

Illinois Department of Revenue  
1500 South Ninth Street  
Springfield, Illinois 62708

INFORMATION BULLETIN FY83-7

TO: All Taxpayers Filing Under The Gas Revenue Tax Act,  
Public Utilities Act And The Messages Tax Act

SUBJECT: Public Utilities - Quarter Monthly Tax System  
(Public Act #82-1043)

Effective February 1, 1983, Public Act 82-1043 (House Bill 900) amends Section 3 of the Gas Revenue, Message, and Public Utility Tax Acts to require certain taxpayers to file estimated payments on a quarter-monthly basis.

WHO MUST FILE?

Any taxpayer whose average monthly liability to the Department under any of the above mentioned Acts was \$10,000 or more during the preceding calendar year, excluding the month of highest and the month of lowest liability in such calendar year, and which is not operated by a unit of local government, shall make estimated payments to the Department.

HOW IS THE QUARTER-MONTHLY AMOUNT COMPUTED?

The estimated payment may be calculated in one of two ways:

It may be 22.5% of the actual tax liability due for the current month (e.g., February, 1983); or

It may be 25% of the tax liability due for the same calendar month of the preceding year (e.g., February, 1982).

HOW ARE PAYMENTS MADE?

At the beginning of each quarter, the Department will provide each taxpayer with numbered quarter monthly payment cards. These cards will be entitled "Public Utilities Quarter Monthly Payment." The form number of the payment card is RPU-50.

Printed on each card will be the taxpayer's business name, address, registration number, payment number, due date, and the liability period to which each payment applies. IT IS IMPORTANT TO NOTE THAT CARDS BE USED ONLY FOR THE PAYMENT DATE SPECIFIED.

WHEN ARE PAYMENTS DUE?

The quarter monthly payments are due on or before the 7th, 15th, 22nd and the last day of the month during which tax liability is incurred.

(Adjustments are made for weekends and holidays.) The payment card and remittances should be mailed to the Department in the pre-addressed envelope provided. Quarter monthly payments will be credited against your final tax liability for that month.

WHAT HAPPENS IF I OVERPAY MY LIABILITY?

The Department will issue credit memoranda for overpayment of tax liability for any month. Accordingly, any outstanding credit, approved by the Department, arising for any month may be applied to reduce the amount of any subsequent quarter monthly payment or credited against the final tax liability of the taxpayer's return for any subsequent month. THE ORIGINAL CREDIT MEMORANDUM MUST ACCOMPANY EITHER THE RETURN OR THE QUARTER MONTHLY PAYMENT CARD TO WHICH IT IS BEING APPLIED.

WHAT SHOULD I DO IF I OWE ADDITIONAL TAX?

If your final liability to the Department exceeds the total of your estimated payments, this will be reflected on Line 7 of your tax return. You should remit the additional tax due on or before the 15th day of the month following the month in which the liability was incurred. (Taxpayers with a deposit on file will continue to have an additional 31 days period in which to file their returns.)

WHAT HAPPENS IF MY PAYMENTS ARE LATE OR LESS THAN THE AMOUNT REQUIRED?

Payments transmitted through the United States mail are deemed to have been filed on the date of the U.S. Postal Service postmark affixed to the envelope in which the payment is mailed. If any quarter monthly payment is not paid at the time or in the amount required, the taxpayer shall be liable for a 5% penalty and interest at the rate of 2% per month or fraction thereof on the difference between the minimum amount due as a payment and the amount of such payment actually and timely paid, except insofar as the taxpayer has previously made payments in excess of the minimum payments previously due.

Inquiries relating to this system of tax payments may be directed to:

Illinois Department of Revenue  
Return Processing Unit - Excise Taxes Section  
Post Office Box 4030  
Springfield, Illinois 62708  
Telephone: 217-785-2626

J. Thomas Johnson  
Director of Revenue

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