



Illinois Department of Revenue

IL-941 Instructions

General Information

Who must file Form IL-941?

You must file Form IL-941 if you paid wages, salaries, and gambling winnings (including Illinois lottery) that are subject to withholding.

When must I file and pay?

The due date for Form IL-941, Illinois Quarterly Withholding Income Tax Return, depends on the amount of withheld Illinois Income Tax you accumulate. Based on the amount you accumulate, you are either an annual or quarterly filer.

- If you withhold less than \$500 for the year, Form IL-941 is due on or before January 31 of the following year.
- If you withhold \$500 or more for the year, you must file one Form IL-941 for each quarter. Your returns are due on or before April 30, July 31, October 31, and January 31 of the following year. You **must** file one Form IL-941 each quarter even if you did not withhold any tax during that quarter (e.g., your employees are seasonal workers) and you are still in business. Write "0" on Lines 1 and 2.

Where do I get help?

- Visit our Web site at www.revenue.state.il.us
- Call our Taxpayer Assistance Division at **1 800 732-8866** or **217 782-3336**
- Call our TDD (telecommunications device for the deaf) at **1 800 544-5304**
- Write to **ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19015
SPRINGFIELD IL 62794-9015**

Step-by-step Instructions

Step 1: Write the quarter ending in the space provided. Write your federal employer identification number (FEIN), business name, and complete address.

Note: If you are an annual filer, write "12/31/2000" in the space provided. **Do not file more than one Form IL-941 if you withheld less than \$500 for the year.** This is the only Form IL-941 that you need to file.

Step 2: Complete Lines 1 through 5.

Line 1 — Write the amount of wages, salaries, and gambling winnings (including Illinois lottery) that are subject to withholding during the quarter. If you are an annual filer, write the amount that is subject to withholding for the entire calendar year.

Line 2 — Write the amount of Illinois Income Tax that was required to be withheld from the payment amount shown on Line 1.

Line 3 — Write the amount you have already sent to us for this tax period. This includes payments made with Form IL-501 and any credit from a previous overpayment.

Line 4 — If Line 2 is greater than Line 3, subtract Line 3 from Line 2 and write the result. This is the amount you owe. Pay this amount when you file Form IL-941. Make your remittance payable to "Illinois Department of Revenue." Write your FEIN, the quarter to which the payment applies, and the form number "IL-941" on your payment.

Line 5 — If Line 2 is less than Line 3, subtract Line 2 from Line 3 and write the amount of your overpayment. Include this amount on Line 3 of your next Form IL-941.

Note: If you have **permanently** stopped withholding, you must mark the box below Line 5.

Step 3: Sign your return.

You must sign your full name, write your title (e.g., owner, president), and write the date.

Mail your return and payment to:
**ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19447
SPRINGFIELD IL 62794-9447**

Filing stub for Form IL-941

Complete this stub and keep it for future reference.

____/____/____
Quarter ended

Tax withheld

Amount of payment

Check number

____/____/____
Date filed

Cut on broken lines.



IL-941 Illinois Quarterly Withholding Income Tax Return

Complete all lines.

____/____/____
Quarter ending

Federal employer identification number

Seq. number

Business name

Number and street address

City

State

ZIP

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

Signature

Title

Date

() ____
Daytime telephone number

(R-12/99) IL-492-0018

Mail to: Illinois Department of Revenue, P.O. Box 19447, Springfield, IL 62794-9447.

1 Compensation and gambling winnings (including Illinois Lottery winnings) subject to withholding 1 _____

2 Illinois Income Tax required to be withheld 2 _____

3 Form IL-501 payments plus any overpayment from a previous quarter's Form IL-941 3 _____

4 If Line 2 is greater than Line 3, subtract Line 3 from Line 2. This is your tax due. **Make your remittance payable to "Illinois Department of Revenue."** 4 _____

5 If Line 2 is less than Line 3, subtract Line 2 from Line 3. This is your overpayment. Claim it on your next IL-941. 5 _____

Mark this box if you have **permanently** stopped withholding.