



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 ____ / ____ / 2014
Month Day

Step 3: Tell us about the amount subject to withholding

1 Write the total amount subject to Illinois withholding tax this reporting period, including payroll, compensation, and other amounts. See instructions.

1 _____

Step 4: Tell us about the amount withheld

2 Write the amount of Illinois Income Tax actually withheld for this reporting 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.

