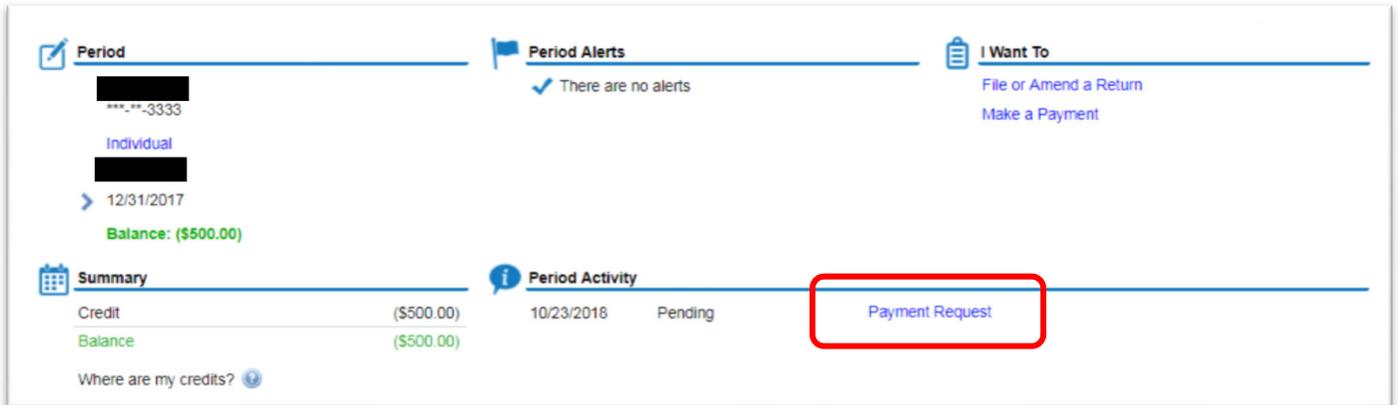


Illinois Department of Revenue

MyTax Illinois: Instructions to Cancel Login Payment Requests

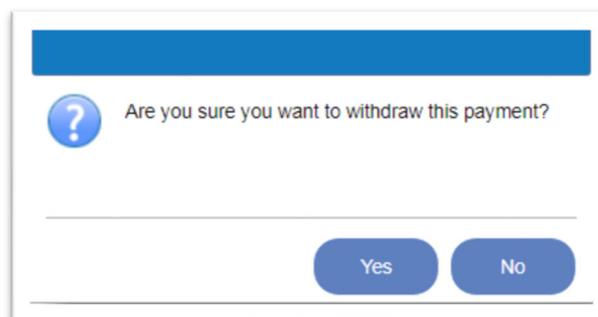
1. After logging in to your MyTax account, go to the **Period**, and click the **Payment Request** list under **Period Activity**.



2. Click **Withdraw Payment**.



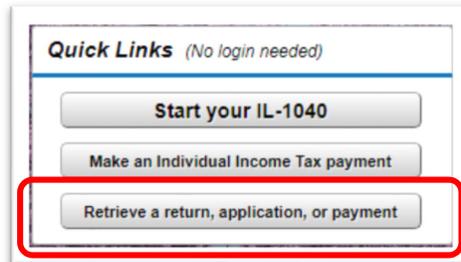
3. Click **Yes** to confirm the Withdrawal of the request.



Note: **Withdraw** refers only to the MyTax Request, which stops the requested action of making the payment. If you need to change the amount or date of your payment, you must submit a new payment after you have withdrawn the one you want to change.

MyTax Illinois: Instructions to Cancel Non-Login Payment Requests - Individual Income Tax Only

1. Go to mytax.illinois.gov, and choose **Retrieve a return, application, or payment**.



2. Enter the **email address** used to submit the request and the **confirmation code**. Your confirmation code can be found on the confirmation page you received when you made the payment. Then click the **Search** button.

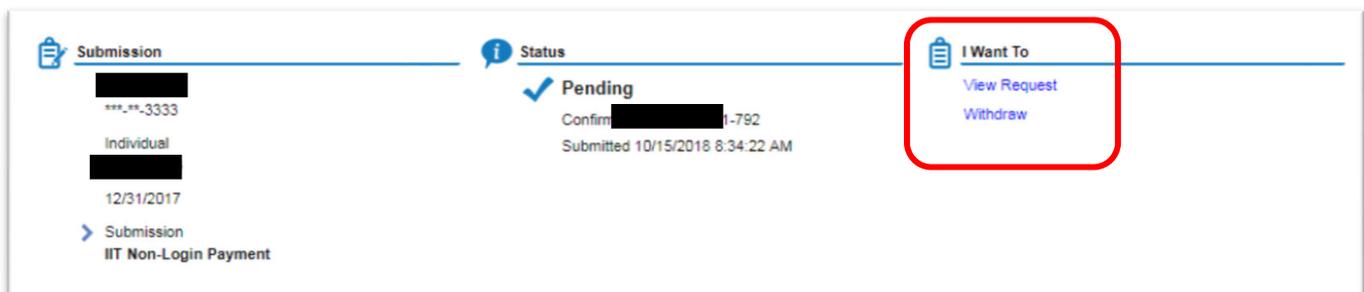
Email

Confirmation Code

Search

[Forgot your IL-1040 Confirmation Code?](#)

3. Under the **I Want To** section, which gives options for your non-login payment request, choose one of the following options:
 - **View Request** allows you to look at your payment request. (You **cannot** edit the payment request under this option).
 - **Withdraw** allows you to cancel your payment request. **Note:** You may only withdraw a payment request if it has not been processed. If the payment has been processed, you will not have this option.



Note: If you need to change the amount or date of your payment, you must submit a new payment after you have withdrawn the one you want to change.