



# Informational

## Bulletin

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### Online Account Management System Includes Withholding Income and Business Income Taxes

*To all tax professionals and taxpayers registered for Illinois withholding income and business income taxes*

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

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Look for this logo!

#### For information or forms

Visit our website at:  
[tax.illinois.gov](http://tax.illinois.gov)

Call us at:  
**1 800 732-8866** or  
**217 782-3336**

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

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On July 1, 2013, the Illinois Department of Revenue (IDOR) will be implementing the third 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 previous phases included electronic business registration for all taxes and electronic filing, payment, and account management for sales, use, and related taxes, automobile renting tax, and excise taxes. Also included was electronic registration, return filing, payment, and account management for the International Fuel Tax Agreement (IFTA).

The third phase of MyTax Illinois will include return filing, payment, and account management for withholding income tax (Form IL-941 and IL-941-X); account management and payment options for corporations, subchapter S corporations, partnerships, fiduciaries, and exempt organizations; electronic IL-1023-C return payments; and electronic filing for Forms IL-1041 and IL-990-T.

#### 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. Changes we have made since implementation began include the ability to maintain site locations for sales and use and hotel tax accounts and the ability to close a tax account. Look for more information on future enhancements at [tax.illinois.gov](http://tax.illinois.gov) and on the home screen for MyTax Illinois.

## What am I able to do using MyTax Illinois?

In MyTax Illinois, you are able to

- register a new business;
- schedule, view, withdraw, and make electronic payments, including estimated payments and IL-1023-C return payments (IL-1023-CES payments are not supported in MyTax Illinois at this time);
- maintain site locations;
- close a tax account;
- view correspondence received from IDOR;
- view account information;
- file returns (which includes Forms IL-941, IL-941-X, IL-990-T, and IL-1041); and
- view and print withholding and business income tax returns. (Limited viewing and printing will be available for corporations, subchapter S corporations, partnerships, fiduciaries, and exempt organizations. MyTax Illinois does not support viewing and printing of composite income tax returns and pass-through entity payment returns at this time.)

Each of these functions is available to you from one centralized location and all in one session.

## Will I be able to make my Form IL-501 withholding income tax payments in MyTax Illinois?

Yes. MyTax Illinois allows users to make payments for most taxes administered by IDOR, including withholding income tax payments made using Form IL-501. In one session, a MyTax user can schedule multiple payments of differing amounts and settlement dates. MyTax Illinois even allows payments to be scheduled from multiple accounts.

## Will I still be able to use the WebFile application?

No. Access to IDOR's WebFile application for withholding income tax will not be available after June 30, 2013.

## 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 the initial implementation phases. MyTax Illinois automatically will provide account information for additional taxes when you logon.

**Note:** If you have granted secondary or third-party access to another MyTax Illinois user and you want them to have access to the new tax types in MyTax Illinois, you must grant them access to these new tax types using the "Manage my Web Profile" link in your MyTax Illinois account.

## How do I access MyTax Illinois?

To access MyTax Illinois, first, go to [tax.illinois.gov](http://tax.illinois.gov) and click on the MyTax Illinois logo.

**New users:** Refer to the **Authentication Guide** on the MyTax Illinois homepage 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. 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**.

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

No. Your company can only create **one** MyTax Illinois account per Federal Employer Identification Number (FEIN) or Social Security number (SSN). MyTax Illinois does allow the master user to grant access rights to secondary and third-party users.

## Where can I look for more information about MyTax Illinois?

See Informational Bulletins FY 2013-02 and 2013-10 at [tax.illinois.gov](http://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](http://tax.illinois.gov).

For a full listing of taxes included in MyTax Illinois, see our website at [tax.illinois.gov](http://tax.illinois.gov).