



Payment Coupon (IL-501) and Instructions

2016

This form is for limited use only

Most withholding payments should be made electronically or with preprinted, personalized forms — not the form below.

For your payment to be applied quickly and accurately to your account, either

- electronically pay on our website at tax.illinois.gov, or
- order personalized, preprinted forms by calling us at the numbers listed below.

Who should use this payment coupon?

Use this payment coupon to pay the Illinois Income Tax you withheld if

- you are a **NEW** business and have not received your registration information from us yet; or
- you are an existing business and
 - 1) cannot electronically pay (see "May I pay electronically?"); or
 - 2) do not use a tax professional or tax prep software; or
 - 3) have ordered but not yet received personalized payment coupons from us.

Do not use this payment coupon on a regular basis.

Important: If you have been notified that you are required to make semi-weekly payments, you must make your payments *electronically*.

When are my payments due?

Most taxpayers who use payment coupons are considered monthly payers. Monthly payers must pay by the 15th day of each month for amounts withheld the preceding month. You may pay more frequently using one of our electronic methods or preprinted payment coupons. **Do not** use your return, Form IL-941, to pay more frequently.

If you exceed \$12,000 in withholding during a quarter, you must begin using the semi-weekly payment schedule for the following quarter, the remainder of the year, and the subsequent year. In addition, you must make your payments **electronically**.

IL-501 Front (R-12/14)

See Publication 131, Withholding Income Tax Payment and Filing Requirements, for more information. **Do not** make a payment if no Illinois income tax was withheld.

When is income tax considered withheld?

In Illinois, income tax is considered withheld on the date you pay your employees or others. This is important to determine when your payment is due. **Do not** estimate your withholding income tax. Pay the exact amount you actually withheld from your employees or others.

How much should I pay?

The amount you pay is dependent upon the amount you withhold from your payee (refer to IL-700-T) minus any credit amounts received from the Department of Commerce and Economic Opportunity (DCEO) or the Department of Revenue.

May I pay electronically?

Yes. We encourage you to pay electronically.

- **MyTax Illinois** on our website at tax.illinois.gov offers an easy, convenient, and fast way to submit payments at any time. You can schedule the dollar amount, debit date, and tax period. No software is required and it is available 24 hours a day, 7 days a week.
- **TaxNet or Federal State Employment Tax (FSET)** programs allow you to directly debit your bank account.
- **Other electronic** options (You must complete Form EFT-1, Authorization Agreement for Certain Electronic

Payments.):

ACH credit — instructs your financial institution to transfer funds from your account to ours.

ACH debit telephone option — is your instruction to us to take the payment from your account.

Visit our website at tax.illinois.gov for more information regarding our electronic options, call **217 782-6257**, or email us at rev.taxpay@illinois.gov.

What penalties may be assessed?

To avoid penalties, all tax withheld must be paid by each payment due date. We may ask you to provide payroll information.

You will owe a **late-payment penalty** if you are required to make annual, monthly, or semi-weekly tax payments and do not pay the required amounts by the payment due dates. A **bad check penalty** of \$25 will be assessed if you send a remittance that is not honored by your financial institution. This penalty will be assessed in addition to any other penalty. For more information about penalties and interest, see Publication 103, Penalties and Interest for Illinois Taxes.

Where do I get help?

- Visit our website at tax.illinois.gov
- Call our Taxpayer Assistance Division at **1 800 732-8866** or **217 782-3336** (or our TDD (telecommunications device for the deaf) at **1 800 544-5304**)
- Write to **ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19044
SPRINGFIELD IL 62794-9044**



Illinois Department of Revenue Payment Coupon IL-501

2016

Tax year

Complete the following information.

Federal employer identification number _____ Seq. number _____

Business name _____

Number and street address _____

City _____ State _____ ZIP _____

(_____) _____
Daytime phone
IL-501 (R-12/15)

Quarterly filers-Check the appropriate box to tell us when you withheld the withholding income tax you are paying. Check one box only. **Annual filers**-check box 4 only.

1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>
	Jan Feb Mar		Apr May Jun		Jul Aug Sep		Oct Nov Dec

Amount paid: \$ _____

• Make check payable to "Illinois Department of Revenue" and write your FEIN and "IL-501" on the check.

• Mail to: **ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19447
SPRINGFIELD IL 62794-9447**

Note: Do not mail Form IL-501 if you electronically pay or are reporting a zero amount.

