"*
7th Column	Previous Federal Earnings		Numeric	The employee's federal earnings as reported on the original Form W-2. **Enter as unformatted dollars/cents.** *Example: $1,234.56 should be entered as "1234.56"*
8th Column	Corrected Federal Earnings		Numeric	The employee's correct federal earnings. **Enter as unformatted dollars/cents.** *Example: $1,234.56 should be entered as "1234.56"*
9th Column	Previous Federal Tax Withheld		Numeric	The employee's tax withheld as reported on the original Form W-2. **Enter as unformatted dollars/cents.** *Example: $1,234.56 should be entered as "1234.56"*
10th Column	Corrected Federal Tax Withheld		Numeric	The employee's correct tax withheld. **Enter as unformatted dollars/cents.** *Example: $1,234.56 should be entered as "1234.56"*
11th Column	Previous Illinois Earnings		Numeric	The employee's Illinois earnings as reported on the original Form W-2. **Enter as unformatted dollars/cents.** *Example: $1,234.56 should be entered as "1234.56"*
12th Column	Corrected Illinois Earnings		Numeric	The employee's correct Illinois earnings. **Enter as unformatted dollars/cents.** *Example: $1,234.56 should be entered as "1234.56"*
13th Column	Previous Illinois Tax Withheld		Numeric	The employee's Illinois withholding as originally reported on Form W-2. **Enter as unformatted dollars/cents.** *Example: $1,234.56 should be entered as "1234.56"*
14th Column	Corrected Illinois Tax Withheld		Numeric	The employee's correct Illinois withholding. **Enter as unformatted dollars/cents.** *Example: $1,234.56 should be entered as "1234.56"*

Example:

Your employee is Jane Q. Public. Her original 2018 Form W-2 filed with the Illinois Department of Revenue listed her Social Security Number as 333-22-1111, but you need to correct this to 333-11-2222. You also need to correct her Illinois withholding amount from $15 to $1500. The rest of her Form W-2 information is unchanged. Her Form W-2c would be filed as follows:

CSV Spreadsheet Example (*e.g.* Excel)

2018	333221111	333112222	Jane	Q	Public	35000	35000	3200	3200	3500	3500	15	1500

Text File Example (*e.g.* Notepad)

2018,333221111,333112222,Jane,Q,Public,35000,35000,3200,3200,3500,3500,15,150000

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-2c File" in MyTax Illinois.