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General Information

What is MyTax Illinois?
MyTax Illinois, available at mytax.illinois.gov, is a free web portal offered by the State of Illinois that allows users to file returns, renew licenses, register for accounts, make payments, review correspondence, and generally manage their accounts. MyTax Illinois is utilized by the Illinois Department of Revenue (IDOR), the Illinois Department of Employment Security (IDES), and the Illinois Liquor Control Commission (ILCC). A user must create a logon to access most MyTax Illinois features, but some functions are available without creating a logon.

Individuals: Most users of MyTax Illinois are individuals filing returns and making payments for Illinois Individual Income Tax. To create a logon for MyTax Illinois, these users must have previously filed a Form IL-1040, Illinois Individual Income Tax Return, with IDOR. We encourage individuals to take the time to create a logon for MyTax Illinois as doing so allows the user to access more functionality. Logon users can not only file an original Form IL-1040, but amend that return if a mistake is made, as well as access a host of features explained in MyTax Illinois Functions on page 5 below.

Businesses: To be able to create a logon for MyTax Illinois, a business must already have been registered with one of the Illinois state agencies listed above. If you need to register your business, you can do so using MyTax Illinois by selecting “Register a New Business (Form REG-1)” in the Register panel on the MyTax Illinois homepage and complete Form REG-1, Illinois Business Registration Application. You can then select “Sign Up” on the MyTax Illinois homepage to create your logon. Contact our Central Registration Division at 217 785-3707 for information or assistance with registering your business.

Creating a Logon

Individual Income Tax

What is a Letter ID?
A Letter ID is a unique set of letters and numbers used to identify each letter issued by IDOR. To obtain access to an Individual Income Tax account through MyTax Illinois, you are required to enter a Letter ID from a letter that was issued within the last 90 days from your Individual Income Tax account. Common letters that can be used to activate your account include:

- Return Correction Notice
- Notice of Tax Due
- Notice of Deficiency
- Notice before Collection
- Examiner’s Report
- Notice of Proposed Tax Due
- Certain IDOR Collections notices

If you do not have a letter that meets these criteria, you can request a Letter ID be mailed to you using the “Request a Letter ID” link on the Individuals panel of the MyTax Illinois homepage.

What if my Letter ID does not work?
For joint filers, the Letter ID will only activate an account for the taxpayer listed first on the letter (i.e., the primary spouse). Individual Income Tax filers who file their returns jointly and who would like to file returns or respond to notices should activate a MyTax Illinois account under the person listed as the primary taxpayer. The letter must be issued within the last 90 days. If your letter is greater than 90 days old or is otherwise invalid, you can request a new letter ID under the Individuals panel on the MyTax Illinois homepage. Please note that some categories of letters, for example, a letter that contains “Identity Verification” in the letter title, cannot be used to activate an account. If you have any questions about activating a MyTax Illinois account using a Letter ID, please contact us at Rev.MyTaxHelp@illinois.gov or call Taxpayer Assistance at 1 800 732-8866.

How do I Request a Letter ID to activate my account?
If you do not have a recent notice issued to you by IDOR from which you can obtain a Letter ID, then you can select the link “Request a Letter ID” under the ‘Individuals’ panel on the MyTax Illinois homepage. You must have previously filed a tax return with IDOR in order to activate an account. We will send a letter to the mailing address we have on file for you.
What are my options to activate my account?

Once your business is registered with IDOR or IDES, you can activate your MyTax Illinois account. Please allow 24 hours from your registration confirmation email before activating a logon for MyTax Illinois.

To activate an account for business, you can use one of the following options:

• Owner/Officer or Responsible Party Social Security Number
• PIN previously issued by IDOR (used for certain electronic filing methods, such as Webfile and third-party tax software, separate from MyTax Illinois)
• Account Activity validation

This activation process is to help ensure only individuals who are authorized by their organization gain access to a business’s tax information.

What should I do if I cannot activate my account?

If you have not previously completed Form REG-1-O to provide owner/officer information or if that information has since changed, you may not be able to activate your account without first providing updated information to IDOR. If your business has previously activated a MyTax Illinois account under another user, this can also prevent you from activating a logon. For assistance, please contact Central Registration at Rev.CentReg@illinois.gov or 217 785-3707.

Two-Step Verification Guide

Why do I need to use a Security Code to sign into my MyTax Illinois account?

The security code is a security enhancement to help protect your account. When you first set up two-step verification, you can choose to receive this code by email to an address you provide or by using an authenticator app. A new code will be provided to you by the method you select each time you log in to MyTax Illinois.

This two-step verification ensures that only one user will have access to a username and password. If you have multiple users in your organization who need to log in to MyTax Illinois, please see Additional Logons on page 10 below. If you are a tax professional who uses MyTax Illinois to access your client accounts, please see Third-Party Access on page 10 below.

If you would like to set up a secondary method, such as a second email address, to verify your MyTax account, you can do so under “Manage My Profile” once you have logged in to your account.

If you did not receive your security code:

• If you requested your code by email, check your Spam and Junk folders. You may also need to check with your IT department to ensure you are able to receive emails from Rev.DoNotReply@illinois.gov.
• If you can no longer use the method you have set up for receiving your security code, please contact us at Rev.MyTaxHelp@illinois.gov or call Taxpayer Assistance at 1 800 732-8866 and select the appropriate tax type from the menu.
**MyTax Illinois Functions**

**Individual Income Tax**

**File or amend a return**

MyTax Illinois users can log in to file returns for any of the last three tax years. In most cases, users can also file an amended return (Form IL-1040-X). However, if the original return was filed using a paper return, or if the taxpayer is changing his or her filing status (e.g., from married filing jointly to married filing separate), then the taxpayer must file Form IL-1040-X using a paper return. MyTax Illinois filing supports the use of attachments to both the original and amended return.

**To file a return:** Log in to your MyTax Illinois account. (Joint filers — log in to the account of the primary taxpayer.) Select “File a Return,” and choose the year of the return you wish to file.

**To amend a return:** Log in to your MyTax Illinois account. (Joint filers — log in to the account of the primary taxpayer.) Select “View more account options.” Then, under the panel for “Periods and Submissions,” select “View account periods.” Select the tax filing period you wish to amend. Select “File or Amend a Return,” and then choose the link “Amend.”

**Make a payment**

You can make payments in a number of ways using MyTax Illinois, and you can do so using checking or savings accounts. To pay assessed balances, you can use “Manage Payments and Returns.” To make estimated and extension payments (i.e., IL-1040-ES and IL-505-I payments), choose “View more account options,” and use the links for estimated and extension payments. If you are filing a tax return with a payment due, you will have the option to include payment information when filing the return.

**Note:** Payment requests submitted in MyTax Illinois take three to five business days to fully post to your account and for the balance to be updated.

**Respond to a notice**

You can use your MyTax Illinois logon to respond to some notices issued for tax years 2019 and later. Select “View more account options,” and then “Respond to a notice” in the Letters and Messages panel.

Select “respond” in the row of the notice to which you would like to respond. Responses in MyTax Illinois are immediately logged on your account. You can view your submitted responses in MyTax Illinois by selecting “View more account options” and then “View Account Submissions” in the “Periods and Submissions” panel. IDOR reviews these responses on a first in, first out basis. Once your correspondence is reviewed, we will mail you a notice explaining the outcome of the review. You can view this notice in MyTax Illinois by selecting “View more account options” and then “View Account Letters” in the “Letters and Messages” panel. While you are not actively being billed for any balance corresponding to the notice during the time that you are waiting for a review of your correspondence, a balance due may still display in MyTax Illinois.

**Respond to an examination**

For certain notices issued to taxpayers by Federal State Exchange Unit at IDOR, we allow the taxpayer the option of sending a response using MyTax Illinois. To send a response to such a notice, log in to your MyTax Illinois account, and select “More Account Options” for the account type for which the notice was sent. Under the panel “Account Options,” select the link “Respond to an Examination.”

Please see your Examination notice for specific instructions. For assistance with how to respond to an examination, please contact REV.FSEU@illinois.gov or 217 782-7962.

**Respond to an audit**

For certain audit notices issued to taxpayers by IDOR, we allow the taxpayer the option of sending a response using MyTax Illinois. To send a response to such a notice, log in to your MyTax Illinois Account, and select “More Account Options” for the account type for which the notice was sent. Under the panel “Account Options,” select the link “Respond to Audit.”

Please see your audit notice for specific instructions. You can contact your auditor with questions or assistance with how to respond to a notice.
Request an Installment Payment Plan Agreement

You can use your MyTax Illinois account to submit Form CPP-1, Installment Payment Plan Request, electronically, when certain conditions are met.

Log in to your account, and select “More…” Under the panel “Payments and Returns,” choose “Set up a Payment Installment Plan with IDOR.” For assistance with payment plan, please contact Rev.PayPlan@illinois.gov, 217 785-8556, or the number on your most recent collection notice.

Note: You must have a balance due that is actively in collection with IDOR to use MyTax Illinois to submit your payment plan request. If you have only received your final notice of tax due from IDOR or if you have not yet been billed for any outstanding balances, you cannot use MyTax Illinois to submit your request for a payment plan.

Business

File or amend a return

Note: Business Income Tax filers of either Form IL-1041 or Form IL-990-T can do so in MyTax Illinois only for tax years 2020 and prior. For tax years 2021 and after, these returns are no longer available in MyTax Illinois.

To file a return: Log in to your MyTax Illinois account. Next to the account type for which you wish to file, select “File a return.” Then you can select the period of the return you wish to file.

To amend a return: Log in to your MyTax Illinois account. Next to the applicable account type for which you wish to file an amended return, select “File a return.” Then you can select the period of the return you wish to file, select “File or Amend a Return,” and then choose the link “Amend.” You can also select “View more account options,” and then, under the panel for “Periods and Submissions,” select “View account periods.” Select on the tax filing period you wish to amend, and follow the same process from there as above. Certain returns may require you to amend using a paper form, depending on the return type and how the original return was filed.

Make a payment

You can make payments in a number of ways using MyTax Illinois, and you can do so using checking or savings accounts. To pay an outstanding assessed balance, you can use “Manage Payments and Returns” on the Summary screen in MyTax Illinois or you can click on the applicable item on the Action center screen.

For other types of payments, certain account types offer links to make specific payments types (e.g., “Make an IL-501 Payment” for Illinois Withholding Income Tax). To direct a specific type of payment for a particular tax reporting period is to select “More account options” and then “View Account Periods.” After selecting the period for which you need to make a payment, click “Make a Payment” and indicate the type of payment you want to make, along with the payment details.

If you are filing a tax return with a payment due, you will have the option to ‘Proceed to payment’ after submitting the return request. MyTax Illinois also offers the option to “pay by mail” for several payment types. This will generate a voucher that you can print and mail with your payment.

Note: Payment requests submitted in MyTax Illinois take three to five business days to fully post to your account and for the balance to be updated.

Renew a license or certificate

MyTax Illinois can be used to renew certain licenses and certificates and to submit associated payments. Your request must be completed during the renewal period for your license or certificate. Please see your renewal notice for specifics.

For questions on your license renewal, please contact the appropriate department:

IFTA License — Rev.IFTA@illinois.gov or 217 785-1397
Liquor License — ILCC@illinois.gov or 217 782-2136 (Springfield) or 312 814-2206 (Chicago)
Cigarette/Tobacco license — Rev.CentReg@illinois.gov or 217 785-3707
Gaming License — Rev.CentReg@illinois.gov or 217 785-3707
Respond to an audit
For certain audit notices issued to taxpayers by IDOR, we allow the taxpayer the option of sending a response using MyTax Illinois. To send a response to such a notice, log in to your MyTax Illinois Account, and select “More Account Options” for the account type for which the notice was sent. Under the panel “Account Options,” select the link “Respond to Audit.”
Please see your audit notice for specific instructions. You can contact your auditor with questions or assistance with how to respond to a notice.

Request an Installment Payment Plan Agreement
You can use your MyTax Illinois account to submit Form CPP-1, Installment Payment Plan Request, electronically, when certain conditions are met.
Log in to your account, and select “More…” Under the panel “Payments and Returns,” choose “Set up a Payment Installment Plan with IDOR.” For assistance with payment plan, please contact Rev.PayPlan@illinois.gov, 217 785-8556, or the number on your most recent collection notice.

Non-login Functions for Individuals
Respond to a notice requesting Identity Verification
If you receive a notice from IDOR requesting identity verification, you can respond securely using MyTax Illinois. From the MyTax Illinois homepage, use the panel “Identity Verification” to respond to an Identity Verification Quiz, Identity Verification Code, or Identity Verification Documents notice.

PIN inquiry
An Illinois personal identification number (PIN) is assigned to you when you file your first IL-1040. First-time filers will not have a PIN assigned until after IDOR receives and processes that first return. You may look up your Illinois PIN using your Illinois Driver’s license or Illinois state ID or using the Adjusted Gross Income (AGI) from your most recently filed Illinois tax return.

Refund inquiry
From the panel “Inquiries for Individuals,” you can use the “Where’s my refund?” link to check on the status of a current year refund. For questions about prior year refunds, amended returns, or refunds resulting from correspondence with IDOR, please contact Taxpayer Assistance at REV.TA-IIT@illinois.gov or 1 800 732-8866 for assistance.

Non-login payments
Individuals can make estimated, extension, and return payments without a logon for the current tax year. Individuals also can make return and balance due payments without a logon for the liabilities reported for the two previous tax year’s returns. To make payments for liabilities reported on returns for tax years greater than three years old, you will need to activate a MyTax Illinois logon. To make a non-login payment, use the link “Make an IL-1040, IL-1040-ES, or IL-505-I payment” located in the “Individuals” panel on the MyTax Illinois homepage. You will be provided with a confirmation code for your payment. Save this code for your records. The code, along with the email address you provide, will allow you to retrieve a record of your payment (using “Retrieve a return, application, or payment” in the “Submissions” panel.) This confirmation code is not emailed to you.

Non-login returns
The option to file Form IL-1040, Illinois Individual Income Tax Return, without having a MyTax Illinois account (non-login option) is no longer available. If you would like to file your IL-1040 through MyTax Illinois, you must file using your My Tax Illinois account. If you do not have an account, you may create one by choosing “Sign Up” in the Login box at MyTax Illinois and following the instructions.

Look up estimated and extension payments
You can look up your current estimated payments, extension payments, and any credit you have requested to be carried forward to the current tax year using the link “Look up my estimated/extension payment” in the “Inquiries for Individuals” panel on the MyTax Illinois homepage.
1099-G lookup
You can retrieve your Form IL-1099-G as issued by IDOR using the link “Look up my Form 1099-G” under the panel “Inquiries for Individuals” on the MyTax Illinois homepage. This inquiry will only return Forms 1099-G issued for tax overpayments by IDOR in the current year. The prior three years of Forms 1099-G can be accessed by activating a MyTax Illinois logon (see “Letters”).

Note: Form 1099-G is issued only to taxpayers who have elected to itemize their federal return in the prior year and who have an overpayment of $10 or more.
Forms 1099-G issued by other government agencies, such as IDES, must be retrieved from the issuing agency.

Submit an IDOR power of attorney
You can use MyTax Illinois to submit a Power of Attorney for IDOR. From the MyTax Illinois homepage, under the “Additional Services” panel, select “Submit an IDOR Power of Attorney.”
This request should only be submitted for tax types administered by IDOR. You must submit Form IL-2848 or Form IL-56 and any supporting documents for either as one attachment. See the instructions for Form IL-2848 for more information.
For Individual Income Tax, use the taxpayer’s Social Security Number (SSN) for the ID number. For joint filers, please submit your request under the primary taxpayer’s SSN and select “Yes” for joint return. Then provide the secondary filer’s SSN and name.
You will be notified by email when the power of attorney has been added to the taxpayer account, which typically takes one to three days.

Verify a registered business
This feature allows a user to confirm whether a business is currently registered with IDOR using the business’s Illinois Account ID, Federal Employer Identification Number, or a license number. This feature is particularly helpful when a user needs to confirm the accuracy of an Illinois Account ID to document transactions such as sales for resale.

Tax Rate Finder
This feature allows a user to search for the rates of various taxes applicable to an Illinois local government (i.e., county or municipality). The tax rate finder has two types of searches:
• Users can search by the name of the county or municipality to find an applicable rate. This type of search is used by Illinois retailers to verify the tax rate at an Illinois retail sales location.
• Users can search for local tax rates associated with an address. This type of search is used by remote retailers and marketplace facilitators to verify the tax rate at a specific delivery destination address as required under the Leveling the Playing Field for Illinois Retail Act.

Do not use Search by Address if you are an Illinois retailer verifying the rate for a retail sales location in Illinois.

Verify a sales tax exemption number
This feature allows a user to confirm whether the sales tax exemption (“E”) number issued to an organization by IDOR is active. IDOR issues exemption numbers only to those organizations that have demonstrated that they are not for profit and organized and operated exclusively for charitable, religious, educational, or governmental purposes. This verification feature is useful for retailers needing to confirm whether a customer claiming an exemption from Illinois sales and use tax is eligible to make that claim and to properly document that exempt sales in the retailer’s business records.

Submit an IDOR power of attorney
You can use MyTax Illinois to submit a Power of Attorney for IDOR. From the MyTax Illinois homepage, under the “Additional Services” panel, select “Submit an IDOR Power of Attorney.”
This request should only be submitted for tax types administered by IDOR. You must submit Form IL-2848 or Form IL-56 and any supporting documents for either as one attachment. See the instructions for Form IL-2848 for more information.
For businesses, use the taxpayer’s Federal Employee Identification Number (FEIN), if one exists. For sole proprietors who do not have a FEIN, use the taxpayer’s Social Security Number (SSN) for the online submission.
You will be notified by email when the power of attorney has been added to the taxpayer account, which typically takes one to three days.

**File a zero wage report (IDES Form UI-3/40)**
This feature allows a user to submit a zero wage report (IDES Form UI-3/40) to IDES. A “zero” wage report is one which the user has no liability to report but which is still required to be submitted. The non-login zero wage report allows users to satisfy this requirement easily and efficiently.

**Using MyTax Illinois**

**What is a request?**
A request is a user submission from MyTax Illinois, such as a tax return, payment, or update to account information. Most requests will display a confirmation number and an option to print a confirmation of your request.

**How do I review my submitted requests?**
Logon users of MyTax Illinois can select “More...” from the main summary screen and then “Search submissions.” You can also view requests by account type by selecting “View more account options” and then “View account submissions.”
Users who have submitted non-login requests in MyTax Illinois can review those requests using “Retrieve a return, application, or payment” in the Submissions panel on the MyTax Illinois homepage.

**How do I cancel or withdraw a request?**
Some requests can be canceled or withdrawn while they are still in a pending status. To cancel a request, locate your request in the Submissions (see “How do I review my submitted requests?” above), and select your request. Choose the option “Withdraw” to cancel a return submission request, or if the request is for a payment, choose “Cancel.” This will delete (cancel) this request. While many tax return requests can be edited and then resubmitted, payments cannot be edited. If you need to correct to a payment request, you should cancel that request and then submit a new payment.

**Closing and opening tax accounts**
You can use MyTax Illinois to add new tax registrations. After logging in to MyTax Illinois, choose “More...,” and then under the “Registration Information” panel, select “Register for New Tax accounts.” You can also select “Reopen Closed Accounts” if you need to register again for a tax account type that you had previously closed.

To request to close a tax account, next to the account on the Summary screen, choose “More account options,” and under the “Account Maintenance” panel, choose “Request to close account.”

**NOTE:** Businesses registered as Sole Proprietors must contact Central Registration for assistance in registering for additional tax accounts.

For questions about opening and closing tax accounts, please contact Central Registration at Rev.CentReg@Illinois.gov or 217 785-3707.
MyTax User Management

Third-party access

Third-party access enables another trusted user, such as a tax preparer, who has his or her own MyTax Illinois logon to have access to your MyTax Illinois account. The master of a MyTax Illinois account can allow or revoke this access and control which tax accounts the third party can access. A tax preparer with third-party access can log in to MyTax Illinois using the preparer’s own username and password to access client accounts all in one location. Note that third-party access is not available for accounts administered byIDES.

In order to allow third-party access, you must have activated your own MyTax Illinois account. To allow third parties the ability to request access to your account, after logging in, select “Manage my Profile” and then “More…,” and then in the panel labeled “Access,” select “Manage third party access.” From this screen, you can indicate that you would like to allow third party access. You will also see which third parties currently have access to your account.

A tax preparer needing to request third-party access to another user’s account must log in to his or her MyTax Illinois account and go to “More….” From this screen, under the panel “Access,” you can select “Add Access to an Existing Tax Account.” You will be required to enter different security information depending on the type of account you are adding.

Additional logons

Some organizations may have multiple users who need to access MyTax Illinois for different purposes. Each user should have his or her own username and password. The first user to activate a MyTax Illinois account for the organization becomes the Master account holder. This user has the ability to add and delete additional logons and to control what those users can see and do within MyTax Illinois.

To manage secondary logons for your account, select “Manage my profile,” then “More…,” and then in the “Other Users” panel, select “Manage Additional Logons.” From this screen the Master on the account can control whether additional logons will be allowed, see other logons for this account, and create new usernames and passwords for additional users.

What if the person who set up MyTax Illinois access is no longer with the business?

If you have the Master username and password for your account, you can log in to MyTax Illinois and go to “Manage My Profile.” This will allow you to update the email address, profile master name, authentication method, password, and secret question associated with your master logon.

If you do not have access to the master account, and the master account originator is no longer with your organization, please contact Rev.MyTaxHelp@illinois.gov or call Central Registration at 217 785-3707 for assistance.