Use your mouse or Tab key to move through the fields. Use your mouse or space bar to enable check boxes.

Illinois Department of Revenue

Payment Coupon (IL-501) and Instructions 2017

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.

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**.

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.

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 account.
- **Other electronic** options (You must complete Form EFT-1, Authorization Agreement for Certain Electronic Payments.):
  ACH credit — you instruct your financial institution to transfer funds from your account to ours.
  ACH debit telephone option — you instruct us to debit the payment from your account.

For more information regarding our electronic options, visit our website at **tax.illinois.gov**, 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. You must provide payroll information on Form IL-941 to verify your pay dates.

You will owe a **late-payment penalty** if you are required to make 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

IL-501 Front (R-12/16)

Illinois Department of Revenue

Payment Coupon

IL-501

Complete the following information.

2017
Tax year

___ ___ - ___ ___ ___ ___ ___ ___ ___ 0 0 0
Federal employer identification number Seq. number

Business name

Number and street address

City State ZIP

(_____)
Daytime phone

IL-501 (R-12/16)

Check the box to tell us the quarter that includes the month when you withheld the withholding income tax you are paying. Check one box only. Make sure to report all Form IL-501 payments on Form IL-941, Step 5, Line 4, for the corresponding quarter.

1 ☐	2 ☐	3 ☐	4 ☐
Jan	Apr	Jul	Oct
Feb	May	Aug	Nov
Mar	Jun	Sep	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.

Reset Print