



## 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](http://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 and must pay by the 15th day of each month for amounts withheld the preceding month. **Do not** use your return, Form IL-941, to make payments. If you exceed \$12,000 in withholding during

a quarter, you must begin using the semi-weekly payment schedule.

See Publication 131, Withholding Income Tax Payment and Filing Requirements for more information.

### When is income tax considered withheld?

In Illinois, income tax is considered withheld on the date you pay your employees. This is important to determine when your payment is due.

### May I pay electronically?

Yes. We encourage you to pay electronically.

- Use our website at [tax.illinois.gov](http://tax.illinois.gov). No software is required and it is available 24 hours a day, 7 days a week.
- Use **TaxNet or Federal State Employment Tax (FSET)** programs to directly debit your bank account.
- Use **other electronic** options:
  - ACH credit option* — instructs your financial institution to transfer funds from your account to ours. You must complete Form EFT-1, Authorization Agreement for Certain Electronic Payments.
  - ACH debit telephone option* — is your instruction to us to take the payment from your account. You must

complete Form EFT-1, Authorization Agreement for Certain Electronic Payments.

Visit our website at [tax.illinois.gov](http://tax.illinois.gov) for more information regarding our electronic options or call **217 782-6257** or email to [rev.taxpay@illinois.gov](mailto: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. 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](http://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**

IL-501 Front (R-12/12)



## Illinois Department of Revenue Payment Coupon IL-501

**2013**  
Tax year

Complete the following information.

Federal employer identification number \_\_\_\_\_ Seq. number \_\_\_\_\_

Business name \_\_\_\_\_

Number and street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
Daytime phone

Check the appropriate box to tell us when you withheld the withholding income tax you are paying. Check one box 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.

IL-501 (R-12/12)







Illinois Department of Revenue

# Payment Coupon

IL-501

Complete the following information.

**2013**

Tax year

Federal employer identification number      Seq. number

Business name

Number and street address

City      State      ZIP

( )  
Daytime phone

IL-501 (R-12/12)



Check the appropriate box to tell us when you withheld the withholding income tax you are paying. Check **one** box only.

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Jan  
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Mar

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3   
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Illinois Department of Revenue

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