



Payment Coupon (IL-501) and Instructions

Special Note → If you are assigned to the semi-weekly schedule, you must **pay electronically**. Do not use this form.

What is new?

Beginning January 1, 2011, employers who are required to make semi-weekly payments must make all payments **electronically**. For more information, go to our web site at tax.illinois.gov.

General Information

Form IL-501, Payment Coupon, must be completed and sent with your payment unless you are paying electronically or did not withhold Illinois Income Tax during the period. Make sure that you include all payments made during the period on Line 3 of your Form IL-941.

When is withholding income tax considered withheld?

In Illinois, withholding income tax is considered withheld on the date you pay your employees.

When are my payments due?

Most taxpayers who use this form 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 a Payment Coupon (IL-501). 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.

What if I am an annual filer?

If you have been notified by us that you are an annual filer, you may pay

- the full amount withheld for the entire year by January 31, 2012, when you file your annual return, or
- by making Form IL-501 payments throughout 2011 electronically or with this payment coupon and file one return by January 31, 2012.

May I pay electronically?

Yes. We encourage you to pay electronically.

- **WebPay** is 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:**
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 web site at tax.illinois.gov for more information regarding our electronic options or call **217 782-6257** or email to 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-filing penalty** if you do not file a processable return by the due date, and 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.

Electronically pay and throw this away!

IL-501 Front (R-12/10)



Illinois Department of Revenue Payment Coupon IL-501

2011
Tax year

Complete the following information.

_____ Federal employer identification number _____ Seq. number

_____ Business name

_____ Number and street address

_____ City _____ State _____ ZIP

(_____) _____
Daytime phone

Pay electronically using WebPay at tax.illinois.gov

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: \$ _____.

If mailing your payment and this Form IL-501:

- Make remittance payable to "Illinois Department of Revenue"
- Mail to: **ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19447
SPRINGFIELD IL 62794-9447**

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

Step-by-step Instructions

Write your federal employer identification number (FEIN), sequence number, business name, complete address, and daytime telephone number.

Check the appropriate box to indicate when you withheld the tax you are paying.

Write the amount you are paying.

Make your remittance payable to “**Illinois Department of Revenue.**” Write your FEIN, the period to which the payment applies, and “IL-501” on your remittance.

Mail your IL-501 and payment to:

**ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19447
SPRINGFIELD IL 62794-9447**

Where do I get help?

- Visit our web site at tax.illinois.gov
- Call our Taxpayer Assistance Division at **1 800 732-8866** or **217 782-3336**
- Call 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**