



# Payment Coupon (IL-501) and Instructions

## General Information

Each year, we will tell you which one of the three schedules you are assigned to: semi-weekly, monthly, or annual. You must use the schedule we assign to you.

**Note** Taxpayers assigned to the annual payment and return schedule should use Form IL-941-A, Illinois Yearly Withholding Income Tax Return, to file **and pay** their withholding tax for the entire year.

Payment and return due dates are determined by the total tax withheld during the "look-back" period, which is the one-year period ending on June 30 of the immediately preceding calendar year. For the 2009 tax year, the look-back period is July 1, 2007, through June 30, 2008.

Taxpayers who, during the look-back period, reported

- more than \$12,000, are assigned to the semi-weekly payment and quarterly return schedule.
- more than \$1,000, but no more than \$12,000, are assigned to the monthly payment and quarterly return schedule.
- \$1,000 or less, are assigned to the annual payment and return schedule.

**Note** There are exceptions. New taxpayers are automatically assigned to the monthly payment and quarterly return schedule, as are those who would qualify for the annual return and payment schedule, but are not in good standing with the department.

*Withholding income tax is not considered withheld until the date you pay your employees.*

IL-501 Front (R-12/08)

Semi-weekly Payment and Quarterly Return Schedule	
Pay electronically or use Form IL-501 by	File your return electronically or use Form IL-941 by
<b>Wednesday</b> for amounts withheld on the preceding Wednesday, Thursday, or Friday, and <b>Friday</b> for amounts withheld on the preceding Saturday, Sunday, Monday, or Tuesday	<b>the last day</b> of April, July, October, and January.

Monthly Payment and Quarterly Return Schedule	
Pay electronically or use Form IL-501 by	File your return electronically or use Form IL-941 by
<b>15th of each month</b> for amounts withheld on the preceding month.	<b>the last day</b> of April, July, October, and January.

Annual Payment and Return Schedule	
You must pay and file electronically or use Form IL-941-A	
<b>January 31</b> of the following year for amounts withheld the entire preceding year.	

## Who must use a Payment Coupon?

You must use a Payment Coupon and send a payment using the monthly or semi-weekly payment and quarterly return schedule we assigned to you. Taxpayers who are assigned to the annual payment and return schedule should file **and pay** each year, using Form IL-941-A.

A Payment Coupon is **not** required if

- you pay electronically,
- you were assigned to the annual payment and return schedule, or
- you have chosen the household method of withholding (see Publication 121, Illinois Income Tax Withholding for Household Employees, for requirements)

You still must file Form IL-941, Illinois Quarterly Withholding Income Tax Return, if you were assigned to the monthly or semi-weekly payment and quarterly return schedule, or Form IL-941-A, Illinois Yearly Withholding Income Tax Return, if you were assigned to the annual payment and return schedule.

## Can my due dates change during the year?

- If you are assigned to the semi-weekly payment and quarterly return schedule, your schedule will not change.
- If you are assigned to the annual payment and return schedule or monthly payment and quarterly return schedule and you exceed \$12,000 in withholding during any quarter, you must file Form IL-941 to report and pay all withholding income tax from January 1 to the end of this quarter. You then must use the semi-weekly payment and quarterly return schedule for the following quarter, the remainder of the year, and the subsequent year.
- If you are assigned to the annual payment and return schedule, you may **elect to file** quarterly returns and make monthly payments. To do so, you must file Form IL-941, for any quarter of the year. You must pay all amounts withheld from January 1 through the end of that quarter. You then must begin making monthly payments and filing quarterly returns for the remainder of that year. See Publication

## Illinois Department of Revenue Payment Coupon IL-501

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-12/08) IL-492-0053

**We encourage you to pay electronically. Visit [tax.illinois.gov](http://tax.illinois.gov)**

Check the appropriate box to tell us when you withheld the withholding income tax you are paying. Check one box only.

1  2  3  4

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

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

- Send this Payment Coupon, Form IL-501, along with your remittance, payable to "Illinois Department of Revenue".
- Mail to: **ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19447  
SPRINGFIELD IL 62794-9447**
- Do not mail us a Payment Coupon, Form IL-501, if you electronically pay or to report a zero amount.

131, Withholding Income Tax Payment and Filing Requirements, and refer to the monthly payment and quarterly return schedule. Please remember to continue on this schedule or you may be subject to penalties. For more information about penalties and interest, see Publication 103, Penalties and Interest for Illinois Taxes.

**Note** It is your responsibility to use our new WebFile and Pay, TaxNet, FSET, EFT, or call us so we can issue a withholding coupon booklet.

### May I pay electronically?

Yes, you may pay electronically and we encourage you to use our new program, **WebFile and Pay**. Visit our web site at [tax.illinois.gov](http://tax.illinois.gov) for more information regarding our electronic options, shown below.

- **WebFile and Pay** is our new, free online program designed to be an easy, convenient, and fast way for you to submit your payments, Forms IL-501, at any time. You can schedule the dollar amount, debit date, and tax period for your payments. No software is required and it's available 24 hours a day, 7 days a week. You can also file your returns, Forms IL-941 or IL-941-A and pay your balance due. Visit our web site for more information.
- **TaxNet** or Federal State Employment Tax (**FSET**) programs allow you to directly debit your bank account.
- Electronic Funds Transfer, (**EFT**) has two payment options. **ACH credit** instructs your financial institution to transfer funds from your account to ours. **ACH debit** is your instruction to us to take the payment from your account.

**Note** If your annual tax liability meets or exceeds \$200,000, you must use an electronic payment method.

For additional electronic payment information, visit our web site at [tax.illinois.gov](http://tax.illinois.gov); call our EFT staff at **217 782-6257**; send a fax to them at **217 524-8282**; or write to Electronic Funds Transfer Division, Illinois Department of Revenue, PO Box 19015, Springfield, IL 62794-9015.

### What penalties may be assessed?

Your payment due dates are based on the day you pay your employees. To avoid penalties, all tax withheld must be paid by each payment due date. We occasionally may ask you to provide payroll information.

You will owe a **late-payment penalty** if you are required to make annual, monthly, or semi-weekly tax payments and do not do so, or do not pay the required amount by the payment due date. In addition, a **bad check penalty** of \$25 will be assessed if you send a remittance to the department that is not honored by your financial institution. This penalty will be assessed in addition to any other penalty.

For more information about penalties and interest, see Publication 103, Penalties and Interest for Illinois Taxes.

### Where do I get help?

- Visit our web site at [tax.illinois.gov](http://tax.illinois.gov)
- Call our Taxpayer Assistance Division at **1 800 732-8866** or **217 782-3336**
- Call our TTY at **1 800 544-5304**
- Write to  
**ILLINOIS DEPARTMENT OF REVENUE**  
**PO BOX 19015**  
**SPRINGFIELD IL 62794-9015**

## Step-by-step Instructions

### Step 1:

Write the tax year in the space provided and check the appropriate box to indicate when you withheld the tax you are paying. Write your federal employer identification number (FEIN), business name, complete address, and daytime telephone number.

### Step 2:

Write the amount you are paying.

### Step 3:

Make your remittance payable to "**Illinois Department of Revenue**". Write your FEIN and "Payment Coupon" on your remittance.

Mail your Payment Coupon and payment to:

**ILLINOIS DEPARTMENT OF REVENUE**  
**PO BOX 19447**  
**SPRINGFIELD IL 62794-9447**

#### *Do not send us a Payment Coupon*

- if you make your payment electronically,
- if you were assigned to the annual due date schedule, or
- showing a blank or zero amount.

### Payment stub for Payment Coupon

Complete this stub and keep for future reference.

____/____/____	_____
Quarter ended	Amount of payment
_____	_____
Tax withheld	Check number
	____/____/____
	Date filed