



# Publication 110

April 2018

## Forms W-2, W-2c, W-2G, and 1099 Filing and Storage Requirements for Employers and Payers

The information in this publication is current as of the date of the publication. Please visit our website at **tax.illinois.gov** to verify you have the most current revision.

This publication is written in the plain English style so the tax information is easier to understand. As a result, we do not directly quote Illinois statutes and the Illinois Administrative Code. The contents of this publication are informational only and do not take the place of statutes, rules, and court decisions.

### About this publication

Publication 110, Forms W-2, W-2c, W-2G, and 1099 Filing and Storage Requirements for Employers and Payers, provides information about Illinois' electronic filing programs and the related storage requirements for Forms W-2, W-2c, W-2G, and 1099.

The objectives of this publication are to explain

- who is required to electronically file,
- general procedures for the electronic filing methods and where to obtain current specifications,
- the Illinois requirements for storing withholding tax records.

### Related publications:

- Publication 130, Who is Required to Withhold Illinois Income Tax.
- Publication 131, Withholding Income Tax Payment and Filing Requirements.
- Booklet IL-700-T, Illinois Withholding Income Tax Tables, to calculate withholding.

### For information

- Visit our website at **tax.illinois.gov**
- Call **800 732-8866** or **217 782-3336**
- Call our TDD (telecommunications device for the deaf) at **1 800 544-5304**

### Contents

What are my Forms W-2, W-2c, and W-2G filing requirements for Illinois? .....	2
Are Forms 1099 required to be filed? .....	2
What are the electronic filing methods available? .....	2
If I use the bulk filing method, how do I know when Forms W-2, W-2c, W-2G, or 1099 electronic file transmission has been accepted? .....	2
May I use a third party service to file these information returns? .....	3
When is the due date?.....	3
What if I do not file Forms W-2, W-2c, or W-2G electronically?.....	3
What are my Forms W-2, W-2c, W-2G, and 1099 storage requirements for Illinois?.....	3
What if I need additional information? .....	3

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### Taxpayer Bill of Rights

You have the right to call the Department of Revenue for help in resolving tax problems.

You have the right to privacy and confidentiality under most tax laws.

You have the right to respond, within specified time periods, to Department notices by asking questions, paying the amount due, or providing proof to refute the Department's findings.

You have the right to appeal Department decisions, in many instances, within specified time periods, by asking for Department review, by filing a petition with the Illinois Independent Tax Tribunal, or by filing a complaint in circuit court.

If you have overpaid your taxes, you have the right, within specified time periods, to a credit (or, in some cases, a refund) of that overpayment.

For more information about these rights and other Department procedures, you may write us at the following address:

Problems Resolution Office  
Illinois Department of Revenue  
PO Box 19014  
Springfield, IL 62794-9014

**Get Illinois Department of Revenue forms and information at tax.illinois.gov**

## What are my Forms W-2, W-2c, and W-2G filing requirements for Illinois?

Forms W-2, W-2c, and W-2G are required to be electronically filed with Illinois. You may request a waiver of the electronic filing requirement if you do not have internet access or it is a hardship to file electronically. Contact Taxpayer Assistance at 1 800 732-8866 or 1 217 782-3336 to request Form IL-900-EW, Waiver Form. Complete the waiver form and mail it to the address listed on the form. We will notify you if the waiver is approved or denied.

Important:

- *Forms W-2 reporting income and withholding for household employees reported on Form IL-1040 are not subject to the electronic filing mandate. However, if you report household employee income and withholding on Form IL-941, you are subject to the electronic filing mandate. See Publication 121 for more information.*
- *If you request and are granted a waiver from the electronic requirement, maintain these records for a period of three years from the due date or payment of the tax, whichever is later. Do not submit any paper returns, media storage devices (magnetic or optical) or email files **unless we specifically request them.** You must make them available to us if and when we request them.*

## Are Forms 1099 required to be filed?

No. Forms 1099 are not included in the electronic filing mandate or required to be submitted to Illinois, unless we request them. Payers who issue Forms 1099, which report Illinois income tax withheld, may **voluntarily** file these forms electronically through the Illinois FIRE Electronic Transmittal Program or through MyTax Illinois. If you do not electronically file Forms 1099, maintain these records for a period of three years from the due date or payment of the tax, whichever is later. Do not submit any paper returns, media storage devices (magnetic or optical) or email files **unless we specifically request them.** You must make them available to us if and when we request them.

## What are the electronic filing methods available?

1. **One form at a time filing method - MyTax Illinois**, our online account filing and management program, may be used to submit Forms **W-2, W-2c, W-2G, 1099-R, and 1099-MISC.** If you do not already have a MyTax Illinois withholding tax account, you must first create one to be able to file using this method. Once your MyTax Account is set up, enter the W-2, W-2c, W-2G, 1099-R, or 1099-MISC information on MyTax Illinois for each form, one form at a time. For detailed information, go to our website at [mytax.illinois.gov](http://mytax.illinois.gov). **Note:** You cannot bulk file through MyTax Illinois.
2. **Electronic bulk filing methods - (These methods are separate from MyTax Illinois method)** If you have not already registered with us for W-2 electronic transmission, you must register to obtain a Transmitter's logon ID (ETIN) and receive test and production passwords. If you have already registered for W-2 electronic transmission, you do not have to register again for W-2G and 1099 electronic transmission. You may use the same ETIN and passwords.
  - **Forms W-2 and W-2c Electronic Transmission Program** - To electronically file Forms **W-2 and W-2c** using this method, the file must be developed following the Social Security Administration's Specifications for Filing Forms W-2 Electronically, and the additional Illinois requirements in our Form W-2 and W-2c Electronic Transmission Guide.
  - **the W-2G and 1099 Illinois FIRE Electronic Transmission Program** - To electronically file Forms **W-2G and all types of 1099s** using this method, the file must be developed following the Internal Revenue Service's (IRS) Filing Information Returns Electronically (FIRE) format, and the additional requirements in the Illinois FIRE Electronic Transmission Guide. -

For detailed information and updates, refer to W-2 and 1099 Electronic Filing Program page on our website, [tax.illinois.gov](http://tax.illinois.gov).

## If I use the bulk filing method, how do I know when Forms W-2, W-2c, W-2G, or 1099 electronic file transmission has been accepted?

If you use the electronic bulk filing option, you must obtain an "Accepted" transmission acknowledgement as proof of filing. This is a two step process.

1. Immediately after transmitting your file to us, you will see a submission acknowledgement stating the file was transmitted. **Note:** This initial message does not confirm the status of your transmission.
2. You must log back into your account to retrieve your acknowledgement to verify acceptance or rejection of your file. The Illinois Department of Revenue will not send the verification acknowledgement to you.

Your Form W-2, W-2c, and W-2G filing requirements are **not** met if you send us files in any other format (Illinois does not accept PDFs or spreadsheets (such as Excel) containing Form W-2, W-2c, or W-2G data) or filing method. Be aware that you will not receive a "Rejected" acknowledgement for files sent to us in other formats or methods. Please refer to the file specifications if you have questions about the correct file format.

For detailed instructions, please refer to the W-2 and 1099 Electronic Filing Program page on our website, [tax.illinois.gov](http://tax.illinois.gov).

## May I use a third party service to file these information returns?

**Employers may use a third party such as a software provider** to electronically create and/or electronically transmit their files to us. An employer does not register with us as a transmitter if the third-party

Reconcile the total withheld from the Forms W-2, W-2G, and 1099 with Line 2 of your Forms IL-941 for the year. **Refer to the "End of the Year Instructions" section of Form IL-941 Instructions.**

service is transmitting the file. Make sure to select the option to file with Illinois.

**Note:** Some third-party arrangements only create the file and **the employer must** still electronically transmit the file to us. The transmitter of the file must be registered with us.

**If you use a third-party service,** obtain your proof of filing/transmission acknowledgement from the third-party service.

### ***When is the due date?***

All original 2017 Forms W-2 and W-2G must be accepted as filed by the Department no later than **January 31, 2018**. If you receive a federal extension to file your Forms W-2 and W-2G, you are automatically allowed that extension for Illinois. Businesses unable to comply with the January 31st due date should file Forms W-2 and W-2-G as soon as possible.

*Any time a due date falls on a weekend or state recognized holiday, we adjust the due date to the next business day.*

Form W-2c is due as soon as possible after you discover errors.

### ***What if I do not file Forms W-2, W-2c, or W-2G electronically?***

Failure to file electronically, without receiving approval from the Department for an electronic filing waiver, can result in a \$5 penalty per Form W-2, W-2c, and W-2G. We do not accept any paper returns, media storage devices (magnetic or optical) or emailed files **unless we specifically request them**. Household employers and others who are granted a waiver from the electronic filing requirement must still maintain these records. See *What are my Forms W-2, W-2c, W-2G, and 1099 storage requirements for Illinois?* for additional information. You must make them available to us if and when we request them.

### ***What are my Forms W-2, W-2c, W-2G, and 1099 storage requirements for Illinois?***

You, as the payer, must maintain withholding income tax Forms W-2, W-2c, W-2G, and 1099 (such as 1099-R or 1099-MISC), in your records for a period of three years from the due date or payment of the tax, whichever is later. You must make them available to us if and when we request them.

### ***What if I need additional information?***

More information is available on our website, [tax.illinois.gov](http://tax.illinois.gov).