



# EDC-111 Response to Levy - Employer

Collection ID: \_\_\_\_\_  
Debtor ID: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## Step 1: Provide the following debtor information

1 Debtor: \_\_\_\_\_

2 Debtor's present or last known phone number and address

(\_\_\_\_)\_\_\_\_-\_\_\_\_  
Phone number

Street \_\_\_\_\_

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

3 Do you pay the debtor any wages, salary, or other compensation?

Yes. If yes, continue to Line 4.

No. If no, complete one of the following lines. Go to Step 2.

As of \_\_\_\_/\_\_\_\_/\_\_\_\_, I no longer employ this debtor.  
Month Day Year

Other reason: \_\_\_\_\_

4 Financial institution for direct deposit to debtor, if applicable.

\_\_\_\_\_

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

5 Information that may help us locate this debtor. \_\_\_\_\_

6 Determine if your payments to the debtor are exempt from this levy. Are your payments any of the following:

to the debtor who is currently under bankruptcy protection.

Write the bankruptcy case number \_\_\_\_\_

Write the bankruptcy court \_\_\_\_\_

to the debtor who is an officer, employee, elected official of any state other than Illinois.

wages to "seamen" as defined in federal law 46 U.S.C. 10101.

pension and retirement benefits.

7 Did you mark any box in Line 6? Check one box below.

**Yes.** If yes, your payments are exempt. Go to Step 2 below.

**No.** Continue to the **Wage Levy Calculation Worksheet**. After completing the Worksheet, *if a levy payment is due (Line 11 is greater than zero)*, make the levy payment but do not send us Form EDC-111.

*If Line 11 of the Wage Levy Calculation Worksheet is zero*, check all boxes below that apply and go to Step 2 below.

Preceding levy or garnishment in place

Child support order

Debtor wages are insufficient to levy

## Step 2: Sign below - Employer

I certify, under oath, that the above information is true to the best of my knowledge.

\_\_\_\_\_  
Signature of employer or designated agent

(\_\_\_\_)\_\_\_\_-\_\_\_\_  
Phone number

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

\_\_\_\_\_  
Employer name

\_\_\_\_\_  
Address

You may enter your levy response on **MyTax Illinois**, our online system, available at **tax.illinois.gov**. If you do not respond through **MyTax Illinois**, send your completed EDC-111 or payment to:

WAGE LEVY UNIT  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19035  
SPRINGFIELD IL 62794-9035

**Reminder:** Do not send us Form EDC-111 if you are making a levy payment or entering your levy response on MyTax Illinois.





# Wage Levy Calculation Worksheet

**Instructions for employer: Each payroll period**, complete this worksheet to determine the amount to withhold and provide a copy to the debtor. Maintain a copy of each completed worksheet for your records. Keep a copy of a blank Wage Levy Calculation Worksheet for use in future periods.

- Your first levy payment is due at the close of the **current payroll period**.
- Payment must be withheld from **each payroll period**.
- Payment must be submitted at least **once per month**.

Debtor name \_\_\_\_\_

Payroll period \_\_\_\_\_

## Step 1: Complete this section to determine your levy payment

- 1 Write the amount of gross wages for this payroll period. **1** \$ \_\_\_\_\_
- 2 Multiply Line 1 by 15% (0.15). **2** \$ \_\_\_\_\_
- 3 Write the total amount of FICA, federal tax, and state tax required to be withheld. **3** \$ \_\_\_\_\_
- 4 Subtract Line 3 from Line 1. **4** \$ \_\_\_\_\_
- 5 Multiply the current Illinois minimum wage by 45 if you have weekly payroll, 90 for bi-weekly payroll, 97.5 for semi-monthly, or 195 for monthly payroll. **5** \$ \_\_\_\_\_
- 6 Subtract Line 5 from Line 4. **6** \$ \_\_\_\_\_
- 7 Compare Line 2 and Line 6. Write the smaller amount. **7** \$ \_\_\_\_\_
- 8 If you are required to withhold child support, write the amount of court ordered child support withheld for this payroll period. **8** \$ \_\_\_\_\_
- 9 If you are required to withhold for a preceding levy or garnishment, write the amount required to be withheld for this payroll period. **9** \$ \_\_\_\_\_
- 10 Add Lines 8 and 9. **10** \$ \_\_\_\_\_
- 11 Subtract Line 10 from Line 7. **This is the amount of the levy for the above payroll period.** **11** \$ \_\_\_\_\_  
If Line 11 is zero, complete Form EDC-111, Response to Levy.

## Step 2: Sign below - Employer

I certify, under oath, that the above information is true to the best of my knowledge, and that a completed copy of this form has been hand-delivered or mailed first class to the debtor at the address provided in Line 2 of the Form EDC-111 on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ .  
Month Day Year

\_\_\_\_\_  
Signature of employer or designated agent

(\_\_\_\_) \_\_\_\_\_  
Phone number

**Do not send the above Wage Levy Calculation Worksheet to the Illinois Department of Revenue.** Retain completed worksheets for your records. Each time you send a payment to us, you must also provide one copy of the completed worksheet to the debtor.

Electronically make your levy payment using your **MyTax Illinois** account.

**If you are not paying electronically, detach and mail** the levy payment coupon below to the Illinois Department of Revenue with your check made payable to "Illinois Department of Revenue."

EDC-111-W Worksheet (R-04/19)

This form is authorized as outlined by the Civil Administrative Code of Illinois. Disclosure of this information is REQUIRED. Failure to provide information could result in personal liability of the employer. Printed by the authority of the State of Illinois. Web only - 1 copy

## Levy Payment Coupon (R-04/19)

Employer name \_\_\_\_\_

Debtor name: \_\_\_\_\_

Debtor ID: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Mail this voucher and your payment to:**  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19035  
SPRINGFIELD IL 62794-9035

Write the amount you are paying below.

\$ \_\_\_\_\_

\*Write the Collection ID on the check.