



## MyTax Guide to filing Forms W-2, W-2c, W-2G and 1099

To submit information from Forms W-2 and 1099 to the Illinois Department of Revenue (IDOR) using MyTax Illinois, you must have an active MyTax Illinois login for Illinois Withholding Income Tax. You can submit information from Forms W-2, W-2c, W-2G and 1099 in MyTax Illinois by entering the information manually or by uploading a CSV file. Note that Forms 1099 are an optional submission and are not required to be submitted to the Illinois Department of Revenue.

Follow these steps to submit your Form W-2 and 1099 information to IDOR via MyTax Illinois:

1. Login to your MyTax Illinois account . and select your Illinois Withholding Income Tax account.
2. Select “File W-2 and 1099 Forms for 2018 and After” and then select the type of Form you wish to submit.

**Note:** If you have more than one document type (e.g., Forms W-2 and W-2c) then you must make separate submissions.

3. Manually enter your withholding records, or upload a CSV file. Before using the import option, you will need to create a file using the CSV format for your form:

[CSV file instructions for Form W-2](#)

[CSV file instructions for Form W-2c](#)

[CSV file instructions for Form W-2G](#)

[CSV file instructions for Form 1099](#)

**Note:** While completing your submission, any records that you previously had manually entered in your submission will be overwritten if you subsequently upload a CSV file. If you need to submit more than one CSV file, you must make more than one submission.

5. Click “Import” and select the file on your computer. Click “Import” to upload your file.

Review your records in MyTax Illinois. You can edit or manually add other records prior to submitting your request. Totals for Federal Wages, Federal Withholding, Illinois Wages and Illinois Withholding after the last row. When you are satisfied the records are correct, choose “Submit.” You will be asked to enter your password as verification. You may withdraw or edit your request after it has been submitted and is still in a “Pending” status. Once your request is completed, if you find errors, you will need to submit the corrected version of the form you have submitted.

- ☺ To correct a previously submitted W-2 or W-2c, you must submit form W-2c.
- ☺ To correct a previously submitted W-2G, submit a new W-2G with “Y” in the corrected column.
- ☺ To correct a previously submitted Form 1099, submit a new 1099 with “Y” in the corrected column.

You can print your confirmation screen for your records after submission.

To download records that you have submitted, select “Export.” Your export file will be in .ods file format.

Your request will be viewable in MyTax Illinois after you have submitted it from the “Requests” tab your Illinois Withholding Income Tax account.