



IL-4852 Substitute for Unobtainable Form W-2

Attach this form to your Form IL-1040

Step 1: Read this information first

Who should file Form IL-4852?

You should file Form IL-4852 if you did not receive or were not able to obtain a Form W-2 from your employer showing that Illinois Income Tax was withheld from your wages. However, you should **not** use this form to correct the information on your Form W-2. Contact your employer for a corrected Form W-2.

Note → You should **only** file Form IL-4852 after you have given your employer sufficient time to mail your Form W-2 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 or TeleFile your return.

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

What must I attach to Form IL-4852?

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 Write the tax year this form applies to. 8 _____
Tax year

9 Write the total amount of gross wages that your employer paid you. 9 \$ _____

10 Write the total amount of Illinois Income Tax that your employer withheld from your wages. 10 \$ _____
Include this amount on Form IL-1040, Line 17.

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

12 State the reason your employer did not give you your Form W-2.

13 Explain your efforts 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

