



EDC-111 Response to Levy - Employer

Taxpayer ID (SSN): _____ - _____ - _____

Employer name : _____

Step 1: Provide the following debtor information

1 Debtor's name
2 Debtor's present or last know phone number and address
3 Do you pay the debtor any wages, salary, or other compensation?
4 Financial institution for direct deposit to debtor, if applicable.

5 Information that may help us locate this debtor.
6 Determine if your payments to the debtor are exempt from this levy.
7 Did you mark any box in Line 6?

Step 2: If you pay the debtor funds, complete this section

8 If you are first required to withhold child support, write the amount of court-ordered child support that was due each week.

9 Complete Columns A - H each week to determine the levy amount to withhold.

Table with 8 columns: Column A (Write the amount of gross weekly wages), Column B (Multiply Column A by 15% (0.15)), Column C (Write the total amount of FICA, federal tax, and state tax required to be withheld), Column D (Subtract Column C from Column A), Column E (Multiply Illinois minimum hourly wage by 45), Column F (Subtract Column E from Column D), Column G (Compare Column B and F; write the smaller amount), Column H (Subtract Line 8 (amount above) from Column G (if negative, write "0"))

10 Total Column H and write the amount. Make your remittance payable to "Illinois Department of Revenue." On your payment, write the Debtor's name and Taxpayer ID. Mail levy payment and a copy of Form EDC-111 with each levy payment until the balance of the levy is fully paid.

- Your first levy payment is due at the close of your current payroll period.
Additional levy payments are due to us at least once every two months.

11 Is this the last payment you will be sending us? Yes No

Step 3: Sign below - Employer

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

Signature of employer or designated agent
Employer name
Employer address

Mail completed form to:
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19035
SPRINGFIELD IL 62794-9035

This form is authorized as outlined by Public Act 86-1268. Disclosure of this information is REQUIRED. Failure to provide information could result in personal liability of the employer.



Instructions for Form EDC-111, Levy Response

General Information

Who must complete Form EDC-111?

You must complete this form because you received a levy notice. Figure the amount of the levy payment due by completing this form.

When is Form EDC-111 and the payment due?

Send a copy of the completed form with the first payment at the close of your current payroll period.

If the amount you send us does not fully pay this levy, you must send additional payments at least once every two months. These additional payments must be sent with a completed Form EDC-111.

Each time you send a payment to us, you must also mail or hand deliver one copy of Form EDC-111 to the debtor. You may photocopy this form, but it must have an original signature.

Instructions

Step 1: Provide the following debtor information

Please provide the requested information. If you do not know the answer to one of the questions, write "not known" on the line provided. If this is your last payment, be sure to check the box that best describes why this is your last payment. If you no longer employ the debtor, write the date the debtor left your service. Before you calculate the amount to withhold, you must determine if the debtor is entitled to any exemptions by completing Lines 6 and 7.

Step 2: Complete if you pay funds to the debtor

You must compute the amount to withhold on a weekly basis (even if your payroll is not weekly).

If you are required to withhold payments for child support, write the weekly amount of child support on Line 8. You will need this for the calculation of Column H.

Column A - Write the debtor's gross weekly wages.

Column B - Multiply Column A by 15 percent (0.15) and write the result.

Column C - Write the total amount of Social Security, federal tax, and state tax required to be withheld.

Column D - Subtract Column C from Column A. The result is the debtor's disposable earnings.

Column E - Multiply the Illinois minimum hourly wage by 45 and write the result. (For current rates, see www.state.il.us/agency/idol/News/PDFs/mw.pdf or call the Illinois Department of Labor at 312-793-2800.)

Column F - Subtract Column E from Column D and write the result.

Column G - Compare the amount you wrote in Column B to the amount you wrote in Column F. Write the smaller amount.

Column H - Subtract the amount of child support payments on Line 8 from the figure in Column G.

Line 10 - Payment

Total Column H and write the amount. This is the amount due.

Write the Debtor's name and Taxpayer ID on your payment. Mail payment and a copy of Form EDC-111 at least once every two months until the balance of the levy is fully paid.

Step 3: Sign below

You must sign that your answers are true and complete. Remember to mail or hand-deliver a copy of Form EDC-111 to the debtor.

Write your name and mailing address.

Note: Keep a copy of a blank Form EDC-111 for future payments.