

**Step 1: Read this information first****Who should file Form IL-4852?**

You should file Form IL-4852, Substitute for Unobtainable Form W-2, if you did not receive or were not able to obtain a Form W-2, Wage and Tax Statement, from your employer showing that Illinois Income Tax was withheld from your wages. However, you should **not** use this form to correct the information on your Form W-2. You must contact your employer for a corrected Form W-2.

Note You should **only** file Form IL-4852 after you have given your employer sufficient time to mail your Form W-2 and after you have exhausted all efforts to obtain one. If you must use this form, you may not file your Form IL-1040, Individual Income Tax Return, electronically.

You **must** complete a separate Form IL-4852, filling in the information in all steps, for each Form W-2 not received.

What must I attach to Form IL-4852?

You must attach proof of wages and withholding, such as copies of check stubs or a letter from your employer, on company letterhead.

Your check stubs or letter should include the following information:

- your name,
- your Social Security number,
- tax year,
- amount of Illinois Income Tax withheld, and
- total wages.

We will accept a copy of your **properly completed** U.S. Form 4852, along with any required attachments, as proof of your Illinois Income Tax withheld from your wages.

Step 2: Provide the following information**1** Name _____**3** Address _____
Street address**2** SSN _____
Social Security number_____
City State ZIP**Step 3: Identify your employer****4** Name of employer _____**6** FEIN (if known) _____
Federal employer identification number**5** Address _____
Street address**7** Owner or contact person __________
City State ZIP**8** Phone number _____**Step 4: Complete the following****9** Write the tax year for which you are filing this form.**9** _____**10** Write the total amount of gross wages that your employer paid you.**10** _____ .00**11** Write the total amount of Illinois Income Tax that your employer withheld from your wages.

Include this amount on Form IL-1040, Line 25.

11 _____ .00**12** How did you determine the total amount of gross wages and the total amount of Illinois Income Tax withheld?**13** State the reason your employer did not give you your Form W-2.**14** Explain your efforts to obtain your Form W-2.**Step 5: Sign below**

Under penalties of perjury, I state that I have examined this form and any attachments and, to the best of my knowledge, they are true, correct, and complete.

Your signature_____
Date() _____
Daytime phone number