



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

### 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

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

**A** Enter the total number of W-2 forms reporting Illinois withholding, 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 or withhold Illinois taxes from other payments, check the box and enter the date you stopped withholding.

**B**  \_\_\_\_ / \_\_\_\_ / 2015  
Month Day

### Step 3: Tell us about the amount subject to withholding

**1** Enter the total dollar 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** Enter the total dollar amount of Illinois Income Tax **actually withheld** from your employees or others for this reporting period. Do **not** leave this line blank. This line should be zero **only** if you did **not** withhold any Illinois Income Tax during this reporting period.

**2** \_\_\_\_\_

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

**3** Enter the total dollar amount of withholding payments you made to the Illinois Department of Revenue (IDOR) for this period. This includes all IL-501 payments (electronic and paper coupons). **Do not estimate this amount.**

**3** \_\_\_\_\_

**4** Enter the amount of IDOR-approved credit you are using this period. Credits are only valid if you have received written confirmation from IDOR. See instructions.

**4** \_\_\_\_\_

**5** Enter the amount of credit through DCEO you are using this period. See instructions.

**5** \_\_\_\_\_

**6** Add Lines 3, 4, and 5 and enter the total amount here.

**6** \_\_\_\_\_

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

**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 or make your remittance payable to "Illinois Department of Revenue." (Semi-weekly payers **must pay** electronically.)

**7** \_\_\_\_\_

**8** If Line 2 is less than Line 6, subtract Line 2 from Line 6. This amount is not available for use on future IL-941 returns until you receive notification from IDOR verifying this amount. See instructions.

**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

NS DR \_\_\_\_\_

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

