



Should I complete this form?

You may complete this form if you

- did not make the required estimated payments by the installment due dates;
• have unpaid tax after April 15, 1999; or
• are filing Form IL-1040 after October 15, 1999.

However, we encourage you to let us calculate your penalties.

Step 1: Complete the following information

- 1 This form is for 19\_\_ calendar year or for fiscal year beginning \_\_\_\_, 19\_\_, and ending \_\_\_\_, 19\_\_.
2 Write your name as it appears on your Form IL-1040.
3 Write your Social Security number
a as it appears on this year's Form IL-1040.
b as it appears on a prior year's Form IL-1040 if this return was filed using a different Social Security number than shown on Line 3a.
4 Check the box if, while a nonresident, any estimated payments due prior to July 9, 1998, were underpaid because of the change in the apportionment factor formula.

Step 2: Figure your required installments and any underpayment of estimated tax

Table with 5 rows (5-9) and 4 columns (A: This year, B: Last year). Rows 10-12 are multi-column tables with headers: Quarter 1 (April 15, 1998), Quarter 2 (June 15, 1998), Quarter 3 (September 15, 1998), Quarter 4 (January 15, 1999).

Step 3: Figure your late-payment penalty for underpayment of estimated tax

Complete Lines 13 through 17 of each quarter before proceeding to the next quarter.

Table with 18 rows and 4 columns (Quarters 1-4). Row 13 includes a note 'Skip this line for Quarter 1' with arrows pointing to the next three quarters. Row 16 shows a penalty rate of .20 for all quarters. Row 18 is a total line for the late-payment penalty.

If you have unpaid tax after April 15, 1999, or are filing Form IL-1040 after October 15, 1999, you will owe additional penalties. To figure these additional penalties, go to Page 2, Step 4.

## Step 4: Figure your late-payment penalty for unpaid tax and your late-filing penalty

Complete this step **only** if you

- have unpaid tax after April 15, 1999; or
- are filing Form IL-1040 after October 15, 1999, even if you show an overpayment or no tax due.

- 19** Write the amount from Step 2, Column A, Line 7. **19** \_\_\_\_\_
- 20** Write the amount from Step 2, Line 9. If you did not complete Step 3, write "0." **20** \_\_\_\_\_
- 21** If Line 14 in Step 3, Quarter 4, is a negative amount, write that amount as a positive number without brackets. Otherwise, write "0." If you did not complete Step 3, write "0." **21** \_\_\_\_\_
- 22** Write the amount of payments made before the due date. See instructions. **22** \_\_\_\_\_
- 23** Add Lines 20, 21, and 22. Write the total amount here. **23** \_\_\_\_\_
- 24** Subtract Line 23 from Line 19. If this number is less than zero, write "0." **24** \_\_\_\_\_
- 25** If you have unpaid tax after April 15, 1999, multiply Line 24 by 20% (.20). Otherwise, write "0." This is your **late-payment penalty for unpaid tax**. **25** \_\_\_\_\_
- 26** If you are filing Form IL-1040 after October 15, 1999, write the amount from Step 2, Column A, Line 5. **26** \_\_\_\_\_
- 27** Multiply Line 26 by 2% (.02). **27** \_\_\_\_\_
- 28** Write the lesser of Line 27 or \$250. This is your **late-filing penalty**. **28** \_\_\_\_\_
- 29** Add Lines 25 and 28. Write the total amount here. Also, write this amount and the word "penalty" to the left of Line 32 on your Form IL-1040. Include this amount in the total amount due on Line 32 of Form IL-1040. **29** \_\_\_\_\_

## Step 5: Complete the annualization worksheet for Step 2, Line 10

Complete this worksheet **only** if your income was not received evenly throughout the year and you choose to annualize your income. **Complete Lines 30 through 46 of one column before going to the next, beginning with Column A.**

	A	B	C	D
	1/1/98 to 3/31/98	1/1/98 to 5/31/98	1/1/98 to 8/31/98	1/1/98 to 12/31/98
<b>30</b> Write your Illinois <b>base</b> income for each period. See instructions. <b>30</b>	_____	_____	_____	_____
<b>31</b> Annualization factors. <b>31</b>	4	2.4	1.5	1
<b>32</b> Multiply Line 30 by Line 31. This is your annualized income. <b>32</b>	_____	_____	_____	_____
<b>33</b> Exemptions. See instructions. <b>33</b>	_____	_____	_____	_____
<b>34</b> Subtract Line 33 from Line 32. This is your net income. <b>34</b>	_____	_____	_____	_____
<b>35</b> Multiply Line 34 by 3% (.03). <b>35</b>	_____	_____	_____	_____
<b>36</b> For each period, write the amount you wrote in Step 2, Column A, Line 6. <b>36</b>	_____	_____	_____	_____
<b>37</b> Subtract Line 36 from Line 35. <b>37</b>	_____	_____	_____	_____
<b>38</b> Applicable percentage. <b>38</b>	22.5% (.225)	45% (.45)	67.5% (.675)	90% (.9)
<b>39</b> Multiply Line 37 by Line 38. This is your annualized installment. <b>39</b>	_____	_____	_____	_____
<b>40</b> Add the amounts on Line 46 of each of the preceding columns and write the total here. <b>40</b>	Skip this line for Column A.	_____	_____	_____
<b>41</b> Subtract Line 40 from Line 39. If less than zero, write "0." <b>41</b>	_____	_____	_____	_____
<b>42</b> Divide Step 2, Line 9, by four (4). Write the result in each column. <b>42</b>	_____	_____	_____	_____
<b>43</b> Write the amount from Line 45 of the preceding column. <b>43</b>	Skip this line for Column A.	_____	_____	_____
<b>44</b> Add Lines 42 and 43. <b>44</b>	_____	_____	_____	_____
<b>45</b> If Line 44 is greater than Line 41, subtract Line 41 from Line 44. Otherwise, write "0." <b>45</b>	_____	_____	_____	Skip this line for Column D.
<b>46</b> Write the lesser of Line 41 or Line 44 here and on Step 2, Line 10. This is your required installment. <b>46</b>	_____	_____	_____	_____



## General Information

### What is the purpose of this form?

The purpose of this form is to calculate any penalties you may owe if you did not

- make timely estimated payments,
- pay the tax you owe by the original due date,
- receive your income evenly throughout the year, or
- file a processable return by the extended due date.

### What is late-payment penalty?

Late-payment penalty is a penalty assessed for failure to pay the tax you owe by the prescribed due date, as authorized by the Uniform Penalty and Interest Act (UPIA). This penalty could result from two different underpayment situations and is assessed at the rate of 20 percent for returns due on or after January 1, 1998.

**Note** → For returns due January 1, 1994, through December 31, 1997, this penalty was assessed at the rate of 15 percent.

You will be assessed a **late-payment penalty for underpayment of estimated tax** if you were required to make estimated tax payments and failed to do so, or failed to pay the required amount by the payment due date. The penalty will be assessed if your Illinois Income Tax exceeded the total tax withheld or credited (Line 16 minus the total of Lines 17, 19, 20, and 21) for the tax year by more than \$250.

**Note** → The late-payment penalty for underpayment of estimated tax is figured separately for each quarter. Therefore, you may still owe this penalty, even if you paid enough tax later to make up the underpayment from a previous quarter.

You do **not** owe a late-payment penalty for underpayment of estimated tax if

- you qualify as a farmer for 1998;
- you were not required to file Form IL-1040 for 1997;
- your 1997 Form IL-1040 was for a tax year of 12 months, but had zero tax liability (Form IL-1040, Line 14 minus Lines 19, 20, and 21);
- your 1998 tax liability (Form IL-1040, Line 16 minus Lines 19, 20, and 21) is \$250 or less; or
- you were 65 years of age or older and were permanently living in a nursing home during 1998.

You will be assessed a **late-payment penalty for unpaid tax** if you did not pay the total tax you owe by the original due date of the return, even if you have an extension of time to file.

You may be assessed a late-payment penalty, even if your Form IL-1040 is fully paid or shows an overpayment.

### What is late-filing or nonfiling penalty?

Late-filing or nonfiling penalty is a penalty assessed for failure to file a processable return by the due date or extended due date, as authorized by the Uniform Penalty and Interest Act (UPIA). Effective January 1, 1996, this penalty is the lesser of \$250 or 2 percent of the tax amount required to be shown due on your return, without regard to any payments and credits.

An additional penalty will be assessed if you fail to timely respond to our original notification that your return cannot be processed or that your return has not been filed. The additional penalty is equal to the greater of \$250 or 2 percent of the tax shown on your return, determined without regard to any payments and credits, and may be assessed up to a maximum of \$5,000.

**Note** → For returns due January 1, 1994, through December 31, 1995, this penalty was assessed at 5 percent of the tax amount required to be shown due on your return less credits (Form IL-1040, Line 14, minus Lines 19, 20, and 21).

You may be assessed a penalty, even if your Form IL-1040 is fully paid or shows an overpayment.

### If I owe penalties, do I need to complete this form?

No, you do not need to complete this form. We will calculate the penalties for you and send you a notice. However, you must complete this form if you

- use the annualized income installment method in Step 5; or
- choose to write the actual amount of tax withheld in each quarter in Step 2, Line 11.

If you prefer to calculate your penalties, complete this form. For more information see our Publication 103, Uniform Penalties and Interest. To receive a copy of this publication, visit our Web site at [www.revenue.state.il.us](http://www.revenue.state.il.us); call our 24-hour Forms Order Line at **1 800 356-6302**; call our Illinois Tax Fax at **217 785-3400**; or call our TDD (telecommunications device for the deaf) at **1 800 544-5304**.

# Specific Instructions

All instructions are written for calendar-year taxpayers.

## Step 1: Complete the following information

**Lines 1 through 3b** – Follow the instructions on the form.

**Line 4** – If you are a nonresident apportioning your business income, the three-factor apportionment formula (property, payroll, and sales) changed for tax years ending on or after December 31, 1998, and before December 31, 1999. The weighting given to the sales factor increased from 50 percent to 66 2/3 percent. The property and payroll factors each changed from 25 percent to 16 2/3 percent.

Check the box if any of your estimated payments due prior to July 9, 1998, were underpaid because this change in the apportionment factor formula increased the amount of your income tax. More information may be found on Page 8 of Schedule NR, Nonresident and Part-Year Resident Computation of Illinois Tax, Instructions.

## Step 2: Figure your required installments and any underpayment of estimated tax

**Line 5** – In Column A, write the tax shown on your 1998 Form IL-1040, Line 16. In Column B, write the tax shown on your 1997 Form IL-1040, Line 14.

**Note** → For Columns A and B, if a corrected return was filed for either year on or before the automatic six-month extension date, the corrected tax should be used. If an amended return was filed for either year after the automatic six-month extension date, use the most current tax reported **prior** to the extension date.

**Line 6** – In Column A, write the total amount of credits you claimed on your 1998 Form IL-1040, Lines 19, 20, and 21. In Column B, write the total amount of credits you claimed on your 1997 Form IL-1040, Lines 19, 20, and 21. Do not include your tax withheld or estimated payments on these lines.

**Lines 7 through 9** – Follow the instructions on the form.

**Line 10** – Write the amount of your required installment for each due date shown. For most taxpayers, this is the amount shown on Line 9 divided by four. However, if you are annualizing your income, you must complete Step 5 on the back of this form.

**Note** → **Annualized income installment method:** If your income was **not** received evenly throughout the year, you may be able to lower or eliminate the amount of your required installments by using the annualization income installment method in Step 5.

**Line 11 – Quarter 1:** Write the total amount of estimated payments you paid during this quarter. Include on this line any credit carried forward from your 1997 Form IL-1040 plus one-fourth of the total tax withheld for this year (or the actual tax withheld from your wages for this quarter).

**Line 11 – Quarters 2 through 4:** Write the total amount of estimated payments you paid during each quarter plus one-fourth of the total tax withheld for this year (or the actual tax withheld from your wages for each quarter).

**Note** → You are considered to have paid any Illinois tax withheld evenly over the whole year unless you can show otherwise. To figure even payments of tax withheld, divide the total amount withheld by four. If you file a joint return, include the tax withheld for both yourself and your spouse.

**Line 12** – Subtract Line 11 from Line 10 and write the difference here. If this amount is less than zero, write the amount in brackets “[.]”

If the amount written on Line 12 is “0” or in brackets (less than zero) for **all** quarters, you do not owe a late-payment penalty for underpayment of estimated tax and should skip to Step 4. If the amount written on Line 12 is greater than “0” for any quarter, complete Step 3.

## Step 3: Figure your late-payment penalty for underpayment of estimated tax

Complete Lines 13 through 17 of each quarter before proceeding to the next quarter. Follow the instructions on the form.

**Line 18** – Add Line 17 of Quarters 1 through 4. Write the total amount here and on your Form IL-1040, Line 25.

## Step 4: Figure your late-payment penalty for unpaid tax and your late-filing penalty

**Lines 19 through 21** – Follow the instructions on the form.

**Line 22** – If you **did** complete Step 3, do not include the amount of timely estimated tax payments you made during the year or the amount of Illinois tax withheld from your pay. However, you should include other payments you **made on or before April 15, 1999**.

If you **did not** complete Step 3, you should include on this line the amount of timely estimated tax payments you made during the year, the amount of Illinois tax withheld as shown on your W-2 forms, and any other payments you **made on or before April 15, 1999**.

**Lines 23 through 28** – Follow the instructions on the form.

**Line 29** – Add Lines 25 and 28. Write the total here. Also, write this amount and the word “penalty” to the left of Line 32 on your Form IL-1040. If you have tax due, include this amount in the total amount written on Line 32 of your Form IL-1040.

**Note** → If your Form IL-1040 shows an overpayment and a penalty is due, your refund or credit to your 1999 estimated tax will be reduced by the penalty amount.

## Step 5: Complete the annualization worksheet for Step 2, Line 10

You should complete this worksheet if your income was **not** received evenly throughout the year, and you choose to annualize your income. If you complete Step 5, check the box on your Form IL-1040, Line 25, and attach Form IL-2210 to your form.

Complete Lines 30 through 46 of one column before going to the next, beginning with Column A.

**Note** → Annualizing your income will reduce your penalty only if you made an estimated payment in the quarter in which you received the additional income.

**Line 30** – In Columns A through C, write the base income that you would have written on Form IL-1040, Line 11, if you completed a Form IL-1040 for the first three months, the first five months, and the first eight months of the tax year. In Column D, write the amount from your Form IL-1040, Line 11. Income that you received through a partnership, S corporation, trust, or estate is considered received on the last day of the business' tax year.

**Nonresidents and part-year residents** – Write the amount in each column that you would have written on Schedule NR, Step 5, Line 45, if you completed a Schedule NR at the end of each period.

**Lines 31 and 32** – Follow the instructions on the form.

**Line 33** – Write the amount in each column that you would have written as your exemption allowance on Form IL-1040, Line 12, as if you had completed a Form IL-1040 at the end of each period.

If your number of exemptions changed during the tax year, determine the exemption allowance that you were entitled to claim at the end of each period. Write this amount in the appropriate column.

**Nonresidents and part-year residents** – Prorate your exemptions as follows:

Exemption allowance (Form IL-1040, Line 12) ×  $\frac{\text{Illinois annualized income}}{\text{total annualized income}}$

**Lines 34 through 46** – Follow the instructions on the form.

