



# *Federal State Employment Taxes Implementation Guide*

# Table of Contents

## Part I - General Information

Section 1 - Overview .....	3
Section 2 - Contact Information .....	4
Section 3 - Enrollment for Electronic Filing .....	5
Section 4 - Electronic Signatures .....	6
Section 5 - Payment Information .....	7
Section 6 - Timeliness and Date Received of Return and Payment .....	8
Section 7 - Monitoring and Suspension .....	9
Section 8 - Transmission Information .....	10
General Guidelines .....	10
Transmission Format .....	11
Transmission Example .....	13
Section 9 - Acknowledgment One "Transmission Receipt" .....	15
General Information .....	15
Example .....	15
Acknowledgment One Errors .....	16

## Part II - Illinois Department of Revenue - Withholding

Section 1 - Schema Examples .....	21
IL-501.xml .....	22
IL-941.xml .....	25
IL-W-3.xml .....	28
Form Images with Tags .....	30
Section 2 - Acknowledgment Two- "Transmission Acknowledgment" .....	31
General Information .....	31
Examples .....	31
IL-501 .....	31
IL-941 .....	33
Acknowledgment Two Errors .....	35

## Part III - Illinois Department of Employment Security - Unemployment Insurance

Section 1 - Schema Examples .....	41
Form UI-3/40 without Debit Authorization .....	42
Form UI-3/40 with Debit Authorization .....	43
Stand-alone Unemployment Insurance Debit Authorization .....	45
Section 2 - Acknowledgment Two - "Transmission Acknowledgment" .....	46
General Information .....	46
Example .....	46
Acknowledgment Two Errors .....	49

## Appendix

IL-8655 .....	52
IL-8633-B .....	53

## Part I - General Information

### Section 1 - Overview

The Internal Revenue Service (IRS) has established an electronic filing and payment program for employment taxes under the name of FSET (Fed/State Employment Taxes). This program enables the filing of both federal and state employment tax returns using Extensible Markup Language (XML) “schemas” (record layouts) that have been developed for this purpose. The complete background on FSET and information regarding schemas is contained in the “Fed/State Employment Taxes (FSET) User Guide” and other publications available from the IRS.

The Illinois implementation of the FSET program will accept and acknowledge the electronic filing and payment of employer withholding Forms IL-501, IL-941 and IL-W-3, and employer contribution and wage report, Form UI-3/40. Although this is a Fed/State program, the state returns are transmitted directly to each participating state rather than to the IRS. Illinois transmissions are sent to the Illinois Department of Revenue (IDOR) using the internet to access the “Illinois Gateway”.

The program is open to software developers, transmitters, and payroll service providers who will act as “Reporting Agents” in accordance with IRS Revenue Procedure 2003-69 (formerly 96-17), Publication 1474, and Revenue Procedure 96-18. The IRS defines Reporting Agents (RAs) as companies (not individuals) that perform payroll services for other businesses. The program is also open to large employers who want to develop their own software. Individual business taxpayers who want to participate must select and use the services of a participating RA.

All participants (except taxpayers using an RA) must pre-register with Illinois using Form IL-8633-B. Software developers and transmitters will use their IRS EFIN/ETINs and will be required to perform acceptance testing. Upon registration, they will be assigned a logon ID number and passwords for Illinois communications. RAs will select a single “signature code” (electronic signature) that they will use to sign all returns and payment authorizations they submit on behalf of their clients. RAs must obtain Form IL-8655 from each of their taxpayer clients prior to acting on behalf of the taxpayer client for Illinois payments and filings.

## Part I - General Information

### Section 2 - Contact Information

#### **General Questions - Withholding Income Tax:**

TAXPAYER ASSISTANCE DIVISION  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19044  
SPRINGFIELD IL 62794-9044

1 800 732-8866 or 217 782-3336

1 800 544-5304 – TDD (telecommunications device for the deaf)

[www.Iltax.com](http://www.Iltax.com)

#### **General Questions - for Illinois FSET or enrollment using Form IL-8633-B:**

ELECTRONIC FILING SECTION (8:30 a.m. – 5:00 p.m.)  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19479  
SPRINGFIELD IL 62794-9479

1 217 524-4767 or 1 866 440-8680

#### **Technical Questions or system failures - regarding communications using the “Illinois Gateway”:**

ELECTRONIC COMMERCE SUPPORT (7:00 a.m. – 4:15 p.m.)  
1 217 785-5589 or 1 217 782-3791  
After hours, weekends, or holidays – 1 217 782-8622

#### **Technical Questions - regarding FSET schemas or acknowledgments for withholding:**

ELECTRONIC FILING SECTION (8:30 a.m. – 5:00 p.m.)  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19479  
SPRINGFIELD IL 62794-9479

1 217 524-4767 or 1 866 440-8680

#### **General Questions - Unemployment Insurance (FSET program only):**

IDES MAGNETIC MEDIA UNIT (8:30 a.m. - 5:00 p.m.)

1 866 274-5697

If you have a question about a specific tax return or payment, it will expedite matters if you have a confirmation number or a ContentLocation to identify the item in question.

## Part I - General Information

### Section 3 - Enrollment for Electronic Filing

All participants must be enrolled to be accepted into the Illinois FSET electronic filing program. This includes Reporting Agents, large employers, software developers, and any participant who is transmitting directly to IDOR (either for themselves or for others).

To enroll, complete and sign Form IL-8633-B, Business Electronic Filing Enrollment, and mail to:

**ELECTRONIC FILING SECTION  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19479  
SPRINGFIELD IL 62794-9479**

Participants who are software developers and/or transmitters that will transmit directly to the “Illinois Gateway” will enroll using their IRS-assigned EFIN and ETIN, or be assigned Illinois-only identification numbers upon enrollment. They will also have to successfully complete testing to be accepted in the program. A “test” password will be assigned for this purpose upon registration and a test package is available on our web site.

Once testing is successfully completed, a “production” password is assigned to approved transmitters. The ID numbers and passwords are unique for each transmitter and cannot be transferred among participants. The passwords must be kept secure. To access our internet gateway, all transmitters must use their ID number and either the test or the production password.

Participants must submit a revised Form IL-8633-B to IDOR to update the information contained on their most current enrollment form when there are changes involving:

- the participant’s name, the firm name, or doing business as (DBA) name(s);
- any address, telephone or contact representative;
- Federal Employer’s Identification Number (FEIN), Social Security number (SSN), or Illinois Business Tax number (IBT);
- IRS-assigned EFIN or ETIN;
- the electronic filing functions performed; or
- the electronic signature code or person authorized to sign.

## Part I - General Information

### Section 4 - Electronic Signatures

All electronic returns filed must include an electronic signature that authenticates the participant. Participants must identify their electronic signature on their electronic filing enrollment form. An authorized officer or other individual responsible for filing returns or other documents for the participant must also sign the electronic filing enrollment form.

**Note:** Participants enrolling as Reporting Agents must sign all returns and payment authorizations on behalf of their clients, using a single electronic signature. They must obtain Form IL-8655, Reporting Agent Electronic Services Authorization, from each client and retain the form subject to inspection by IDOR and the Illinois Department of Employment Security (IDES).

The participant's electronic signature is to be used in lieu of a written signature when filing electronic returns or payment authorizations. The effect of including a valid electronic signature as part of a transmission has the same legal effect as the participant having signed the returns or authorizations.

An electronic return or payment authorization will be considered unsigned unless the participant's electronic signature is included and received as part of the file.

An electronic signature is considered valid from the time it is registered by IDOR and until:

- IDOR receives a written request from the participant to have that their electronic signature invalidated. To continue electronic filing, the participant must submit a revised Form IL-8633-B and identify a new electronic signature.
- the participant submits a revised Form IL-8633-B and has identified a new electronic signature on that form.
- the participant's signature authorization has been revoked or suspended.

## **Part I - General Information**

### **Section 5 - Payment Information**

The Illinois FSET program provides for electronic payment of employer taxes by Electronic Funds Transfer (EFT) using the ACH debit option. Debit authorization information may be transmitted within the electronic return data or as a stand-alone payment transaction for both withholding and unemployment insurance payments.

Debit information includes payment amount, payment date, and all banking information necessary to process the payment, including routing and account numbers. Use of the debit option does not require pre-registration for EFT by business taxpayers who are using an RA to submit filings and payments on their behalf.

The ACH credit option is available for withholding payments only. Large employers, or RAs that have clients who want to use this option, should contact the IDOR EFT area for further details. Use of the credit option requires pre-registration in our EFT Program at the business taxpayer level.

## Part I - General Information

### Section 6 - Timeliness and Date Received of Return and Payment

#### Return (*IDOR and IDES*)

To be considered timely filed, a return must be acknowledged as accepted, or accepted with errors, no later than 11:59 p.m. (Central Time) on the due date. This also applies to the retransmission of returns that were previously acknowledged as rejected. The IDOR Illinois Gateway records the date and time a transmission is complete. If a return is acknowledged as accepted or accepted with errors, this date/time is used as the date/time the return is received by Illinois. If a return is acknowledged as rejected, the return is considered **not** filed.

Participants should assure that the return transmission is started early enough to be completed **prior to** the end of the day (11:59 p.m. Central Time) on the return due date. To avoid late filing, it is recommended that participants schedule transmissions to allow for timely correction and retransmission in the case of a rejected transaction.

**Caution:** For payments to IDOR to be timely paid, transmissions of returns that include embedded debit authorizations must adhere to the payment transmission deadline provided under “Payment (IDOR only)”, which is different than the deadline for being timely filed.

#### Payment (*IDOR only*)

To be considered timely paid, debit payments must be “settled” no later than the due date of the return or payment. Payments are considered settled by IDOR on the date the payment is actually deposited as collected funds to the department’s account, or the “settlement date”. In order to be settled by the due date, the debit payment authorization must be received and acknowledged as accepted by 11:00 a.m. (Central Time) at least **one banking business day prior to** the due date, *and* the payment date transmitted in the debit authorization information cannot be later than the due date. This also applies to the retransmission of debit authorizations that were previously acknowledged as rejected.

**Caution:** These constraints for timely payment apply to IDOR debit authorizations, whether they are received embedded within a return filing or as a stand-alone payment transaction.

Participants should assure that the debit authorization data contains a payment date no later than the due date, and that the transmission is started early enough to be completed **prior to** 11:00 a.m. (Central Time) at least **one banking business day prior to** the due date. To avoid late payment, IDOR recommends that participants schedule debit authorization transmissions to allow for timely correction and retransmission in the case of a rejected debit transaction.

#### Payment (*IDES only*)

To be considered timely paid, debit payments must be acknowledged as accepted, or accepted with errors, no later than 11:59 p.m. (Central Time) on the due date. This also applies to the retransmission of payments that were previously acknowledged as rejected. The IDOR Illinois Gateway records the date and time a transmission is complete. If a payment is acknowledged as accepted or accepted with errors, this date/time is used as the date/time the payment is received by IDES. If a payment is acknowledged as rejected, the payment is considered not submitted.

Participants should assure that the payment transmission is started early enough to be completed **prior to** the end of the day (11:59 p.m. Central Time) on the quarterly due date. To avoid late payment, IDES recommends that participants schedule transmissions to allow for timely correction and retransmission in the case of a rejected transaction.

## **Part I - General Information**

### **Section 7 - Monitoring and Suspension**

IDOR will monitor the quality of electronic transmissions. If the quality is unacceptable, IDOR will contact the electronic filer, software developer, or transmitter. IDOR will also monitor complaints about electronic filers and issue warning or suspension letters as appropriate. IDOR reserves the right to suspend the electronic filing privilege of any electronic filer, software developer, or transmitter who varies from the requirements, specifications, and procedures stated in this guide or any corresponding administrative rules, or who does not consistently transmit error-free returns. When suspended, the electronic filer, software developer, or transmitter will be advised of the requirements for reinstatement into the program.

## Part I - General Information

### Section 8 - Transmission Information

#### General Guidelines

Files may contain only one type of document. For example, a file may contain only Forms IL-941, only Forms IL-W-3, only Forms IL-501, or only stand-alone debit payment authorizations. However, a file of only debit authorizations may contain payments that apply to more than one form type. For example, a debit file may contain authorizations for payments to be applied to any combination of Forms IL-941, IL-501, and IL-W-3. Stand-alone debit authorizations cannot be intermingled in a file with returns.

A debit authorization may also be embedded within a form filing. A file containing Forms IL-941 may have documents with and without embedded debit authorizations intermingled. This is also true for a file of Forms IL-W-3. However, there cannot be a stand-alone debit authorization following a return document.

Once a file is successfully transmitted, each form filing and payment authorization will be acknowledged independently. If a form filing is acknowledged as rejected, the acknowledgment will reflect the errors causing the rejection. The filing should be corrected and retransmitted. If a rejected form filing includes an embedded debit authorization, the payment is also rejected and should be included in the retransmitted form filing.

A form filing with an embedded debit authorization may be acknowledged as accepted or accepted with errors, but the debit authorization will be independently evaluated and may be rejected although the form filing itself was not. In this case, the acknowledgment will reflect the acceptance of the return and the rejection of the payment, along with the errors that caused the payment rejection. The debit authorization should be corrected and retransmitted as a stand-alone debit authorization in a file of only debit authorizations.

Stand-alone debit authorizations may be accepted, accepted with error, or rejected. If a stand-alone debit authorization is acknowledged as rejected, the acknowledgment will reflect the errors causing the rejection. The debit authorization should be corrected and retransmitted.

Original transmissions and retransmissions of rejected transactions must be received based on the criteria specified in “Section 6 - Timeliness and Date Received of Return and Payment”.

## Part I - General Information

### Section 8 - Transmission Information (cont.)

#### Transmission Format

The Illinois Gateway provides service for Simple Object Access Protocol (SOAP) transmissions over a Secure Socket Layer (SSL) connection using the HTTPS post protocol. This section describes the format for the transmission stream and explains how transmission errors are handled.

All transmissions to the Illinois Gateway are made to the following URL:

**<https://biz.revenue.state.il.us/il/gateway>**

#### Transmission Headers

##### 1) X-eFileRequestCode

Each SOAP transmission to the Gateway must have one extended HTTP transmission header called X-eFileRequestCode, which is used by the Gateway to decide if a transmission is a request to transmit a file or to pick up an acknowledgment. The X-eFileRequestCode header is placed in the transmission stream at the transmission header level. It is required and must be given one of three possible values:

- **ILAck** Request acknowledgments
- **ILLastAck** Request to re-transmit the immediately preceding acknowledgment transmission
- **ILSend** Request to transmit a file to the Gateway

These header values are instructions to the Gateway on what type of response it should provide to the transmitter. These header values are not case sensitive, and multiple X-eFileRequestCode headers are not allowed in the transmission stream.

Use of the “ILAck” value of the X-eFileRequestCode header will result in one acknowledgment being returned to the transmitter via the HTTPS post response stream. The Gateway will return acknowledgments corresponding to the transmitter’s ETIN in a first-in/first-out time order, without regard to transmitted file types. One acknowledgment will be returned for each request. Multiple connections are required to receive multiple acknowledgments. First-in/first-out time order implies that the oldest-dated acknowledgment available on the server corresponding to the transmitter’s ETIN will be returned to the transmitter.

After an acknowledgment has been delivered, it will be removed from the list of new acknowledgments. It will then be moved to a rollover buffer area, where it will become available for re-transmission through the use of the “ILLastAck” header value. This is a backup mechanism that allows for repeated attempts to recover from a failed acknowledgment request. An acknowledgment remains available for re-transmission in this way until another request for a new acknowledgment is made using the “ILAck” header value. At that time, the previous acknowledgment is removed from the rollover buffer and archived. It is replaced by the newly requested acknowledgment, if one was available for pick up.

## Part I - General Information

### Section 8 - Transmission Information (cont.)

#### 2) X-eFileRoutingCode

Since each SOAP transmission to the Gateway may only contain one type of transaction, which is determined by the type of forms being transmitted, all transmissions must also include one MIME HTTP extended header called X-eFileRoutingCode. This header is used to provide routing information associated with the type of forms being sent. It should be placed at the beginning of the MIME attachment stream. The X-eFileRoutingCode header must have one of the following values corresponding to the type of transaction and schema version used:

- **IL941-1.05** Transmissions containing Form IL-941 with or without embedded payments
- **ILW3-1.05** Transmissions containing Form IL-W-3 with or without embedded payments
- **IL340-1.05** Transmissions containing Form UI-3/40 with or without embedded payments
- **IL340Payments-1.05** Transmissions containing UI-3/40 stand-alone payments
- **ILPayments-1.05** Transmissions containing IL-501, IL-941, or IL-W-3 stand-alone payments

These header values are not case sensitive, and multiple X-eFileRoutingCode headers are not allowed in the transmission stream. All values have the following structure:

(form type)-(schema version)

## Part I - General Information

### Section 8 - Transmission Information (cont.)

#### Transmission Example

The following is an illustration of a transmission stream showing all required transmission headers. The “Authorization” header contains the transmitter’s user ID and password in the standard Base64 encoding of basic authentication. The “SOAPAction” header is not required by the gateway, but is shown since most SOAP toolkits add this by default. The listing shows how the required “X-eFileRequestCode” and “X-eFileRoutingCode” headers should be used.

It is important that transmitters know they must supply a “Content-Length” header and give it a value equal to the total number of bytes in the transmission attachments starting with the line containing “MIME-Version: 1.0”. The gateway uses this value to verify receipt of the entire transmission and will return an error if the total bytes received do not match this value. It is the responsibility of the transmitter to make sure this value is correct. The SOAP message part of every transmission must begin with the line “MIME-Version: 1.0”, as shown, followed by the “Content-Type” MIME header defining the MIME-boundary header value.

----- transmission http headers -----

```
POST /il/gateway HTTP/1.0
Host: biz.revenue.state.il.us
Authorization: Basic aWRvcjpub25l
Accept: text/plain, text/html, text/xml
SOAPAction:
X-eFileRequestCode: ILSend
Content-Type: Multipart/Related; type=text/xml
Content-Length: 6605
```

----- mime attachments start here -----

```
MIME-Version: 1.0
Content-Type: Multipart/Related; boundary=MIMEBoundary; type=text/xml;
Content-Description: Some optional description goes here
X-eFileRoutingCode: IL941-1.05
```

----- SOAP message envelope attachment starts here -----

```
—MIMEBoundary
Content-Type: text/xml; charset=UTF-8
Content-Location: EnvelopeFSET
```

```
<?xml version='1.0' encoding='UTF-8'?>
<SOAP:Envelope xmlns="http://www.irs.gov/efile"
xmlns:SOAP="http://schemas.xmlsoap.org/soap/envelope/"
xmlns:efile="http://www.irs.gov/efile"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://schemas.xmlsoap.org/soap/envelope/ ../message/SOAP.xsd
http://www.irs.gov/efile ../message/efileMessageState.xsd">
  <SOAP:Header>
```

----- FSET message header data goes here -----

## Part I - General Information

### Section 8 - Transmission Information (cont.)

#### Transmission Example (cont.)

```
</SOAP:Header>  
<SOAP:Body>
```

————— *FSET message body data goes here* —————

```
</SOAP:Body>  
</SOAP:Envelope>
```

```
—MIMEBoundary  
Content-Type: text/xml; charset=UTF-8  
Content-Location: 11654
```

```
<?xml version='1.0' encoding='UTF-8'?>  
<ReturnData documentCount="2" xmlns="http://www.irs.gov/efile" xmlns:xsi="http://www.w3.org/2001/XMLSchema-  
instance" xsi:schemaLocation="http://www.irs.gov/efile ..\State+Schemas\ReturnDataState.xsd">
```

———— *Return data goes here* ————

```
</ReturnData>
```

```
—MIMEBoundary—
```

## Part I - General Information

### Section 9 - Acknowledgment One “Transmission Receipt”

#### General Information

When the Illinois Gateway receives a file successfully, it returns a SOAP formatted Acknowledgment One in the HTTP session response stream. The acknowledgment serves as an official receipt for the file and provides a receipt time stamp. Several pieces of information are echoed back to the transmitter for file tracking purposes. The Acknowledgment One does not validate any of the information contained in the returns or payment authorizations themselves, nor does it provide any assurances that they have been accepted. Acknowledgment One can, however, be used to certify the transmission time after tax returns and payments have been accepted by internal processing. The transmitter should never assume that a transmission has been successfully received by the Gateway until an Acknowledgment One has been returned. Receipt of Acknowledgment One indicating acceptance is proof of a successful transmission.

#### Example

```
<?xml version="1.0" encoding="UTF-8"?>
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/" xmlns:soapenc="http://schemas.xmlsoap.org/soap/encoding/" xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
  <soapenv:Body>
    <ResponseIdentifier xmlns="">
      Illinois Department of Revenue Acknowledgment One
    </ResponseIdentifier>
    <Etin xmlns="">
      99999
    </Etin>
    <TransmissionId xmlns="">
      MyUniqueTransID001
    </TransmissionId>
    <TransmissionFormType xmlns="">
      IL941-1.05
    </TransmissionFormType>
    <TransmissionTimeStamp xmlns="">
      2004-03-19T08:09:57-06:00
    </TransmissionTimeStamp>
    <TransmissionFileSize xmlns="">
      21979
    </TransmissionFileSize>
    <SystemFileName xmlns="">
      B9999920040319080957911.079
    </SystemFileName>
  </soapenv:Body>
</soapenv:Envelope>
```

## Part I - General Information

### Section 9 - Acknowledgment One “Transmission Receipt” (cont.)

#### Acknowledgment One Errors

The Gateway performs schema validation of the SOAP message envelope immediately upon receipt of a transmission. If any errors are encountered at the SOAP message envelope level, the Gateway rejects the entire transmission and returns a SOAP fault. Whenever possible, the Illinois Gateway transmits a SOAP fault message to the transmitter in place of an Acknowledgment One response. The following SOAP faults returned by the Illinois Gateway all result in transmission rejections. The information below categorizes the faults by their primary message. The primary message is returned to the transmitter attached to the element <faultstring>. In addition, most faults include a <detail> element which provides additional or explanatory information about the occurrence. The following are examples of each type of fault.

#### Fault Examples

##### 1) Incorrect X-eFileRequestCode header value

This occurs if the X-eFileRequestCode extended header is missing or set to an unrecognizable value.

```
<?xml version="1.0" encoding="UTF-8" ?>
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/" xmlns:soapenc="http://
schemas.xmlsoap.org/soap/encoding/" xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns:xsi="http://www.w3.org/
2001/XMLSchema-instance">
  <soapenv:Body>
    <soapenv:Fault xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/">
      <faultcode xmlns="">Client</faultcode>
      <faultstring xmlns="">
        Incorrect X-eFileRequestCode header
      </faultstring>
      <faultactor xmlns="" />
      <detail xmlns="">
        <idor:faultdetail xmlns:idor="https://biz.revenue.state.il.us/il/gateway">
          X-eFileRequestCode value = ***Bad Value***
        </idor:faultdetail>
      </detail>
    </soapenv:Fault>
  </soapenv:Body>
</soapenv:Envelope>
```

##### 2) Incorrect X-eFileRoutingCode header value

This occurs if the X-eFileRoutingCode extended header is missing or set to an unrecognizable value.

```
<?xml version="1.0" encoding="UTF-8" ?>
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/" xmlns:soapenc="http://
schemas.xmlsoap.org/soap/encoding/" xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns:xsi="http://www.w3.org/
2001/XMLSchema-instance">
  <soapenv:Body>
    <soapenv:Fault xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/">
      <faultcode xmlns="">Client</faultcode>
      <faultstring xmlns="">
        Incorrect X-eFileRoutingCode header
      </faultstring>
      <faultactor xmlns="" />
      <detail xmlns="">
      </detail>
    </soapenv:Fault>
  </soapenv:Body>
</soapenv:Envelope>
```

## Part I - General Information

### Section 9 - Acknowledgment One “Transmission Receipt” (cont.)

#### Acknowledgment One Errors (cont.)

```
<idor:faultdetail xmlns:idor="https://biz.revenue.state.il.us/il/gateway">
  X-eFileRoutingCode value = ***IL000***
</idor:faultdetail>
</detail>
</soapenv:Fault>
</soapenv:Body>
</soapenv:Envelope>
```

#### 3) Missing Content-Length header

This occurs if the Content-Length header is missing.

```
<?xml version="1.0" encoding="UTF-8" ?>
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/" xmlns:soapenc="http://
schemas.xmlsoap.org/soap/encoding/" xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns:xsi="http://www.w3.org/
2001/XMLSchema-instance">
  <soapenv:Body>
    <soapenv:Fault xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/">
      <faultcode xmlns="">Server</faultcode>
      <faultstring xmlns="">
        Missing Content-Length Header
      </faultstring>
      <faultactor xmlns="" />
    </soapenv:Fault>
  </soapenv:Body>
</soapenv:Envelope>
```

#### 4) Transmission file size mismatch

This occurs if the received file size does not match the value of the Content-Length header.

```
<?xml version="1.0" encoding="UTF-8" ?>
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/" xmlns:soapenc="http://
schemas.xmlsoap.org/soap/encoding/" xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns:xsi="http://www.w3.org/
2001/XMLSchema-instance">
  <soapenv:Body>
    <soapenv:Fault xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/">
      <faultcode xmlns="">Server</faultcode>
      <faultstring xmlns="">
        Transmission file size mismatch
      </faultstring>
      <faultactor xmlns="" />
    </soapenv:Fault>
  </soapenv:Body>
</soapenv:Envelope>
```

#### 5) Content-Length header: number format exception

A non-integer value is specified for the Content-Length header.

```
<?xml version="1.0" encoding="UTF-8" ?>
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/" xmlns:soapenc="http://
schemas.xmlsoap.org/soap/encoding/" xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns:xsi="http://www.w3.org/
2001/XMLSchema-instance">
  <soapenv:Body>
```

## Part I - General Information

### Section 9 - Acknowledgment One “Transmission Receipt” (cont.)

#### Acknowledgment One Errors (cont.)

```
<soapenv:Fault xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/">
  <faultcode xmlns="">Client</faultcode>
  <faultstring xmlns="">
    _____Content-Length header: number format exception
  </faultstring>
  <faultactor xmlns="" />
</soapenv:Fault>
</soapenv:Body>
</soapenv:Envelope>
```

#### 6) Transmission failed

Server did not receive the entire transmission.

```
<?xml version="1.0" encoding="UTF-8" ?>
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/" xmlns:soapenc="http://
schemas.xmlsoap.org/soap/encoding/" xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns:xsi="http://www.w3.org/
2001/XMLSchema-instance">
  <soapenv:Body>
    <soapenv:Fault xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/">
      <faultcode xmlns="">Server</faultcode>
      <faultstring xmlns="">
        Transmission failed
      </faultstring>
      <faultactor xmlns="" />
    </soapenv:Fault>
  </soapenv:Body>
</soapenv:Envelope>
```

#### 7) Server IO error

The Gateway server experienced an internal error.

```
<?xml version="1.0" encoding="UTF-8" ?>
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/" xmlns:soapenc="http://
schemas.xmlsoap.org/soap/encoding/" xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns:xsi="http://www.w3.org/
2001/XMLSchema-instance">
  <soapenv:Body>
    <soapenv:Fault xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/">
      <faultcode xmlns="">Server</faultcode>
      <faultstring xmlns="">
        Server IO error
      </faultstring>
      <faultactor xmlns="" />
      <detail xmlns="">
        <idor:faultdetail xmlns:idor="https://biz.revenue.state.il.us/il/gateway">
          (IO Error Message Here)
        </idor:faultdetail>
      </detail>
    </soapenv:Fault>
  </soapenv:Body>
</soapenv:Envelope>
```

## Part I - General Information

### Section 9 - Acknowledgment One “Transmission Receipt” (cont.)

#### Acknowledgment One Errors (cont.)

##### 8) Missing or incorrect MIME-Version

The first line of the received transmission is incorrectly formatted.

```
<?xml version="1.0" encoding="UTF-8" ?>
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/" xmlns:soapenc="http://
schemas.xmlsoap.org/soap/encoding/" xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns:xsi="http://www.w3.org/
2001/XMLSchema-instance">
  <soapenv:Body>
    <soapenv:Fault xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/">
      <faultcode xmlns="">Client</faultcode>
      <faultstring xmlns="">
        Parsing error
      </faultstring>
      <faultactor xmlns="" />
      <detail xmlns="">
        <idor:faultdetail xmlns:idor="https://biz.revenue.state.il.us/il/gateway">
          Absent or incorrect MIME-Version
        </idor:faultdetail>
      </detail>
    </soapenv:Fault>
  </soapenv:Body>
</soapenv:Envelope>
```

#### Parsing Exception Examples

These are all distinguished by the primary message of “Parsing Exception”, and are always one of the following three examples. They differ by the messages presented in the <detail> element, which are generated internally by the parser. These detailed messages point out the offending element and give an indication of the problem that has occurred. The Gateway validates only the SOAP message envelope; hence, any parsing exceptions found will occur only in the message envelope. No validation of submitted returns or payments takes place at this level. Tag elements referenced in the faults that follow belong only to the SOAP message envelope.

##### 1) Invalid ETIN value

SOAP envelope validation error.

```
<?xml version="1.0" encoding="UTF-8" ?>
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/" xmlns:soapenc="http://
schemas.xmlsoap.org/soap/encoding/" xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns:xsi="http://www.w3.org/
2001/XMLSchema-instance">
  <soapenv:Body>
    <soapenv:Fault xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/">
      <faultcode xmlns="">Client</faultcode>
      <faultstring xmlns="">
        Parsing exception
      </faultstring>
      <faultactor xmlns="" />
      <detail xmlns="">
        <idor:faultdetail xmlns:idor="https://biz.revenue.state.il.us/il/gateway">
          Parsing Error, , Line: 1, URI: null, Message: cvc-type.3.1.3: The value '1234' of
          element 'ETIN' is not valid.
        </idor:faultdetail>
      </detail>
    </soapenv:Fault>
  </soapenv:Body>
</soapenv:Envelope>
```

## Part I - General Information

### Section 9 - Acknowledgment One “Transmission Receipt” (cont.)

#### Acknowledgment One Errors (cont.)

```
        </detail>
      </soapenv:Fault>
    </soapenv:Body>
  </soapenv:Envelope>
```

#### 2) Invalid EFIN value

SOAP envelope validation error.

```
<?xml version="1.0" encoding="UTF-8" ?>
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/" xmlns:soapenc="http://
schemas.xmlsoap.org/soap/encoding/" xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns:xsi="http://www.w3.org/
2001/XMLSchema-instance">
  <soapenv:Body>
    <soapenv:Fault xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/">
      <faultcode xmlns="">Client</faultcode>
      <faultstring xmlns="">
        Parsing exception
      </faultstring>
      <faultactor xmlns="" />
      <detail xmlns="">
        <idor:faultdetail xmlns:idor="https://biz.revenue.state.il.us/il/gateway">
          Parsing Error, , Line: 1, URI: null, Message: cvc-type.3.1.3: The value '99' of
          element 'EFIN' is not valid.
        </idor:faultdetail>
      </detail>
    </soapenv:Fault>
  </soapenv:Body>
</soapenv:Envelope>
```

#### 3) Missing Process Type value

SOAP envelope validation error.

```
<?xml version="1.0" encoding="UTF-8" ?>
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/" xmlns:soapenc="http://
schemas.xmlsoap.org/soap/encoding/" xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns:xsi="http://www.w3.org/
2001/XMLSchema-instance">
  <soapenv:Body>
    <soapenv:Fault xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/">
      <faultcode xmlns="">Client</faultcode>
      <faultstring xmlns="">
        Parsing exception
      </faultstring>
      <faultactor xmlns="" />
      <detail xmlns="">
        <idor:faultdetail xmlns:idor="https://biz.revenue.state.il.us/il/gateway">
          Parsing Error, , Line: 1, URI: null, Message: cvc-type.3.1.3: The value "" of
          element 'ProcessType' is not valid.
        </idor:faultdetail>
      </detail>
    </soapenv:Fault>
  </soapenv:Body>
</soapenv:Envelope>
```

## **Part II - Illinois Department of Revenue - Withholding**

### **Section 1 - Schema Examples**

Detailed information on schemas developed for state returns and payments are available from the IRS.

The following three examples illustrate Illinois implementation of schemas for:

- Form IL-501, Illinois Withholding Income Tax Payment;
- Form IL-941, Illinois Quarterly Withholding Income Tax Return with debit authorization; and
- Form IL-W-3, Illinois Annual Withholding Income Tax Return.

Also included are form images showing the Tag names of the data.

## Part II - Illinois Department of Revenue - Withholding

### Section 1 - Schema Examples (cont.)

#### IL-501.xml

MIME-Version: 1.0

Content-Type: Multipart/Related; boundary=MIMEBoundary; type=text/xml;

X-eFileRoutingCode: ILPayments-1.05

--MIMEBoundary

Content-Type: text/xml; charset=UTF-8

Content-Location: EnvelopeFSET

```
<?xml version="1.0" encoding="UTF-8"?>
<SOAP:Envelope xmlns="http://www.irs.gov/efile"
xmlns:SOAP="http://schemas.xmlsoap.org/soap/envelope/"
xmlns:efile="http://www.irs.gov/efile"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://schemas.xmlsoap.org/soap/envelope/ ../message/SOAP.xsd
http://www.irs.gov/efile ../message/efileMessageState.xsd">
  <SOAP:Header>
    <efile:TransmissionHeader>
      <TransmissionId>20040427T160807</TransmissionId>
      <Timestamp>2004-04-27T16:08:07</Timestamp>
      <Transmitter>
        <ETIN>12345</ETIN>
      </Transmitter>
      <ProcessType>T</ProcessType>
      <TransmissionManifest originHeaderCount="1">
        <OriginHeaderReference originId="AnyID"/>
      </TransmissionManifest>
    </efile:TransmissionHeader>
  </SOAP:Header>
  <SOAP:Body>
    <efile:OriginHeaders>
      <ReturnOriginHeader>
        <OriginId>AnyID</OriginId>
        <Timestamp>2004-04-27T16:08:07</Timestamp>
        <OriginManifest itemCount="1">
          <ItemReference contentLocation="991234-2004118-12552"/>
        </OriginManifest>
        <Originator>
          <EFIN>111111</EFIN>
          <Type>ReportingAgent</Type>
        </Originator>
        <ReportingAgentSignature>
          <PIN>123456</PIN>
        </ReportingAgentSignature>
      </ReturnOriginHeader>
    </efile:OriginHeaders>
  </SOAP:Body>
</SOAP:Envelope>
--MIMEBoundary
```

## Part II - Illinois Department of Revenue - Withholding

### Section 1 - Schema Examples (cont.)

#### IL-501.xml (cont.)

Content-Type: text/xml; charset=UTF-8

Content-Location: 991234-2004118-12552

```
<?xml version="1.0" encoding="UTF-8"?>
<ReturnData documentCount="2" xmlns="http://www.irs.gov/efile" xmlns:xsi="http://www.w3.org/2001/XMLSchema-
instance" xsi:schemaLocation="http://www.irs.gov/efile ..\State+Schemas\ReturnDataState.xsd">
  <ContentLocation>991234-2004118-12552</ContentLocation>
  <ReturnHeaderState documentId="1DocumentId">
    <TaxPeriodEndDate>2004-06-07</TaxPeriodEndDate>
    <ReturnType>StatePayment</ReturnType>
    <Form>IL-501 R-12/02</Form>
    <TIN>
      <TypeTIN>FEIN</TypeTIN>
      <TINTypeValue>111111111</TINTypeValue>
    </TIN>
    <StateEIN>
      <TypeStateEIN>WithholdingAccountNo</TypeStateEIN>
      <StateEINValue>111111111</StateEINValue>
      <StateEINExtension>000</StateEINExtension>
    </StateEIN>
    <StateEIN>
      <TypeStateEIN>UIAccountNo</TypeStateEIN>
      <StateEINValue>111111111</StateEINValue>
    </StateEIN>
    <BusinessAddress>
      <BusinessName>Any Business</BusinessName>
      <AddressLine>100 Any Street</AddressLine>
      <City>Any City</City>
      <StateOrProvince>IL</StateOrProvince>
      <ZipCode>11111</ZipCode>
      <PhoneNumber>4444444444</PhoneNumber>
    </BusinessAddress>
  </ReturnHeaderState>
  <StatePayment documentId="2DocumentId">
    <PaymentInstrument>
      <PaymentMethodType>DBT</PaymentMethodType>
      <ACHDebit>
        <RoutingTransitNumber>123456789</RoutingTransitNumber>
        <BankName>Any Bank</BankName>
        <BankAccountNumber>111111DAN</BankAccountNumber>
        <AccountType>1</AccountType>
        <AccountHolderType>CCP</AccountHolderType>
        <AccountHolderName>Any NAME</AccountHolderName>
      </ACHDebit>
    </PaymentInstrument>
    <PaymentAmount>
      <DebitAmount>23.08</DebitAmount>
    </PaymentAmount>
    <RequestedSettlementDate>2004-04-29</RequestedSettlementDate>
    <Contact>
      <ContactName>
        <FirstName>First</FirstName>
        <MiddleName>Middle</MiddleName>
        <LastName>Last</LastName>
      </ContactName>
    </Contact>
  </StatePayment>
</ReturnData>
```

## Part II - Illinois Department of Revenue - Withholding

### Section 1 - Schema Examples (cont.)

#### IL-501.xml (cont.)

```
<StreetAddress>100 Any Street</StreetAddress>
<City>Any City</City>
<StateOrProvince>IL</StateOrProvince>
<ZipCode>11111</ZipCode>
<PhoneNumber>4444444444</PhoneNumber>
</ContactName>
<Phone>4444444444</Phone>
<EmailAddress>Anyemail@email.com</EmailAddress>
</Contact>
<TaxPayment>
  <TaxTypeCode>01120</TaxTypeCode>
  <TaxPeriodBeginDate>2004-06-01</TaxPeriodBeginDate>
  <TaxPeriodEndDate>2004-06-07</TaxPeriodEndDate>
</TaxPayment>
</StatePayment>
</ReturnData>

--MIMEBoundary--
```

## Part II - Illinois Department of Revenue - Withholding

### Section 1 - Schema Examples (cont.)

#### IL-941.xml

MIME-Version: 1.0

Content-Type: Multipart/Related; boundary=MIMEBoundary; type=text/xml;

X-eFileRoutingCode: IL941-1.05

--MIMEBoundary

Content-Type: text/xml; charset=UTF-8

Content-Location: EnvelopeFSET

```
<?xml version="1.0" encoding="UTF-8"?>
<SOAP:Envelope xmlns="http://www.irs.gov/efile"
xmlns:SOAP="http://schemas.xmlsoap.org/soap/envelope/"
xmlns:efile="http://www.irs.gov/efile"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://schemas.xmlsoap.org/soap/envelope/ ../message/SOAP.xsd
http://www.irs.gov/efile ../message/efileMessageState.xsd" >
  <SOAP:Header>
    <efile:TransmissionHeader>
      <TransmissionId>20050401T125635</TransmissionId>
      <Timestamp>2005-04-01T12:56:35</Timestamp>
      <Transmitter>
        <ETIN>12345</ETIN>
      </Transmitter>
      <ProcessType>T</ProcessType>
      <TransmissionManifest originHeaderCount="1">
        <OriginHeaderReference originId="AnyID"/>
      </TransmissionManifest>
    </efile:TransmissionHeader>
  </SOAP:Header>
  <SOAP:Body>
    <efile:OriginHeaders>
      <ReturnOriginHeader>
        <OriginId>AnyID</OriginId>
        <Timestamp>2005-04-01T12:56:35</Timestamp>
        <OriginManifest itemCount="1">
          <ItemReference contentLocation="991234-2005091-12754"/>
        </OriginManifest>
        <Originator>
          <EFIN>111111</EFIN>
          <Type>ReportingAgent</Type>
        </Originator>
        <ReportingAgentSignature>
          <PIN>123456</PIN>
        </ReportingAgentSignature>
      </ReturnOriginHeader>
    </efile:OriginHeaders>
  </SOAP:Body>
</SOAP:Envelope>
```

## Part II - Illinois Department of Revenue - Withholding

### Section 1 - Schema Examples (cont.)

#### IL-941.xml (cont.)

--MIMEBoundary

Content-Type: text/xml; charset=UTF-8

Content-Location: 991234-2005091-12754

```
<?xml version="1.0" encoding="UTF-8"?>
<ReturnData documentCount="2" xmlns="http://www.irs.gov/efile"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.irs.gov/efile ..\State+Schemas\ReturnDataState.xsd">
  <ContentLocation>991234-2005091-12754</ContentLocation>
  <ReturnHeaderState documentId="1DocumentId">
    <TaxPeriodEndDate>2005-03-31</TaxPeriodEndDate>
    <ReturnType>StateWH</ReturnType>
    <Form>IL-941 R-12/02</Form>
    <TIN>
      <TypeTIN>FEIN</TypeTIN>
      <TINTypeValue>11111111</TINTypeValue>
    </TIN>
    <StateEIN>
      <TypeStateEIN>WithholdingAccountNo</TypeStateEIN>
      <StateEINValue>11111111</StateEINValue>
      <StateEINExtension>000</StateEINExtension>
    </StateEIN>
    <StateEIN>
      <TypeStateEIN>UIAccountNo</TypeStateEIN>
      <StateEINValue>11111111</StateEINValue>
    </StateEIN>
    <BusinessAddress>
      <BusinessName>Business Name</BusinessName>
      <AddressLine>100 Any Street</AddressLine>
      <City>Any City</City>
      <StateOrProvince>IL</StateOrProvince>
      <ZipCode>11111</ZipCode>
      <PhoneNumber>4444444444</PhoneNumber>
    </BusinessAddress>
  </ReturnHeaderState>

  <StateReturn>
    <StateWH documentId="2DocumentId">
      <WHTaxableWages>769.23</WHTaxableWages>
      <WHTotalPayments>23.08</WHTotalPayments>
      <WHTotalTax>23.08</WHTotalTax>
      <WHAmountDue>0.00</WHAmountDue>
    <Payment>
      <PaymentInstrument>
      <PaymentMethodType>DBT</PaymentMethodType>
    </Payment>
  </StateReturn>
</ReturnData>
```

## Part II - Illinois Department of Revenue - Withholding

### Section 1 - Schema Examples (cont.)

#### IL-941.xml (cont.)

```
<ACHDebit>
  <RoutingTransitNumber>123456789</RoutingTransitNumber>
  <BankName>Any Bank</BankName>
  <BankAccountNumber>222222DAN</BankAccountNumber>
  <AccountType>1</AccountType>
  <AccountHolderType>CCP</AccountHolderType>
  <AccountHolderName>Account Holder Name</AccountHolderName>
</ACHDebit>
</PaymentInstrument>
<PaymentAmount>
  <DebitAmount>23.08</DebitAmount>
</PaymentAmount>
<RequestedSettlementDate>2005-01-05</RequestedSettlementDate>
<Contact>
<ContactName>
  <FirstName>First</FirstName>
  <LastName>LastName</LastName>
  <StreetAddress>100 Any Street</StreetAddress>
  <City>City</City>
  <StateOrProvince>IL</StateOrProvince>
  <ZipCode>12345</ZipCode>
  <PhoneNumber>4444444444</PhoneNumber>
</ContactName>
  <Phone>4444444444</Phone>
  <EmailAddress>anyemail@email.com</EmailAddress>
</Contact>
<TaxPayment>
  <TaxTypeCode>01141</TaxTypeCode>
  <TaxPeriodBeginDate>2005-01-01</TaxPeriodBeginDate>
  <TaxPeriodEndDate>2005-03-31</TaxPeriodEndDate>
</TaxPayment>
</Payment>
</StateWH>
</StateReturn>
</ReturnData>

--MIMEBoundary--
```

## Part II - Illinois Department of Revenue - Withholding

### Section 1 - Schema Examples (cont.)

#### IL-W-3.xml

MIME-Version: 1.0

Content-Type: Multipart/Related; boundary=MIMEBoundary; type=text/xml;

X-eFileRoutingCode: ILW3-1.05

—MIMEBoundary

Content-Type: text/xml; charset=UTF-8

Content-Location: EnvelopeFSET

```
<?xml version="1.0" encoding="UTF-8"?>
<SOAP:Envelope xmlns="http://www.irs.gov/efile"
xmlns:SOAP="http://schemas.xmlsoap.org/soap/envelope/"
xmlns:efile="http://www.irs.gov/efile"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://schemas.xmlsoap.org/soap/envelope/ ../message/SOAP.xsd
http://www.irs.gov/efile ../message/efileMessageState.xsd">
  <SOAP:Header>
    <efile:TransmissionHeader>
      <TransmissionId>20070101T130829</TransmissionId>
      <Timestamp>2007-01-01T13:08:29</Timestamp>
      <Transmitter>
        <ETIN>12345</ETIN>
      </Transmitter>
      <ProcessType>T</ProcessType>
      <TransmissionManifest originHeaderCount="1">
        <OriginHeaderReference originId="AnyID"/>
      </TransmissionManifest>
    </efile:TransmissionHeader>
  </SOAP:Header>
  <SOAP:Body>
    <efile:OriginHeaders>
      <ReturnOriginHeader>
        <OriginId>AnyID</OriginId>
        <Timestamp>2007-01-01T13:08:29</Timestamp>
        <OriginManifest itemCount="1">
          <ItemReference contentLocation="991234-2007001-12801"/>
        </OriginManifest>
        <Originator>
          <EFIN>111111</EFIN>
          <Type>ReportingAgent</Type>
        </Originator>
        <ReportingAgentSignature>
          <PIN>123456</PIN>
        </ReportingAgentSignature>
      </ReturnOriginHeader>
    </efile:OriginHeaders>
  </SOAP:Body>
</SOAP:Envelope>
```

## Part II - Illinois Department of Revenue - Withholding

### Section 1 - Schema Examples (cont.)

#### IL-W-3.xml (cont.)

—MIMEBoundary

Content-Type: text/xml; charset=UTF-8

Content-Location: 991234-2007001-12801

```
<?xml version="1.0" encoding="UTF-8"?>
<ReturnData documentCount="2" xmlns="http://www.irs.gov/efile" xmlns:xsi="http://www.w3.org/2001/XMLSchema-
instance" xsi:schemaLocation="http://www.irs.gov/efile ..\State+Schemas\ReturnDataState.xsd">
  <ContentLocation>991234-2007001-12801 </ContentLocation>
  <ReturnHeaderState documentId="1DocumentId">
    <TaxPeriodEndDate>2006-12-31</TaxPeriodEndDate>
    <ReturnType>StateAnnual</ReturnType>
    <Form>IL-W-3 R-12/02</Form>
    <TIN>
      <TypeTIN>FEIN</TypeTIN>
      <TINTypeValue>11111111</TINTypeValue>
    </TIN>
    <StateEIN>
      <TypeStateEIN>WithholdingAccountNo</TypeStateEIN>
      <StateEINValue>11111111</StateEINValue>
      <StateEINExtension>000</StateEINExtension>
    </StateEIN>
    <StateEIN>
      <TypeStateEIN>UIAccountNo</TypeStateEIN>
      <StateEINValue>11111111</StateEINValue>
    </StateEIN>
    <BusinessAddress>
      <BusinessName>ANY Business</BusinessName>
      <AddressLine>100 Any Street</AddressLine>
      <City>Any City</City>
      <StateOrProvince>IL</StateOrProvince>
      <ZipCode>11111</ZipCode>
      <PhoneNumber>4444444444</PhoneNumber>
    </BusinessAddress>
  </ReturnHeaderState>
  <StateReturn>
    <StateAnnual documentId="2DocumentId">
      <NumberOfRecords>1</NumberOfRecords>
      <TotalIncomeTaxWithheld>23.08</TotalIncomeTaxWithheld>
      <TaxWithheldYear>23.08</TaxWithheldYear>
      <AmountWithheld1stQuarter>23.08</AmountWithheld1stQuarter>
      <AmountWithheld2ndQuarter>0.00</AmountWithheld2ndQuarter>
      <AmountWithheld3rdQuarter>0.00</AmountWithheld3rdQuarter>
      <AmountWithheld4thQuarter>0.00</AmountWithheld4thQuarter>
    </StateAnnual>
  </StateReturn>
</ReturnData>
```

—MIMEBoundary—



# IL-501 Illinois Withholding Income Tax Payment

Complete the following information.

Tax year \_\_\_\_\_

Federal employer identification number \_\_\_\_\_ Seq. number \_\_\_\_\_

Business name \_\_\_\_\_

Number and street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Daytime phone \_\_\_\_\_

IL-501 (R-12/02) IL-492-0053

Write an "X" in the box to indicate which quarter you are paying.

1  Jan Feb Mar    2  Apr May June    3  July Aug Sept    4  Oct Nov Dec



Amount paid: \$ \_\_\_\_\_

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

Cut on broken lines.



# IL-941 Illinois Quarterly Withholding Income Tax Return

Complete all lines.

Quarter ending \_\_\_\_\_

Federal employer identification number \_\_\_\_\_ Seq. number \_\_\_\_\_

Business name \_\_\_\_\_

Number and street address \_\_\_\_\_

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

- 1 Compensation and gambling winnings (including Illinois Lottery winnings) subject to withholding 1 \_\_\_\_\_
- 2 Illinois Income Tax required to be withheld 2 \_\_\_\_\_
- 3 Form IL-501 or EFT payments plus any overpayment from the previous Form IL-941 3 \_\_\_\_\_
- 4 If Line 2 is greater than Line 3, subtract Line 3 from Line 2. This is your tax due. **Make your remittance payable to "Illinois Department of Revenue."** 4 \_\_\_\_\_
- 5 If Line 2 is less than Line 3, subtract Line 2 from Line 3. This is your overpayment. Claim it on your next IL-941. 5 \_\_\_\_\_

Mark this box if you have permanently stopped withholding.

Under penalties of perjury, I state that, to the best of my knowledge, this form is true, correct, and complete.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_ Daytime telephone number \_\_\_\_\_

IL-941 (R-12/02) IL-492-0018

Mail to: Illinois Department of Revenue, P.O. Box 19447, Springfield, IL 62794-9447.

Cut on broken lines.



# IL-W-3 Illinois Annual Withholding Income Tax Return

Complete the following information.

Tax year \_\_\_\_\_

Federal employer identification number \_\_\_\_\_ Seq. number \_\_\_\_\_

Business name \_\_\_\_\_

Number and street address \_\_\_\_\_

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

Complete Lines 1 through 4. Report the totals for the year.

- 1 Number of W-2, W-2G, and 1099 forms issued 1 \_\_\_\_\_
- 2 Total Illinois Income Tax withheld and reported on all W-2, W-2G, and 1099 forms 2 \_\_\_\_\_
- 3 Line 2 from Form IL-941 for each quarter
 

1st quarter	3a	_____
2nd quarter	3b	_____
3rd quarter	3c	_____
4th quarter	3d	_____
- 4 Add Lines 3a through 3d and write the total here. 4 \_\_\_\_\_

Note: If Lines 2 and 4 do not match, you must file Form IL-941-X.

Mail to: ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19024  
SPRINGFIELD IL 62794-9024

Do not send a payment or any W-2, W-2G, or 1099 forms with this return. Under penalties of perjury, I state that, to the best of my knowledge, this form is true, correct, and complete.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Cut on broken lines.

## Part II - Illinois Department of Revenue - Withholding

### Section 2 - Acknowledgment Two- “Transmission Acknowledgment”

#### General Information

The second acknowledgment is defined as the “Transmission Acknowledgment” and includes an acknowledgment for each item within the transmission. For rejected returns, the Acknowledgment Two indicates at what level the item was rejected – at the Transmitter, Originator, or Item level. The acknowledgment schema is part of the schema efileMessageState.xsd and includes a three-tiered structure, representing the Transmitter, Originator, and Item, with status and errors reported at each tier.

#### Examples

##### IL-501

```
<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:xsd="http://www.w3.org/2001/XMLSchema">

  <soap:Body>
    <AcknowledgementAction xmlns="http://www.irs.gov/efile">
      <Acknowledgement>
        <AcknowledgementId>T11111AA.202</AcknowledgementId>
        <AcknowledgementTimestamp>2004-07-20T15:21:10-27:00</AcknowledgementTimestamp>
        <TransmissionAcknowledgement>
          <TransmissionId>20040720T131825</TransmissionId>
          <TransmissionTimestamp>2004-07-20T13:18:25</TransmissionTimestamp>
          <TransmissionStatus>A</TransmissionStatus>
          <Etin>11111</Etin>
          <ProcessType>T</ProcessType>
          <OriginAcknowledgement>
            <OriginId>ORIGINATOR</OriginId>
            <OriginTimestamp>2004-07-20T13:18:25</OriginTimestamp>
            <OriginStatus>A</OriginStatus>
            <Efin>222222</Efin>
            <ItemAcknowledgement>
              <OrigTransContentLocation>222222-2222222-22222</OrigTransContentLocation>
              <DateReceived>
                <DateReceived>2004-07-20T15:16:00-00:00</DateReceived>
              </DateReceived>
              <TIN>
                <TypeTIN>FEIN</TypeTIN>
                <TINTypeValue>111111111</TINTypeValue>
              </TIN>
              <StateEIN>
                <StateEINExtension>001</StateEINExtension>
              </StateEIN>
            </ItemAcknowledgement>
          </TransmissionAcknowledgement>
        </Acknowledgement>
      </AcknowledgementAction>
    </soap:Body>
  </soap:Envelope>
```

## Part II - Illinois Department of Revenue - Withholding

### Section 2 - Acknowledgment Two- “Transmission Acknowledgment” (cont.)

#### IL-501 (cont.)

```
<ReturnType>StatePayment</ReturnType>  
<ItemStatus>A</ItemStatus>  
<PaymentIndicator>PaymentRequestReceived</PaymentIndicator>  
<StateDebitIdentifier>04WHF000000222</StateDebitIdentifier>  
</ItemAcknowledgement>  
</OriginAcknowledgement>  
</TransmissionAcknowledgement>  
</Acknowledgement>  
</AcknowledgementAction>  
</soap:Body>  
</soap:Envelope>
```

## Part II - Illinois Department of Revenue - Withholding

### Section 2 - Acknowledgment Two- "Transmission Acknowledgment" (cont.)

#### IL-941

```
<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema">
<soap:Body>

<AcknowledgementAction xmlns="http://www.irs.gov/efile">
<Acknowledgement>
<AcknowledgementId>B11111AA.203</AcknowledgementId>
<AcknowledgementTimestamp>2004-07-21T14:57:02-69:00</AcknowledgementTimestamp>
<TransmissionAcknowledgement>
<TransmissionId>20040721T124150</TransmissionId>
<TransmissionTimestamp>2004-07-21T12:41:50</TransmissionTimestamp>
<TransmissionStatus>A</TransmissionStatus>
<Etin>11111</Etin>
<ProcessType>P</ProcessType>
<OriginAcknowledgement>
<OriginId>ORIGINATOR</OriginId>
<OriginTimestamp>2004-07-21T12:41:50</OriginTimestamp>
<OriginStatus>A</OriginStatus>
<Efin>222222</Efin>
<ItemAcknowledgement>
<OrigTransContentLocation>222222-2222222-22222</OrigTransContentLocation>
<DateReceived>
<DateReceived>2004-07-21T14:39:58-00:00</DateReceived>
</DateReceived>
<TIN>
<TypeTIN>FEIN</TypeTIN>
<TINTypeValue>12222222</TINTypeValue>
</TIN>
<StateEIN>
<TypeStateEIN>UIAccountNo</TypeStateEIN>
<StateEINValue>2222222</StateEINValue>
<StateEINExtension>000</StateEINExtension>
</StateEIN>
<ReturnType>StateWH</ReturnType>
<ItemStatus>A</ItemStatus>
<PaymentIndicator>PaymentRequestReceived</PaymentIndicator>
<StateReturnIdentifier>04WHN000000013</StateReturnIdentifier>
<StateDebitIdentifier>04WHN000000012</StateDebitIdentifier>
</ItemAcknowledgement>
<ItemAcknowledgement>
<OrigTransContentLocation>333333-3333333-33333</OrigTransContentLocation>
<DateReceived>
<DateReceived>2004-07-21T14:39:58-00:00</DateReceived>
</DateReceived>
<TIN>
<TypeTIN>FEIN</TypeTIN>
<TINTypeValue>13333333</TINTypeValue>
</TIN>
<StateEIN>
```

## Part II - Illinois Department of Revenue - Withholding

### Section 2 - Acknowledgment Two- “Transmission Acknowledgment” (cont.)

#### IL-941 (cont.)

```
<TypeStateEIN>UIAccountNo</TypeStateEIN>
<StateEINValue>2333333</StateEINValue>
<StateEINExtension>000</StateEINExtension>
</StateEIN>
<ReturnType>StateWH</ReturnType>
<ItemStatus>A</ItemStatus>
<PaymentIndicator>PaymentRequestReceived</PaymentIndicator>
<StateReturnIdentifier>04WHN000000015</StateReturnIdentifier>
<StateDebitIdentifier>04WHN000000014</StateDebitIdentifier>
</ItemAcknowledgement>
<ItemAcknowledgement>
<OrigTransContentLocation>444444-4444444-44444</OrigTransContentLocation>
<DateReceived>
<DateReceived>2004-07-21T14:39:58-00:00</DateReceived>
</DateReceived>
<TIN>
<TypeTIN>FEIN</TypeTIN>
<TINTypeValue>144444444</TINTypeValue>
</TIN>
<StateEIN>
<TypeStateEIN>UIAccountNo</TypeStateEIN>
<StateEINValue>2444444</StateEINValue>
<StateEINExtension>000</StateEINExtension>
</StateEIN>
<ReturnType>StateWH</ReturnType>
<ItemStatus>A</ItemStatus>
<PaymentIndicator>PaymentRequestReceived</PaymentIndicator>
<StateReturnIdentifier>04WHN000000017</StateReturnIdentifier>
<StateDebitIdentifier>04WHN000000016</StateDebitIdentifier>
</ItemAcknowledgement>
<ItemAcknowledgement>
<OrigTransContentLocation>555555-5555555-55555</OrigTransContentLocation>
<DateReceived>
<DateReceived>2004-07-21T14:39:58-00:00</DateReceived>
</DateReceived>
<TIN>
<TypeTIN>FEIN</TypeTIN>
<TINTypeValue>155555555</TINTypeValue>
</TIN>
<StateEIN>
<TypeStateEIN>UIAccountNo</TypeStateEIN>
<StateEINValue>2555555</StateEINValue>
<TypeStateEIN>WithholdingAccountNo</TypeStateEIN>
<StateEINValue>155555555</StateEINValue>
<StateEINExtension>000</StateEINExtension>
</StateEIN>
<ReturnType>StateWH</ReturnType>
<ItemStatus>A</ItemStatus>
<StateReturnIdentifier>04WHN000000018</StateReturnIdentifier>
```

## Part II - Illinois Department of Revenue - Withholding

### Section 2 - Acknowledgment Two- “Transmission Acknowledgment” (cont.)

#### IL-941 (cont.)

```
</ItemAcknowledgement>  
</OriginAcknowledgement>  
</TransmissionAcknowledgement>  
</Acknowledgement>  
</AcknowledgementAction>  
</soap:Body>  
</soap:Envelope>
```

#### Acknowledgment Two Errors

##### All Forms Filings and Stand-Alone Payments – Errors at Transmission Level

The appearance of any of the following four Error Codes (800 – 803) in the Acknowledgment Two indicate rejection of the entire transmission.

**Caution:** Transmissions containing form filings must be retransmitted no later than 11:59 p.m. (Central Time) on the due date, and be acknowledged as accepted, to avoid late filing penalty. Further, if the transmission contains any form filings that include a debit authorization, or if the transmission is for stand-alone debit payment authorizations, it must be retransmitted no later than 11:00 a.m. (Central Time) one banking business day **prior to** the due date, and be acknowledged as accepted, in order for the payment to be settled by the due date.

The three-digit number (Error Code) shown next to the error description will appear as the reject reason in the acknowledgment generated by IDOR. Beneath each error description, an abbreviated version of the error description is provided. This abbreviated “error message” will be displayed with the error code in the acknowledgment.

**800** – OriginHeaderCount in the TransmissionManifest does not match the total number or Originators in the transmission.

Acknowledgment Error Message: “Origin header count does not match number of origin headers”

**801** – OriginId in the TransmissionManifest OriginHeaderReference does not match the OriginId in ReturnOriginHeader.

Acknowledgment Error Message: “Mismatched origin ID”

**802** – OriginManifest ItemCount does not match the total number of Items in the ItemReference ContentLocation.

Acknowledgment Error Message: “Origin item count does not match number of items”

**803** – ItemReference ContentLocation in OriginManifest does not match ContentLocation in the return *or* ContentLocation in the transmission is not found in an ItemReference ContentLocation in an OriginManifest.

Acknowledgment Error Message: “Mismatched content location codes”

## Part II - Illinois Department of Revenue - Withholding

### Section 2 - Acknowledgment Two- “Transmission Acknowledgment” (cont.)

#### Acknowledgment Two Errors (cont.)

##### IL-941 and IL-W-3 Return With or Without Debit Authorization – Errors at Transaction Level

Failure of any of the edits listed below (013 – 715) will cause the return to be **rejected** without being processed by the department. A rejected return is considered **not filed**, and any debit authorization included in a rejected return will **not** be processed for payment. Errors should be corrected and the return retransmitted as soon as possible.

**Caution:** The return must be retransmitted no later than 11:59 p.m. (Central Time) on the due date, and be acknowledged as accepted, to avoid late filing penalty. Further, if the return includes a debit authorization, it must be retransmitted no later than 11:00 a.m. (Central Time) one banking business day **prior to** the due date, and be acknowledged as accepted, in order for the payment to be settled by the due date.

The three-digit number (Error Code) shown next to the error description will appear as the reject reason in the acknowledgment generated by IDOR. Beneath each error description, an abbreviated version of the error description is provided. This abbreviated “error message” will be displayed with the error code in the acknowledgment, along with the Tag name of the field in error, and the erroneous data (when possible).

**013** – All Tags must contain the type of data as defined in the related schema.

Acknowledgment Error Message: “ST WH REJ Invalid data type for Tag”

**300** – StateEin and StateEinExtension must be numeric and valid.

Acknowledgment Error Message: “ST WH REJ State ID missing or invalid”

**310** - Tax Period Ending must be present and valid. Month must be in 03, 06, 09 or 12. Day must be 30 or 31, based on the month. Year must be not be earlier than current year minus four, nor greater than current year plus one.

**Note:** Tax Period Ending for Form IL-W-3 only cannot be greater than current year.

Acknowledgment Error Message: “ST WH REJ Tax Period Ending missing or invalid”

**330** - Any Tag designated as required must be present and valid.

Acknowledgment Error Message: “ST WH REJ Required Tag missing or invalid”

**500** – PIN/Signature is present in the return transaction, but does **not** match the PIN/Signature registered with the department for the participant. In the case of a participant registered as a Reporting Agent, this reject is at the Origin level.

Acknowledgment Error Message: “ST WH REJ PIN/Signature not matched with IDOR”

**510** – PIN/Signature is present in the return transaction, but **no** PIN/Signature is registered with the department for the participant. In the case of a participant registered as a Reporting Agent, this reject is at the Origin level.

**Note:** This Error Code may also indicate that the transmitter is not designated as a Reporting Agent in IDOR’s registration information.

Acknowledgment Error Message: “ST WH REJ PIN/Signature not registered with IDOR”

## Part II - Illinois Department of Revenue - Withholding

### Section 2 - Acknowledgment Two- “Transmission Acknowledgment” (cont.)

#### Acknowledgment Two Errors (cont.)

**520** – PIN/Signature is **not** present in the return transaction. In the case of a participant registered as a Reporting Agent, this reject is at the Origin level.

Acknowledgment Error Message: “ST WH REJ PIN/Signature missing”

**705** – The Form designation must be present and valid.

Acknowledgment Error Message: “ST WH REJ Form designation missing or invalid”

**715** – A file may contain only transactions derived from a single schema.

Acknowledgment Error Message: “ST WH REJ Transaction types intermixed in file”

Failure of the edit below (320) will cause an **advisory error** to appear in the acknowledgment, but will **not** cause the return to be rejected.

**320** – Tags designated as Optional must be valid, if present. Do not retransmit solely to correct Optional data.

Acknowledgment Error Message: “ST WH 941 WARNING Optional Tag invalid”

#### IL-941 and IL-W-3 Return With Debit Authorization

Failure of any of the three edits listed below (600-630) will cause an **advisory error** to appear in the return acknowledgment, but will **not** cause the return to be rejected. They apply to the ACH debit authorization (electronic payment) information included in the return transaction. In addition to causing an advisory error in the acknowledgment, any failure will **prevent** the payment from being processed by IDOR.

**Caution:** A duplicate of an already accepted return cannot be retransmitted solely to carry a corrected debit authorization. If the debit authorization portion of a return transaction is the only information that needs correction, a stand-alone debit authorization transaction should be transmitted. The stand-alone debit authorization must be transmitted no later than 11:00 a.m. (Central Time), one banking business day **prior to** the due date, and be acknowledged as accepted, in order for the payment to be settled by the due date.

**600** - Debit authorization payment amount must be greater than zero and valid (*e.g.*, cannot exceed element length or be non-numeric).

Acknowledgment Error Message: “ST WH PYT REJ Amount invalid or not greater than zero”

**610** – Requested payment date for debit authorization must be valid, complete, and specific. The date cannot be beyond the current date plus six months.

Acknowledgment Error Message: “ST WH PYT REJ Settle date invalid or too far in future”

**630** – Debit authorization information cannot be an exact duplicate of payment information already being warehoused by the department. (Duplicate information received is assumed to be unintentional.)

Acknowledgment Error Message: “ST WH PYT REJ Pyt exact dup of pyt warehoused by IDOR”

## Part II - Illinois Department of Revenue - Withholding

### Section 2 - Acknowledgment Two- “Transmission Acknowledgment” (cont.)

#### Acknowledgment Two Errors (cont.)

The edit listed below (640) will cause an **advisory error** to appear in the return acknowledgment, but will **not** cause the return to be rejected. It applies to the ACH debit authorization (electronic payment) information included in the return transaction, however, in this case the debit authorization **will be** processed.

**640** – Requested payment date for debit authorization should not be earlier than the date of transmission.

Acknowledgment Error Message: “ST WH PYT WARNING Settlement date is stale”

The preceding Error Code indicates that the payment date provided in the return transaction for the debit authorization is “stale” (payment date provided is prior to the date the return transaction was transmitted to IDOR).

**Caution:** The presence of this error in the acknowledgment of a return **may** be indicative that the payment will settle late. For example, if on the due date of the 20th of the month, a return is transmitted and accepted with a debit authorization payment date of the 19th (which is “stale”), the 640 Error Code and message will be returned in the acknowledgment, but the payment will be processed. The payment will process (initiate) on the 20th if received prior to 11:00 a.m., but cannot possibly settle into IDOR’s account until the next day on the 21st. In this example, the payment would be considered late paid (one day late).

## Part II - Illinois Department of Revenue - Withholding

### Section 2 - Acknowledgment Two- “Transmission Acknowledgment” (cont.)

#### Acknowledgment Two Errors (cont.)

##### IL-501, IL-941, or IL-W-3 Stand-Alone Debit Authorization – Errors at Transaction Level

Failure of any of the edits listed below (013 - 715) will cause the stand-alone debit authorization to be **rejected**. The transaction will **not** be processed by IDOR for payment. Errors should be corrected and the stand-alone debit authorization retransmitted as soon as possible.

**CAUTION:** The stand-alone debit authorization must be retransmitted no later than 11:00 AM (Central Time) one banking business day **prior to** the due date, and be acknowledged as accepted, in order for the payment to be settled by the due date.

The three-digit number (Error Code) shown next to the error description will appear as the reject reason in the acknowledgment generated by IDOR. Beneath each error description, an abbreviated version of the error description is provided. This abbreviated “error message” will be displayed with the error code in the acknowledgment, along with the Tag name of the field in error, and the erroneous data (when possible).

**013** – All Tags must contain the type of data as defined in the related schema.  
Acknowledgment Error Message: “ST WH REJ Invalid data type for Tag”

**300** – StateEin and StateEinExtension must be numeric and valid.  
Acknowledgment Error Message: “ST WH REJ State ID missing or invalid”

**310** - Tax Period Ending must be present and valid. Month must be in 03, 06, 09 or 12. Day must be 30 or 31, based on the month. Year must be not be earlier than current year minus four, nor greater than current year plus one.

**Note:** Tax Period Ending for Form IL-W-3 only cannot be greater than current year.  
Acknowledgment Error Message: “ST WH REJ Tax Period Ending missing or invalid”

**330** - Any Tag designated as required must be present and valid.  
Acknowledgment Error Message: “ST WH REJ Required Tag missing or invalid”

**500** – PIN/Signature is present in the transaction, but does **not** match the PIN/Signature registered with the department for the participant. In the case of a participant registered as a Reporting Agent, this reject is at the Origin level.

Acknowledgment Error Message: “ST WH REJ PIN/Signature not matched with IDOR”

**510** – PIN/Signature is present in the transaction, but **no** PIN/Signature is registered with the department for the participant. In the case of a participant registered as a Reporting Agent, this reject is at the Origin level.

**Note:** This Error Code may also indicate that the transmitter is not designated as a Reporting Agent in IDOR’s registration information.

Acknowledgment Error Message: “ST WH REJ PIN/Signature not registered with IDOR”

## Part II - Illinois Department of Revenue - Withholding

### Section 2 - Acknowledgment Two- “Transmission Acknowledgment” (cont.)

#### Acknowledgment Two Errors (cont.)

**520** – PIN/Signature is **not** present in the transaction. In the case of a participant registered as a Reporting Agent, this reject is at the Origin level.

Acknowledgment Error Message: “ST WH REJ PIN/Signature missing”

**600** - Debit authorization payment amount must be greater than zero and valid (e.g., cannot exceed element length or be non-numeric).

Acknowledgment Error Message: “ST WH PYT REJ Amount invalid or not greater than zero”

**610** – Requested payment date for debit authorization must be valid, complete, and specific. The date cannot be beyond the current date plus six months.

Acknowledgment Error Message: “ST WH PYT REJ Settle date invalid or too far in future”

**630** – Debit authorization information cannot be an exact duplicate of payment information already being warehoused by the department. (Duplicate information received is assumed to be unintentional.)

Acknowledgment Error Message: “ST WH PYT REJ Pyt exact dup of pyt warehoused by IDOR”

**705** – The Form designation must be present and valid.

Acknowledgment Error Message: “ST WH REJ Form designation missing or invalid”

**715** – A file may contain only transactions derived from a single schema.

Acknowledgment Error Message: “ST WH REJ Transaction types intermixed in file”

The edit listed below (640) will cause an **advisory error** to appear in the debit authorization acknowledgment, but will **not** cause the debit transaction to be rejected. In this case, the debit authorization **will be** processed for payment.

**640** – Requested payment date for debit authorization should not be earlier than the date of transmission.

Acknowledgment Error Message: “ST WH PYT WARNING Settlement date is stale”

The preceding Error Code indicates that the payment date provided in the transaction for the debit authorization is “stale” (payment date provided is prior to the date the transaction was transmitted to IDOR).

**CAUTION:** The presence of this error in the acknowledgment of a debit authorization transaction **may** be indicative that the payment will settle late. For example, if on the due date of the 20th of the month, a debit authorization is received with a settlement date of the 19th (which is “stale”), the 640 Error Code and message will be returned in the acknowledgment, but the payment **will be** processed. The payment will process (initiate) on the 20th if received prior to 11:00 AM, but cannot possibly settle until the next day on the 21st. In this example, the payment would be considered late paid (one day late).

## **Part III - Illinois Department of Employment Security - Unemployment Insurance**

### **Section 1 - Schema Examples**

Detailed information on schemas developed for state returns and payments are available from the IRS.

The following three examples illustrate Illinois implementation of schemas for:

- Form UI-3/40 without Debit Authorization;
- Form UI-3/40 with Debit Authorization; and
- Stand-alone Unemployment Insurance Debit Authorization.

# Part III - Illinois Department of Employment Security - Unemployment Insurance

## Section 1 - Schema Examples (cont.)

### Form UI-3/40 without Debit Authorization

```
<?xml version="1.0" encoding="UTF-8"?><ReturnData documentCount="2"
xmlns="http://www.irs.gov/efile" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.irs.gov/efile ..\State+Schemas\ReturnDataState.xsd">
<ContentLocation>C1T2BMC01</ContentLocation>
<ReturnHeaderState documentId="1DocumentId">
<TaxPeriodEndDate>2004-03-31</TaxPeriodEndDate>
<ReturnType>StateUI</ReturnType>
<TIN><TypeTIN>FEIN</TypeTIN><TINTypeValue>123456789</TINTypeValue></TIN>
<StateEIN><TypeStateEIN>UIAccountNo</TypeStateEIN><StateEINValue>4046146</StateEINValue></StateEIN>
<BusinessAddress>
<BusinessName>A COMPANY</BusinessName><AddressLine>726 EAST Central STREET</AddressLine><City>Geneva</
City><StateOrProvince>IL</StateOrProvince><ZipCode>601342365</ZipCode><PhoneNumber>6305551700</
PhoneNumber>
</BusinessAddress>
</ReturnHeaderState>
<StateReturn><StateUI documentId="2DocumentId">
<UITotalWages>7000.52</UITotalWages>
<ExcessWages>0.00</ExcessWages>
<UITaxableWages>7000.52</UITaxableWages>
<ContributionRate>0.040</ContributionRate>
<ContributionDue>280.02</ContributionDue>
<UIAmountPaid>0.00</UIAmountPaid>
<UICreditPreviousPeriod>0.00</UICreditPreviousPeriod>
<UITotalDue>280.02</UITotalDue>
<PayRoll>
<Employee>
<SSN>987654321</SSN><Employee><FirstName>Juan</FirstName><LastName>Gomez</LastName></Employee>
<TotalWages>4000.52</TotalWages>
</Employee>
<Employee>
<SSN>987654322</SSN><Employee><FirstName>Susan</FirstName><MiddleName/><LastName>Fox</LastName></
Employee>
<TotalWages>3000.00</TotalWages>
</Employee>
</PayRoll>
<Month1Employees>2</Month1Employees><Month2Employees>2</Month2Employees><Month3Employees>2</
Month3Employees>
</StateUI></StateReturn></ReturnData>
```

# Part III - Illinois Department of Employment Security - Unemployment Insurance

## Section 1 - Schema Examples (cont.)

### Form UI-3/40 with Debit Authorization

```
<?xml version="1.0" encoding="UTF-8"?><ReturnData documentCount="2"
xmlns="http://www.irs.gov/efile" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.irs.gov/efile ..\State+Schemas\ReturnDataState.xsd">
<ContentLocation>C1T2BMC02</ContentLocation>
<ReturnHeaderState documentId="1DocumentId">
<TaxPeriodEndDate>2004-06-30</TaxPeriodEndDate>
<Return Type>StateUI</Return Type>
<TIN><TypeTIN>FEIN</TypeTIN><TINTypeValue>123456789</TINTypeValue></TIN>
<StateEIN><TypeStateEIN>UIAccountNo</TypeStateEIN><StateEINValue>4046146</StateEINValue></StateEIN>
<BusinessAddress>
<BusinessName>A COMPANY</BusinessName><AddressLine>72 EAST Central STREET</AddressLine><City>Geneva</
City><StateOrProvince>IL</StateOrProvince><ZipCode>601342365</ZipCode><PhoneNumber>6305551700</
PhoneNumber>
</BusinessAddress>
</ReturnHeaderState>
<StateReturn><StateUI documentId="2DocumentId">
<UITotalWages>500.00</UITotalWages>
<ExcessWages>0.00</ExcessWages>
<UITaxableWages>500.00</UITaxableWages>
<ContributionRate>0.054</ContributionRate>
<ContributionDue>27.00</ContributionDue>
<UIAmountPaid>77.40</UIAmountPaid>
<UIAmountDuePreviousPeriod>0.00</UIAmountDuePreviousPeriod>
<UICreditPreviousPeriod>0.00</UICreditPreviousPeriod>
<UIInterest>.40</UIInterest>
<UIPenalty>50.00</UIPenalty>
<UITotalDue>77.40</UITotalDue>
<PayRoll>
<Employee>
<SSN>987654321</SSN><Employee><FirstName>Rachel</FirstName><MiddleName>S</MiddleName>
<LastName>White</LastName></Employee>
<TotalWages>250.00</TotalWages>
</Employee>
<Employee>
<SSN>987654322</SSN><Employee><FirstName>Rommel</FirstName><MiddleName>T</MiddleName>
<LastName>Villa</LastName></Employee>
<TotalWages>250.00</TotalWages>
</Employee>
</PayRoll>
<Month1Employees>2</Month1Employees><Month2Employees>2</Month2Employees><Month3Employees>2</
Month3Employees>
<Payment>
<PaymentInstrument>
```

## Part III - Illinois Department of Employment Security - Unemployment Insurance

### Section 1 - Schema Examples (cont.)

#### Form UI-3/40 with Debit Authorization (cont.)

```
<PaymentMethodType>DBT</PaymentMethodType>
<ACHDebit>
<RoutingTransitNumber>551972239</RoutingTransitNumber>
<BankName>CENTRUE BANK</BankName>
<BankAccountNumber>0018758654006</BankAccountNumber>
<AccountType>1</AccountType>
<AccountHolderType>2</AccountHolderType>
<AccountHolderName>A company</AccountHolderName>
</ACHDebit>
</PaymentInstrument>
<PaymentAmount><DebitAmount>77.40</DebitAmount></PaymentAmount>
<RequestedSettlementDate>2004-07-31</RequestedSettlementDate>
<Contact>
<ContactName><FirstName>Francis</FirstName><MiddleName>X</MiddleName><LastName>Mallard</LastName></
ContactName>
<Phone>3125551212</Phone>
<EmailAddress>FMallard@bogus.net</EmailAddress>
</Contact>
<TaxPayment>
<TaxTypeCode>13000</TaxTypeCode>
</TaxPayment>
</Payment>
</StateUI></StateReturn></ReturnData>
```

# Part III - Illinois Department of Employment Security - Unemployment Insurance

## Section 1 - Schema Examples (cont.)

### Stand-alone Unemployment Insurance Debit Authorization

```
<?xml version="1.0" encoding="UTF-8"?><ReturnData documentCount="2"
xmlns="http://www.irs.gov/efile" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.irs.gov/efile ..\State+Schemas\ReturnDataState.xsd">
<ContentLocation>C1T2BMC03</ContentLocation>
<ReturnHeaderState documentId="1DocumentId">
<TaxPeriodEndDate>2004-06-30</TaxPeriodEndDate>
<ReturnType>StatePayment</ReturnType>
<TIN><TypeTIN>FEIN</TypeTIN><TINTypeValue>123456789</TINTypeValue></TIN>
<StateEIN><TypeStateEIN>UIAccountNo</TypeStateEIN><StateEINValue>4046146</StateEINValue></StateEIN>
<BusinessAddress>
<BusinessName>A COMPANY</BusinessName><AddressLine>70 EAST Central STREET</AddressLine><City>Geneva</
City><StateOrProvince>IL</StateOrProvince><ZipCode>601342365</ZipCode><PhoneNumber>6305551700</
PhoneNumber>
</BusinessAddress>
</ReturnHeaderState>
<StatePayment documentId="2DocumentId">
<PaymentInstrument>
<PaymentMethodType>DBT</PaymentMethodType>
<ACHDebit>
<RoutingTransitNumber>551972239</RoutingTransitNumber>
<BankName>CENTRUE BANK</BankName>
<BankAccountNumber>0123456789012345</BankAccountNumber>
<AccountType>1</AccountType>
<AccountHolderType>1</AccountHolderType>
<AccountHolderName>A company</AccountHolderName>
</ACHDebit>
</PaymentInstrument>
<PaymentAmount><DebitAmount>525.25</DebitAmount></PaymentAmount>
<RequestedSettlementDate>2004-07-31</RequestedSettlementDate>
<Contact>
<ContactName><FirstName>Our</FirstName><LastName>Customer</LastName></ContactName>
<Phone>4443331212</Phone>
<EmailAddress>AJohnson@test.com</EmailAddress>
</Contact>
<TaxPayment>
<TaxTypeCode>13000</TaxTypeCode>
</TaxPayment>
</StatePayment>
</ReturnData>
```

## Part III - Illinois Department of Employment Security - Unemployment Insurance

### Section 2 - Acknowledgment Two - “Transmission Acknowledgment”

#### General Information

IDES will return a detailed acknowledgment message for each transmission that is processed. The acknowledgment message will be formatted according to the standard schema. There are three levels to the acknowledgment message. Each level corresponds to the structure of the transmission: a transmission level, an origin header level, and an item level.

Each level has a status node to indicate acceptance or rejection. There is an extra status node at the item level to indicate whether or not an embedded payment has been accepted.

IDES will also include confirmation numbers for all accepted items. The StateReturnIdentifier will be populated with a confirmation number only when the tax return is accepted. The StateDebitIdentifier will be populated with a confirmation number only when the payment is accepted.

The acknowledgment may also contain detailed messages. The end of this section contains a list of all the messages. Please note that some messages are simply warnings. Other messages will explain why an item has been rejected.

#### Example

Please note that the following example is an acknowledgment of a test transmission (ProcessType is a “T”). Therefore, IDES returns artificial confirmation numbers that contain the word “test”.

```
<?xml version="1.0" encoding="utf-8" ?>
- <soap:Envelope xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/" xmlns:xsi="http://www.w3.org/2001/
  XMLSchema-instance" xmlns:xsd="http://www.w3.org/2001/XMLSchema">
- <soap:Body>
  - <AcknowledgementAction xmlns="http://www.irs.gov/efile">
    - <Acknowledgement>
      <AcknowledgementId>IDES2004-8-18T13:16:25.8565669</AcknowledgementId>
      <AcknowledgementTimestamp>2004-08-18T13:16:25.8565669-05:00</
        AcknowledgementTimestamp>
    - <TransmissionAcknowledgement>
      <TransmissionId>ATCycle2BTrans2Received2004-05-04</TransmissionId>
      <TransmissionTimestamp>2004-05-03T08:10:33.0000000-05:00</
        TransmissionTimestamp>
      <TransmissionStatus>A</TransmissionStatus>
      <ETIN>67890</ETIN>
      <ProcessType>T</ProcessType>
    - <OriginAcknowledgement>
      <OriginId>AccC1T1Orig01</OriginId>
      <OriginTimestamp>2004-05-04T10:02:58.0000000-05:00</OriginTimestamp>
      <OriginStatus>A</OriginStatus>
      <EFIN>999999</EFIN>
    - <ItemAcknowledgement>
      <OrigTransContentLocation>C1T2BMC01</OrigTransContentLocation>
```

## Part III - Illinois Department of Employment Security - Unemployment Insurance

### Section 2 - Acknowledgment Two - "Transmission Acknowledgment" (cont.)

#### Example (cont.)

```
- <DateReceived>
  <DateReceived>2004-07-27T13:59:20.0000000-05:00</
    DateReceived>
  </DateReceived>
- <TIN>
  <TypeTIN>FEIN</TypeTIN>
  <TINTypeValue>123456789</TINTypeValue>
</TIN>
- <StateEIN>
  <TypeStateEIN>UIAccountNo</TypeStateEIN>
  <StateEINValue>4046146</StateEINValue>
</StateEIN>
<ReturnType>StateUI</ReturnType>
<ItemStatus>A</ItemStatus>
<StateReturnIdentifier>FSETTEST</StateReturnIdentifier>
</ItemAcknowledgement>
- <ItemAcknowledgement>
  <OrigTransContentLocation>C1T2BMC02</OrigTransContentLocation>
  - <DateReceived>
    <DateReceived>2004-07-27T13:59:20.0000000-05:00</
      DateReceived>
    </DateReceived>
  - <TIN>
    <TypeTIN>FEIN</TypeTIN>
    <TINTypeValue>123456789</TINTypeValue>
  </TIN>
  - <StateEIN>
    <TypeStateEIN>UIAccountNo</TypeStateEIN>
    <StateEINValue>4046146</StateEINValue>
  </StateEIN>
  <ReturnType>StateUI</ReturnType>
  <ItemStatus>A</ItemStatus>
  <PaymentIndicator>Payment Request Received</PaymentIndicator>
  <StateReturnIdentifier>FSETTEST</StateReturnIdentifier>
  <StateDebitIdentifier>FSETTest</StateDebitIdentifier>
</ItemAcknowledgement>
- <ItemAcknowledgement>
  <OrigTransContentLocation>C1T2BMC03</OrigTransContentLocation>
  - <DateReceived>
    <DateReceived>2004-07-27T13:59:20.0000000-05:00</
      DateReceived>
    </DateReceived>
  - <TIN>
    <TypeTIN>FEIN</TypeTIN>
    <TINTypeValue>123456789</TINTypeValue>
  </TIN>
  - <StateEIN>
    <TypeStateEIN>UIAccountNo</TypeStateEIN>
    <StateEINValue>4046146</StateEINValue>
  </StateEIN>
  <ReturnType>StatePayment</ReturnType>
```

## Part III - Illinois Department of Employment Security - Unemployment Insurance

### Section 2 - Acknowledgment Two - "Transmission Acknowledgment" (cont.)

#### Example (cont.)

```
<ItemStatus>A</ItemStatus>  
<PaymentIndicator>Payment Request Received</PaymentIndicator>  
<StateDebitIdentifier>FSETTest</StateDebitIdentifier>  
-----</ItemAcknowledgement>  
</OriginAcknowledgement>  
</TransmissionAcknowledgement>  
</Acknowledgement>  
</AcknowledgementAction>  
</soap:Body>  
</soap:Envelope>
```

## Part III - Illinois Department of Employment Security - Unemployment Insurance

### Section 2 - Acknowledgment Two - “Transmission Acknowledgment” (cont.)

#### Acknowledgment Two Errors

Each message consists of a unique code and text. The following charts contain the complete text of the messages you may receive. The messages are listed in three categories: a general message category used primarily when there is a problem in the transmission control information; a UI-3/40 message category; and a UI Payment category. Message codes that begin with a “W” are warning messages and advisory messages. Message codes that begin with an “R” explain why the associated item has been rejected.

CODE	MESSAGE
------	---------

#### GENERAL CATEGORY

RG001	UI Transmission Rejected - Transmission ID missing.
RG002	UI Transmission Rejected - Transmission ID invalid.
RG003	UI Transmission Rejected -Transmission Header Manifest (originHeaderCount) does not correlate with the actual number of Origin Headers.
RG004	UI Transmission Rejected - ETIN information missing.
RG005	UI Transmission Rejected - ETIN information invalid.
RG006	UI Transmission Rejected - ProcessType information missing.
RG007	UI Transmission Rejected - ProcessType information invalid.
RG008	UI Transmission Rejected - Recelved at gateway information missing.
RG009	UI Origin Group Rejected - Origin ID information missing.
RG010	UI Origin Group Rejected - Origin ID information invalid.
RG011	UI Origin Group Rejected - Disparity between Origin Manifest itemCount and actual items present.
RG012	UI Origin Group Rejected - EFIN information missing.
RG013	UI Origin Group Rejected - EFIN information invalid.
RG014	UI Origin Group Rejected - PIN information missing.
RG015	UI Origin Group Rejected - PIN information invalid.
RG016	Item Rejected - Unable to de-serialize the attachment.
RG017	Item Rejected - Unable to de-serialize or process the attachment.
RG018	Item Rejected – De-serialization problem.
RG019	Item Rejected - Return type <value> is not processed by IDES.
RG020	Item Rejected - IDES only accepts one return or one payment per attachment.
RG021	Item Rejected - Duplicate Content Location.

#### UI-3/40 CATEGORY

WT001	State UI Warning - UI Account Number is not found in our records. You will be contacted if your assistance is required.
WT002	State UI Warning - UI Total Wages is not equal to (UI TaxableWages + Excess Wages). You will be contacted if your assistance is required.
WT003	State UI Warning - Contributions Due is not equal to (Contribution Rate * UI Taxable Wages).

## Part III - Illinois Department of Employment Security - Unemployment Insurance

### Section 2 - Acknowledgment Two - "Transmission Acknowledgment" (cont.)

#### Acknowledgment Two Errors (cont.)

WT004	State UI Warning - Sum of Wages Paid to each worker is not equal to UITotalWages. A correction request will be sent to the address of record.
<del>WT005</del>	<del>State UI Warning - Tax Period End Date cannot specify a future year. The UI-3/40 will be posted to the most recent quarter available for filing. You will be contacted if your assistance is required.</del>
WT006	State UI Warning - Tax Period End Date was not standard value and the UI-3/40 will be posted to the most recent quarter that is available for filing. You will be contacted if your assistance is required.
WT007	State UI Warning - Contribution Rate is over the maximum allowable value. Field is replaced by .99.
WT008	State UI Warning - <amount> is over the maximum allowable value. Field is truncated to <value>.
RT001	State UI Rejected - UI Account Number is invalid. Your Illinois UI Account Number is printed on the Quarterly Contributions and Wage Report that was mailed to you. You must re-submit this item by the quarterly due date to avoid penalty and/or interest charges.
RT002	State UI Rejected - <value> required element is missing.
RT003	State UI Rejected - The UI Account Number in Illinois can be no more than 7 digits. Your Illinois UI Account Number is printed on the Quarterly Contributions and Wage Report that was mailed to you. You must re-submit this item by the quarterly due date to avoid penalty and/or interest charges.

#### UI PAYMENT CATEGORY

WP001	UI Payment Warning - UI Account Number is not found in our records. You will be contacted if your assistance is required.
WP002	UI Payment Warning - Requested Settlement Date is earlier than the date the transmission was received. Requested Settlement Date is replaced by the Date Received.
WP003	UI Payment Warning - Tax Period End Date cannot specify a future year. The payment will be applied to the most recent quarter that is available for filing. You will be contacted if your assistance is required.
WP004	UI Payment Warning - Tax Period End Date was not standard value for UI payments and the payment will be applied to the most recent quarter that is available for filing. You will be contacted if your assistance is required.
RP001	UI Payment Rejected - UI Account Number is invalid. Your Illinois UI Account Number is printed on the Quarterly Contributions and Wage Report that was mailed to you. You must re-submit this item by the quarterly due date to avoid interest charges.
RP002	UI Payment Rejected - Requested settlement date more than six months in the future.
RP003	UI Payment Rejected - TaxTypeCode is not equal to 13000.
RP004	UI Payment Rejected - Routing Number Invalid.
RP005	UI Payment Rejected - PaymentMethodType must indicate an ACH Debit.
RP006	UI Payment Rejected - Debit Amount must be greater than zero.

## Part III - Illinois Department of Employment Security - Unemployment Insurance

### Section 2 - Acknowledgment Two - "Transmission Acknowledgment" (cont.)

#### Acknowledgment Two Errors (cont.)

- RP007            UI Payment Rejected - <value> required element is missing.
- RP008            UI Payment Rejected - The UI Account Number in Illinois can be no more than 7 digits. Your Illinois UI Account Number is printed on the Quarterly Contributions and Wage Report that was mailed to you. You must re-submit this item by the quarterly due date to avoid interest charges.
- RP009            UI Payment Rejected - Debit Amount is over the maximum allowable value.



# IL-8655 Reporting Agent Electronic Services Authorization

Taxpayers who wish to assign a Reporting Agent (designee) to electronically file and pay on their behalf for the forms listed below must complete Form IL-8655 and submit it to the designee named. The Reporting Agent must retain this form subject to inspection by the Illinois Department of Revenue (IDOR) and the Illinois Department of Employment Security (IDES).

## Step 1: Taxpayer Information

**1** \_\_\_\_\_  
Legal name of business (as shown on tax return)

**2** \_\_\_\_\_  
Doing business as (dba) name (if different than Line 1)

**3** \_\_\_\_\_  
Street address

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

**4** \_\_\_\_\_  
Federal Employer Identification number (FEIN)

**5** \_\_\_\_\_  
Illinois Business Tax number (IBT no.)

**6** \_\_\_\_\_  
Unemployment Insurance Account number (UI no.)

**7** ( ) - ext.: ( ) -  
Daytime phone - include area code FAX number and area code

## Step 2: Reporting Agent Information

**7** \_\_\_\_\_  
Reporting Agent name

**8** \_\_\_\_\_  
Street address

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

**9** \_\_\_\_\_  
Federal Employer Identification number (FEIN)

## Step 3: Check all forms that apply to this authorization

IL-941                       IL-501                       IL-W-3

UI-3/40                       Other \_\_\_\_\_

## Step 4: Signature Authorization

Under penalties of perjury, I state that I have examined this form and to the best of my knowledge it is true, correct, and complete. I understand that this authorization does not absolve me, as the taxpayer, of the responsibility to ensure that all state tax returns are filed and all taxes are paid on time.

I authorize the Reporting Agent named above (the designee) to sign and file state tax returns transmitted electronically for the tax forms indicated above. I also authorize the designee to initiate the associated electronic tax payments to IDOR and IDES (for Form UI-3/40). Further, I authorize the designee to release a copy of this Form IL-8655 to IDOR and IDES (for Form UI-3/40).

I authorize IDOR and IDES (for Form UI-3/40) to disclose confidential tax information to the designee relating to the forms indicated above that are filed by the designee, and the associated payments that are made by the designee. I certify that I have the authority to authorize such disclosure on behalf of the taxpayer. This authorization remains in effect until the taxpayer or the designee notifies the other that this authorization is terminated or revoked.

\_\_\_\_\_  
Signature of taxpayer, authorized officer, or partner

\_\_\_\_\_  
Title

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

<p>This form is authorized as outlined by the Department of Revenue Law of the Civil Administrative Code of Illinois, the Illinois Income Tax Act, the Unemployment Insurance Act, and the Department of Employment Security Law of the Civil Administrative Code of Illinois. Completion of this form is required only if a taxpayer wishes to assign a Reporting Agent to electronically file and pay taxes or unemployment insurance contributions on its behalf as provided in this form. This form has been approved by the Forms Management Center.</p>	<p>IL-492-4391</p>
---	--------------------



# IL-8633-B Business Electronic Filing Enrollment

This enrollment is  
 New  Revised

Mail to: Electronic Filing Section, Illinois Department of Revenue, P.O. Box 19479, Springfield, IL 62794-9479

## Step 1: Provide all identification numbers assigned to your business

- 1 Federal Employer Identification number (FEIN) or Social Security number (SSN) \_\_\_\_\_
- 2 Illinois Business Tax number (IBT no.) - if applicable \_\_\_\_\_
- 3 Unemployment Insurance Account number (UI no.) - if applicable \_\_\_\_\_
- 4 IRS assigned Electronic Filing Identification number (EFIN) - if applicable \_\_\_\_\_
- 5 IRS assigned Electronic Transmitter Identification number (ETIN) - if applicable \_\_\_\_\_

## Step 2: Provide participant information

- 6 Legal name of business \_\_\_\_\_
- 7 Doing business as (dba) name (if different than above) \_\_\_\_\_
- 8 Street address \_\_\_\_\_ Suite # \_\_\_\_\_
- City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_
- 9 Mailing address (if different than above) \_\_\_\_\_
- City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_
- 10 Business e-mail address \_\_\_\_\_
- 11 Primary contact representative  
( ) - ext.: ( ) -  
Daytime phone - include area code FAX - include area code
- E-mail address \_\_\_\_\_
- 12 Alternate contact representative  
( ) - ext.: ( ) -  
Daytime phone - include area code FAX - include area code
- E-mail address \_\_\_\_\_

## Step 3: Indicate your activity as a participant - check all that apply

- Taxpayer  Transmitter  Electronic Return Originator (ERO)
- Software Developer  Transmitter w/IDOR contract  Reporting Agent (RA)

## Step 4: Check all that apply to this enrollment

- |  |   |   |
|--|---|---|
| <b>Employer taxes:</b>   | <b>Sales, service and use taxes:</b>            | <b>Excise taxes:</b>                    |
| <input type="checkbox"/> Withholding income tax (IL-501, IL-941, IL-W-3) | <input type="checkbox"/> Sales, service and use | <input type="checkbox"/> Liquor         |
| <input type="checkbox"/> Emp. Wage and Contribution Report (UI-3/40)     | <b>Utility taxes:</b>                           | <input type="checkbox"/> Liquor airline |
| <input type="checkbox"/> Other _____                                     | <input type="checkbox"/> Telecommunications     | <input type="checkbox"/> Cigarette      |
|  | <input type="checkbox"/> Gas/Gas use            | <input type="checkbox"/> Cigarette use  |

## Step 5: Select a signature code and sign - Taxpayers and Reporting Agents ONLY

Select a code to represent your signature for your electronic returns and/or payments. Your signature code must be six characters and can be letters, numbers, or both. To change your signature code, you must complete a "Revised" Form IL-8633-B.

- 13 Write your code for Employer taxes \_\_\_\_\_
- 14 Write your code for Sales, service, & use taxes \_\_\_\_\_
- 15 Write your code for Utility taxes \_\_\_\_\_
- 16 Write your code for Excise taxes \_\_\_\_\_

Under penalties of perjury, I state that I have examined this form and to the best of my knowledge, the information is true, correct, and complete. I authorize IDOR and IDES (for Form UI-3/40) to provide my transmitter with information regarding the transmission of my electronic return and associated electronic payment. In addition, I agree that this signature shall be deemed to appear on any electronic returns and payments submitted that include my electronic signature. All returns filed electronically as authorized by this enrollment form are deemed to be accurate, complete, and truthful statements made under penalties of perjury. This enrollment form and electronic signature shall remain in force until IDOR receives written notification from the taxpayer or RA. IDOR and IDES (for Form UI-3/40) reserve the right to suspend or revoke the taxpayer or RA from the applicable program.

Printed name \_\_\_\_\_ Title \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_ Social Security number \_\_\_\_\_

## Step 6: Complete and sign - Software Developers, Transmitters, EROs, Reporting Agents ONLY

Under penalties of perjury, I state that I have examined this form and to the best of my knowledge, the information is true, correct, and complete. I state that this firm, including all employees, will comply with all provisions of the applicable electronic filing program. I understand that acceptance for participation is not transferrable and that noncompliance will void participation in the program. I am authorized to make and sign statements on behalf of the firm. IDOR and IDES (for Form UI-3/40) reserve the right to suspend or revoke the participant from the applicable program.

Printed name of authorized individual \_\_\_\_\_ Title \_\_\_\_\_ ( ) - ext.: \_\_\_\_\_  
 Signature of authorized individual \_\_\_\_\_ Date \_\_\_\_\_ Daytime phone - include area code \_\_\_\_\_  
 \_\_\_\_\_ Social Security number of authorized individual \_\_\_\_\_

# IL-8633-B Instructions

## General Information

### Who must submit this application?

Any business wishing to enroll in the Illinois Department of Revenue's (IDOR) business electronic filing and payment programs must complete Form IL-8633-B, Business Electronic Filing Enrollment. If you need to change information provided in a previous enrollment you must complete a "Revised" Form IL-8633-B. This includes any business that is sold or changes in organizational structure. Participants may include taxpayers (mandated or voluntary), software developers, ERO's, reporting agents, and any entity that will transmit directly to IDOR (either for themselves or as a service to others).

**Note:** Form IL-8633-B replaces Forms EF-1, Enrollment for Electronic Filing Program and EDI-1, Registration for Electronic Data Interchange.

### Where should I mail Form IL-8633-B?



**ELECTRONIC FILING SECTION  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19479  
SPRINGFIELD IL 62794-9479**

### What if I have questions?

If you have questions, write us at Central Registration Division, Illinois Department of Revenue, PO Box 19030, Springfield, Illinois 62794-9030; or call our Springfield office weekdays between 8:30 a.m. and 5:00 p.m. at 217 785-5739.

You can also visit our Web site, which features electronic filing information, forms, and booklets at [www.ILtax.com](http://www.ILtax.com).

## Step-by-Step Instructions

### Step 1: Provide all identification numbers assigned to your business

**Line 1** - A Federal Employer Identification number (FEIN) is issued by the Internal Revenue Service (IRS) and is required for partnerships or corporations. If you are not required to have a FEIN, you must provide your Social Security number (SSN).

**Line 2** - Write the Illinois Business Tax number (IBT no.) issued by IDOR for certain reporting purposes, if applicable.

**Line 3** - Write your Unemployment Insurance Account number (UI no.) from the Illinois Department of Employment Security (IDES), if applicable.

**Line 4** - Write your Electronic Filing Identification number (EFIN) assigned by the IRS, if applicable.

**Line 5** - Write your Electronic Transmitter Identification number (ETIN) assigned by the IRS, if applicable.

### Step 2: Provide participant information

**Line 6** - Write the legal name of your business.

**Line 7** - If your business uses a name (e.g., doing-business-as [dba] name) other than the name on Line 6, write that name.

**Lines 11 and 12** - Provide information for your primary and alternate contact representatives. It may be necessary to contact you during testing and throughout the processing year.

### Step 3: Indicate your type of activity as a participant - check all that apply

**Taxpayer** - Check here if you are a business taxpayer liable for filing or paying Illinois taxes. You may enroll voluntarily or due to a mandate.

**Software Developer** - Check here if you develop electronic return formatting software and/or transmission software.

**Transmitter** - Check here if you transmit electronic return or payment information directly to IDOR.

**Transmitter w/IDOR Contract** - Check here if you have a contract with IDOR and transmit data electronically as specified in your contract.

**Note:** Check the "Other" box in Step 4, and write "Contractual" on the line.

**Electronic Return Originator (ERO)** - Check here if you are an ERO that originates the submission of electronic returns and/or payments. EROs do not sign electronic returns or payments on behalf of taxpayers. ERO clients must use Form IL-8633-B to independently enroll as "Taxpayers" for electronic filing programs.

**Reporting Agent (RA)** - Check here if you are a company (not an individual) that performs tax services for other business taxpayers. RAs sign returns and payment authorizations on behalf of taxpayers with the signature code selected in Step 5. RA clients must submit Form IL-8655, Reporting Agent Electronic Services Authorization, to the RA who must retain it for inspection by IDOR or IDES (for Form UI-3/40).

**Note:** RAs who will be filing and paying their own taxes must also check the "Taxpayer" box.

### Step 4: Check all that apply to this enrollment

Check the box(es) that indicate the type of tax or form that are applicable to this enrollment. Transmitters w/IDOR contract should check "Other" box, and write "Contractual" on the line.

### Step 5: Select a signature code and sign - Taxpayers and Reporting Agents ONLY

**\*\* Signature is required for both new and revised applications.**

Write your 6-digit signature code by the corresponding tax type. This code represents your signature when electronically filing or paying. Read the taxpayer's agreement and provide the required information for the person authorized to act and sign for your business in legal or tax matters or authorized to sign as an RA.

**Note:** You may select a common or unique signature code for each of the tax types.

### Step 6: Complete and sign - Software Developers, Transmitters, EROs, Reporting Agents ONLY

**\*\*Signature is required for both new and revised applications.**

Read the agreement and provide the required information for the person authorized to act and sign for your business in legal or tax matters.