



Brian Hamer, Director

Informational

Bulletin

Online Account Management System Includes Excise Taxes

To all tax professionals and taxpayers registered for Illinois excise taxes

This bulletin is written to inform you of recent changes; it does not replace statutes, rules and regulations, or court decisions.



MyTax Illinois

TAKE CONTROL OF YOUR TAXES

← Look for this logo!

For information or forms

Visit our website at:
tax.illinois.gov

For questions about liquor tax, cigarette and cigarette use tax, and tobacco products tax, call us at:
217 782-6045

For questions about all other excise taxes, call us at:
217 782-7517

For questions about nonbeverage user liquor permits, or for questions about activating your MyTax Illinois account, call us at:
217 785-3707

For questions about ordering cigarette tax stamps and coin-operated amusement device tax decals, call us at:
217 785-6613

Call our TDD (telecommunications device for the deaf) at:
1 800 544-5304

On April 1, 2013, the Illinois Department of Revenue (IDOR) will be implementing the second phase of **MyTax Illinois**, an online account management program for taxpayers. MyTax Illinois provides a centralized location on the IDOR website for taxpayers to register a new business, file returns, make payments, and manage their tax accounts. The second phase includes electronic filing and account management for excise tax returns, including Forms DS-1, ICT-4, IDR-909, RG-1, RG-6, RHM-1, RPU-6, RPU-13, RT-2, RT-10, TP-1, RC-6, RC-6-A, RC-36, RC-44, RL-26, RL-26-A, RL-26-L, RL-26-R, RL-26-W, RCS-1, and RCS-36, as well as order forms for cigarette tax stamps (Form RC-1-A) and coin-operated amusement device (COAD) tax decals (Form RCOA-1) and permit applications for a nonbeverage user (NBU) to purchase liquor tax-free (Form RL-4).

What taxes will be included in MyTax Illinois?

All tax types listed below will eventually be part of MyTax Illinois. Full implementation is taking place in three phases, with a tentative completion date of June 2013.

Phase 1 – Implemented in September 2012

- New business registration (Form REG-1) for all tax types administered by IDOR
- Sales, use, and other related tax return filing, payment, and account management (includes taxpayers who file Forms ART-1, CMFT-1, PST-1, ST-1, ST-4, ST-8, ST-14, ST-44, and ST-556)
- IFTA registration, filing, payment, and account management



Phase 2 – April 2013

- Excise tax return filing, payment, and account management
- Order forms for cigarette tax stamps and COAD tax decals and applications for NBU liquor permits

Phase 3 – June 2013

- Withholding income tax return filing, payment, and account management
- Business income tax account management and payment and electronic filing for Forms IL-1041 and IL-990-T

Other than the addition of new taxes in each phase, should I expect any other changes to MyTax Illinois?

Yes. With MyTax Illinois, IDOR is putting more control of tax accounts into your hands by adding more functionality as we continue to build the system. Look for information on tax.illinois.gov and on the home screen for MyTax Illinois.

How do I access MyTax Illinois?

To access MyTax Illinois, first, go to tax.illinois.gov and click on the MyTax Illinois logo. Note that the MyTax Illinois home screen contains a link to a handy **Authentication Guide** to assist you in activating your MyTax Illinois account. When you are ready to activate, click on the “Sign up now!” button, complete all required fields, and then click “submit”. After IDOR verifies your submitted information, we will send an email message giving you the authorization code needed for your initial login. **Note:** The authorization code is only required for your first login.

To prevent email communication from the department from being filtered into a spam or junk mail folder, add Rev.DoNotReply@illinois.gov to your contacts or safe list. We also recommend updating your Internet browser to the most recent version to ensure that all features of MyTax Illinois run smoothly on your computer. If you have trouble activating your MyTax Illinois account, call us at **217 785-3707**.

What if I already have activated a MyTax Illinois account?

No additional action is necessary if you already have activated your MyTax Illinois account for taxes included in Phase 1. MyTax Illinois will automatically provide account information for the additional taxes when you logon.

Must I create a separate MyTax Illinois account for each type of return I file?

No. Activation is based on your Social Security number (SSN) if you are a sole proprietor or your Federal Employer Identification Number (FEIN) for all other businesses. This means that your company can only have **one** MyTax Illinois account per FEIN or SSN. MyTax Illinois does allow the master user to grant access rights to secondary and third-party users.

Will I still be able to use the WebFile and WebPay applications?

Access to our WebFile and WebPay programs for excise taxes will remain available until March 31, 2013. After that time, MyTax Illinois will be the only method available for free electronic filing and payment of these taxes on our website at tax.illinois.gov.

Note: Access to WebFile and WebPay will remain available for taxes that are not part of Phases 1 and 2.

What am I able to do using MyTax Illinois?

In MyTax Illinois, you are able to

- register a new business;
- file and view original and amended returns;
- schedule, adjust, and make electronic payments, including quarter-monthly payments;
- maintain site locations;
- view correspondence received from IDOR; and
- view account information.

Each of these functions is available to you from one centralized location, and all in one session, for all return types in Phases 1 and 2.

Where can I look for more information about MyTax Illinois?

See Informational Bulletin FY 2013-02 at tax.illinois.gov for additional information about the following MyTax Illinois topics.

- Access for secondary and third-party users
- Benefits of using MyTax Illinois
- Commonly used MyTax Illinois terminology
- Helpful tips for ease of use

For MyTax Illinois information and special filing and payment requirements for IFTA, see Informational Bulletin FY 2013-03 at tax.illinois.gov.