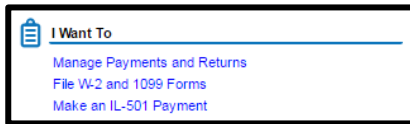# MyTax Illinois Guide for filing Forms W-2 and 1099

## How do I File Forms W-2 and 1099 through MyTax Illinois?

1. Login to MyTax Illinois. Note: You must have a MyTax Illinois account for Illinois withholding income tax to enter W-2 and 1099 records.

2. Select your Withholding Account.

3. Under the "I Want To" menu, select "File W-2 and 1099 Forms":

4. Select the desired form to enter (NOTE: All forms work basically the same way and must be entered one at a time):
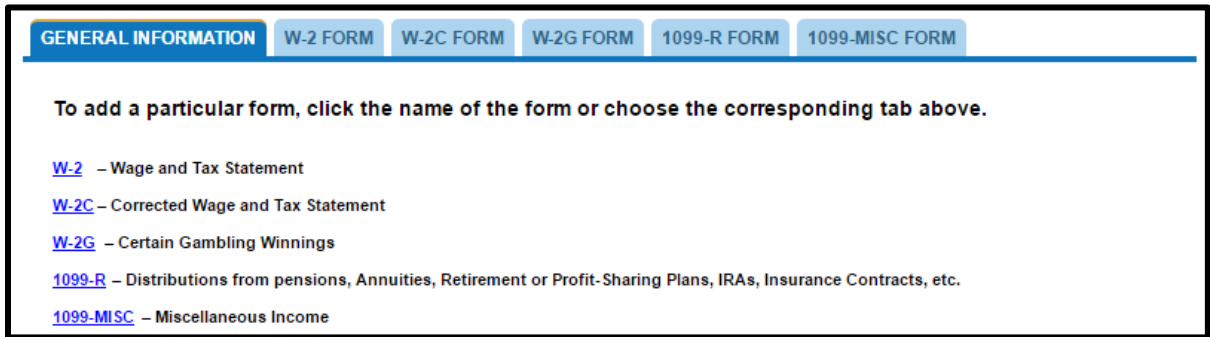
5. If entering a W-2 form, select "Add W-2 Form." You may also navigate to other forms by clicking the associated tab:
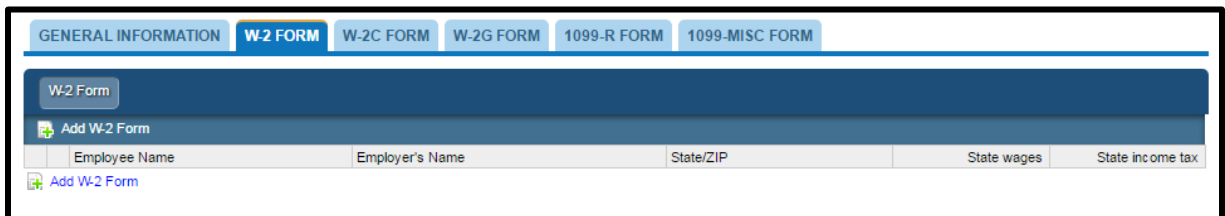
6. **Complete the W-2. Notice that each Employee for which a W-2 is entered will have a separate tab:**

   Notes for specific lines/boxes:
   - **The first five digits of the Social Security Number in Box A are always masked. You can edit this field, but not review this field.**
   - **The Employer's name, address, and ZIP code fields in Box C must be entered separately for each W-2. These fields cannot be pre-populated or copied to other W-2's.**

| GENERAL INFORMATION | ❌ W-2 FORM | W-2C FORM | W-2G FORM | 1099-R FORM | 1099-MISC FORM |

● W-2 Form   ● New W2 Form

🔲 Add W-2 Form   ❎ Delete this Entry   Record 1

2017 W-2
Wage and Tax Statement   For tax year of   2017

Enter the information exactly as it appears on your W-2. If your W-2 contains different information than what is provided below, make the appropriate corrections.

☐ The employer has foreign address

a. Employee's social security number
   [Required]

b. Employer identification number (EIN)
   00-1000000

c. Employer's name, address and ZIP code
   Employer's Name   [Required]
   Street Address   [Required]
   City   [Required]
   State/ZIP   [Required] ▼ [Required]

d. Control number

☐ The employee has foreign address

e. Employee's first name, middle initial, last name, suffix
   Employee Name   [Required]

f. Employee's address and ZIP code
   Street Address   [Required]
   City   [Required]
   State/ZIP   [Required] ▼ [Required]

1. Wages, tips other compensation   0.00
2. Federal income tax withheld   0.00
3. Social security wages   0.00
4. Social security tax withheld   0.00
5. Medicare wages and tips   0.00
6. Medicare tax withheld   0.00
7. Social security tips   0.00
8. Allocated tips   0.00
9. Verification code
10. Dependent care benefits   0.00
11. Nonqualified plans   0.00
12a. ▼   0.00
13. Statutory employee ☐
    Retirement plan   ☐
    Third-party sick pay ☐
12b. ▼   0.00
12c. ▼   0.00
14. Other   0.00
12d. ▼   0.00

| 15. State	Employer's state ID number	16. State wages, tips, etc.	17. State income tax	18. Local wages, tips, etc	19. Local income tax	20. Locality name
ILLINOIS ▼		0.00	0.00	0.00	0.00	
▼		0.00	0.00	0.00	0.00	
▼		0.00	0.00	0.00	0.00	
▼		0.00	0.00	0.00	0.00	

If you have completed this W-2, you may

click "Add a W-2" in the upper left of this page to begin a W-2 for a different employee.

click here to select a new type of withholding form to enter.

🔲 Add W-2 Form   ❎ Delete this Entry

7. **When finished entering your forms, select 'Submit'. Alternatively, you may save progress by clicking 'Save' and come back at a later time to complete and submit:**
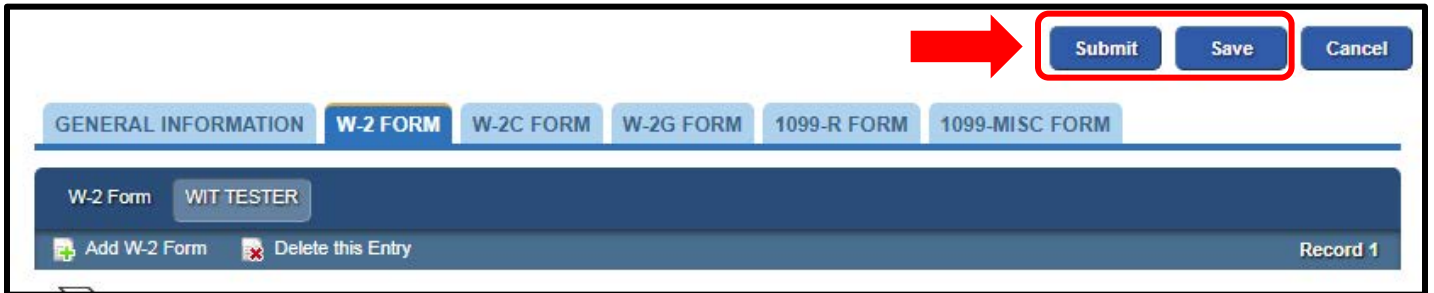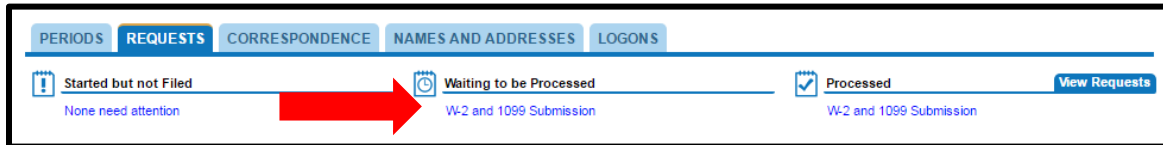

8. **You will be prompted to enter your MyTax password in order to complete the submission.**

9. **Confirmation may be printed.**

Frequently Asked Questions

How do I view a submitted W-2 or 1099 web request?

To View a submitted Web Request, select the Requests tab from the Withholding Account. The unprocessed W-2 submission will be listed under 'Waiting to be Processed':

## Can I edit or withdraw a W-2 and 1099 submission?

The submission may be viewed, edited, or withdrawn as long as it is still Pending or Saved. Note: If a W-2 or 1099 submission needs to be edited after it has already been processed, a W-2c or corrected 1099 will need to be submitted.

How do I print Forms W-2 and 1099 that I have submitted?

NOTE: Make sure to follow your browser's specific print function instructions. This process may vary between browsers.

1. To print submitted W-2's, click the 'View' option.
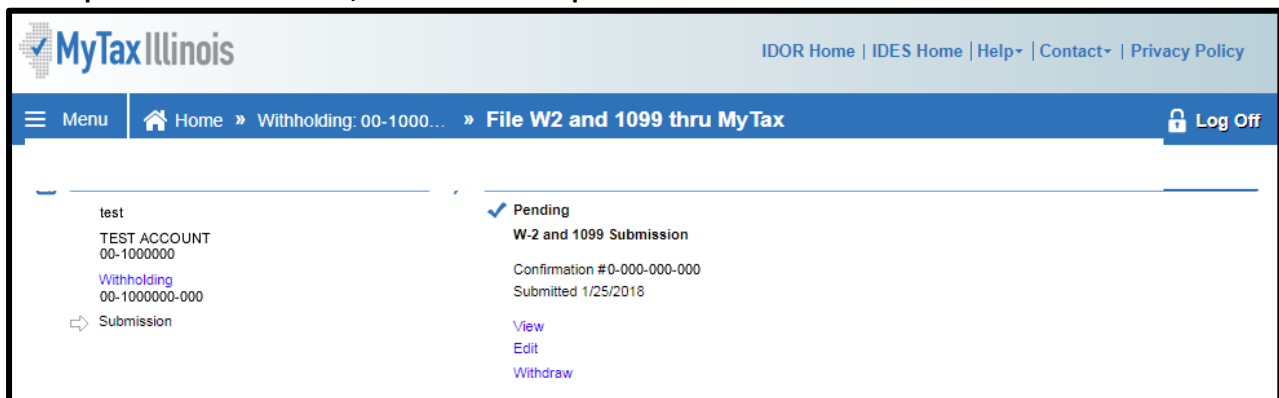
2. **Then select the form type you wish to print.**

3. **You may print this screen for a summary of withholding forms entered or select the name of the employee for the specific W-2 you wish to print.**

4. **Right click on the employee's name, then select 'Print...' from the options. Only one W-2 can be printed at a time.**

Where do I get additional help?

To receive assistance by phone, please call 800 732-8866 or 217 782-3336. Representatives are available Monday through Friday, 8 am - 5 pm. Our TDD (telecommunication device for the deaf) number is 800 544-5304.