



## Step 1: Provide your information

\_\_\_\_\_ Federal employer identification number (FEIN) \_\_\_\_\_ Seq. number

\_\_\_\_\_ Business name

\_\_\_\_\_ C/O

\_\_\_\_\_ Mailing address

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP

- Check this box if this is your first return.
- Check this box if your business name has changed.
- Check this box if your address has changed.

### Reporting Period

**If you are a quarterly filer:**  
Check the quarter you are reporting.

**1st** (January, February, March)

**2nd** (April, May, June)

**3rd** (July, August, September)

**4th** (October, November, December)

**If you are an annual filer:**  
Check the box if you are not required to file quarterly.

January — December

**Quarterly filers:** File only one IL-941 return per quarter. Make your payments using IL-501.

## Step 2: Tell us about your W-2 forms and your business

- A** Write the total number of W-2 forms you were required to issue for the entire year. (Quarterly filers — Only complete this line when you file your **4th quarter** or **final** return.) A \_\_\_\_\_
- B** If your business has **permanently** stopped withholding because it has closed or you no longer pay Illinois wages, check the box and write the date you stopped paying wages. B  \_\_\_\_ / \_\_\_\_ / 2013  
Month Day

## Step 3: Tell us your payroll information

- 1** Write the total compensation and gambling winnings (including Illinois Lottery winnings) subject to withholding this period. 1 \_\_\_\_\_

## Step 4: Tell us about your withholding for this period

- 2** Write the amount of Illinois Income Tax actually withheld for this period. 2 \_\_\_\_\_

## Step 5: Tell us about your payments and credits

- 3** Write the total amount of withholding payments you have made for this period. This includes all IL-501 payments (electronic and paper coupons). 3 \_\_\_\_\_
- 4** Write the amount of credit carried forward from your previous Form IL-941. 4 \_\_\_\_\_
- 5** Write the total amount of credits you have received through DCEO. 5 \_\_\_\_\_
- 6** Add Lines 3, 4, and 5 and write the total amount here. 6 \_\_\_\_\_

## Step 6: Figure your credit or the amount you owe

- 7** If Line 2 is greater than Line 6, subtract Line 6 from Line 2. This is your **remaining balance due**. Make your payment electronically (semi-weekly payers **must pay** electronically) or make your remittance payable to **"Illinois Department of Revenue."** 7 \_\_\_\_\_
- 8** If Line 2 is less than Line 6, subtract Line 2 from Line 6. Claim this amount on your next Form IL-941. 8 \_\_\_\_\_

## Step 7: Sign here

Under penalties of perjury, I state that, to the best of my knowledge, this return is true, correct, and complete.

\_\_\_\_\_  
Signature \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Daytime telephone number Month Day Year

\_\_\_\_\_  
Signature of Preparer \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Daytime telephone number Month Day Year

Check this box if we may discuss this return with the preparer shown in this step.

Mail to: ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19052  
SPRINGFIELD IL 62794-9052

