

Illinois Department of Revenue

Wage Levy Calculation Worksheet

Instructions: Each payroll period, complete this worksheet to determine the amount to withhold and provide a copy to the debtor.

- Your first levy payment is due at the close of the **current payroll period**.
- Payment must be withheld from **each payroll period**.
- Payment must be submitted at least **once per month**.

Complete the highlighted fields to determine your levy payment

- 1 Enter the amount of gross wages for this payroll period. **1** \$ _____
- 2 Multiply Line 1 by 15% (0.15). **2** \$ _____
- 3 Enter the total amount of FICA, federal tax, and state tax required to be withheld. **3** \$ _____
- 4 Subtract Line 3 from Line 1. This is your Net Wages. **4** \$ _____
- 5a** Enter the number of hours worked in the current payroll period.
Enter 45 if you have weekly payroll, 90 for bi-weekly payroll,
97.5 for semi-monthly, or 195 for monthly payroll. **5a** _____
- 5b** Line 5a multiplied by the state minimum wage. **5b** \$ _____
- 6 Subtract Line 5b from Line 4. **6** \$ _____
- 7 Compare Line 2 and Line 6. Enter the smaller amount. **7** \$ _____
- 8 If you are required to withhold child support, enter the amount of court
ordered child support withheld for this payroll period. **8** \$ _____
- 9 If you are required to withhold for a preceding levy or garnishment, enter the
amount required to be withheld for this payroll period. **9** \$ _____
- 10 Add Lines 8 and 9. **10** \$ _____
- 11 Subtract Line 10 from Line 7. Cannot be negative. **This is the amount of the levy for the payroll period.** **11** \$ _____

Do not send a copy of the above Wage Levy Calculation Worksheet to the Illinois Department of Revenue. You may print and retain completed worksheets for your records. Each time you send a payment to us, you must also provide one copy of the completed worksheet to the debtor.

Electronically make your levy payment using your **MyTax Illinois** account.