



Form W-2G: Submission with CSV file in MyTax Illinois

The CSV (Comma Separated Value) file format is used for importing Form W-2G information file directly to an Illinois Withholding Income Tax account. To correct a previously filed Form W-2G, upload a new W-2G with the value “Y” in the corrected form column.

The import feature is recommended for users who have software that can create a file in CSV format. Using a spreadsheet program (e.g., Excel), create a CSV file with ten columns, which will allow it to be recognized and accepted by MyTax Illinois. You may also use a text file that follows the same format.

The file should not have a header row. Each field, except “Middle Name,” must contain a value. The file must contain ten columns in the same order as the following:

	Field Name	Max Length	Data Type	Description
1st Column	Tax Year	4 characters	Numeric	The tax year listed on the W-2G. Only tax years 2018 and after may be filed with a CSV file. <i>Example: 2018 should be entered as “2018”</i>
2nd Column	Employee SSN	9 characters	Numeric	The Social Security Number of the winner. <i>Example: “344-44-1234” or “344441234”</i>
3rd Column	First Name	15 characters	ASCII characters, no commas	The first name of the winner. <i>Example: “Jon”</i>
4th Column	Middle Name	15 characters	ASCII characters, no commas	The middle name of the winner. This field can be left blank.
5th Column	Last Name	20 characters	ASCII characters, no commas	The last name of the winner. <i>Example: “Doe” or “O’Brien”</i>
6th Column	Federal Winnings		Numeric	The winner’s federal winnings for the year. Enter as unformatted dollars/cents. <i>Example: \$1,234.56 should be entered as “1234.56”</i>
7th Column	Federal Withholding		Numeric	The winner’s federal withholding for the year. Enter as unformatted dollars/cents. <i>Example: \$1,234.56 should be entered as “1234.56”</i>
8th Column	Illinois Winnings		Numeric	The winner’s Illinois income for the year. Enter as unformatted dollars/cents. <i>Example: \$1,234.56 should be entered as “1234.56”</i>
9th Column	Illinois Withholding		Numeric	The winner’s Illinois withholding for the year. Enter as unformatted dollars/cents. <i>Example: \$1,234.56 should be entered as “1234.56”</i>
10th Column	Corrected Form?	1 character	Alpha	Whether the form has corrected figures or is the original figures. Enter “Y” (for corrected figures) or “N” (for original figures). <i>Example: If the W-2G was not corrected, enter “N”</i>

Example:

Your winner is Paul Doe, SSN is 333-22-0000. For 2018 had federal winnings of \$15,124 and federal withholding of \$119.20. He had Illinois winnings of \$15,124 and Illinois withholding of \$75.82. This is not a corrected Form W-2G. His Form W-2G information would be reported as follows:

CSV Spreadsheet Example (e.g., Excel)

2018	333220000	Paul		Doe	15124	15124	119.20	75.82	N
------	-----------	------	--	-----	-------	-------	--------	-------	---

Text File Example (e.g., Notepad)

2018,333220000,Paul,,Doe,15124,1524,119.20,75.82,N

Save your file using the file type “**CSV — Comma Separated Values.**”

You may also upload simple text files with fields separated by commas and with each record separated by a hard return.

Once you have your file saved in this format, select “Import W-2G File” in MyTax Illinois.