



IL-4852 Substitute for Unobtainable Form W-2

Attach this form to your Form IL-1040

Step 1: Read this information first

Purpose of this form: To inform the Illinois Department of Revenue that you have been unable to obtain a Form W-2 reflecting Illinois Income Tax withheld from your wages.

Note This form should only be filed after you have given your employer a sufficient amount of time to mail your Form W-2 to you and after you have exhausted all efforts to obtain one. If you must use this form, you may not file your Form IL-1040 electronically, TeleFile your return, or file Form IL-1040-EZ.

You must send a separate Form IL-4852 for each Form W-2 not received.

You must attach proof of wages and withholding, such as copies of check stubs or a letter from your employer.

Your check stubs or letter should include the following information:

- your name,
- your Social Security number,
- tax year,
- amount of Illinois Income Tax withheld, and
- total wages.

We will accept your U.S. Form 4852 as proof of your Illinois Income Tax withheld from your wages.

Step 2: Provide the following information

1 Name _____

2 SSN _____
Social Security number

3 Address _____
Street address

City State ZIP

Step 3: Identify your employer

4 Name of employer _____

5 FEIN (if known) _____
Federal employer identification number

6 Phone number () _____

7 Address _____
Street address

City State ZIP

Step 4: Complete the following

8 For what tax year does this form apply? 8 Tax year 19 _____

9 What was the total amount of the gross wages paid to you by your employer? 9 \$ _____

10 What was the total amount of Illinois Income Tax withheld from your wages by your employer?
Include this amount on the line provided for Illinois Income Tax withheld on Form IL-1040. 10 \$ _____

11 How did you determine the total amount of gross wages and the total Illinois Income Tax withheld?

12 State the reason your Form W-2 was not furnished by your employer.

13 Explain your efforts to try to obtain your Form W-2.

Step 5: Sign below

Under penalties of perjury, I state that I have examined this form and any attachments and, to the best of my knowledge, they are true, correct, and complete.

Your signature () - _____
Daytime phone number Date