

Illinois Department of Revenue
101 West Jefferson Street
Springfield, Illinois 62708

INFORMATIONAL BULLETIN FY85-20

TO: Registered State of Illinois Withholding Agents

SUBJECT: Withholding Tax Coupon Booklet

The Illinois Department of Revenue has taken steps in the past two years to simplify its forms and instructions for taxpayers. Our latest effort is the enclosed coupon book, which provides your 1985 supply of withholding tax forms.

This book includes:

- a. Withholding Payment Forms (IL-501s, which are to be submitted on your usual schedule - quarter-monthly if total is \$500 or more; monthly if between \$100 and \$499; quarterly if under \$100).
- b. Quarter Withholding Returns (IL-941's to be filed on or before April 30, July 31, October 31, and January 31).
- c. Annual Reconciliation Form (IL-W-3 to be filed on or before February following the taxable year).
- d. Gummed labels for your use in mailing these forms to us.
- e. A NUC-16 form for your use in mailing these forms to us.
- f. A NUC-542 form which you should file if you sell your business.
- g. A chart at the back of the booklet for your use in keeping a record of your payments.

Please be sure to check the preprinted information on these forms to make sure it is accurate.

IF THERE IS AN ERROR IN YOUR NAME OR ADDRESS: Use the NUC-16 form enclosed to make the necessary corrections. You can enclose this with the next withholding return you submit.

IF THERE IS AN ERROR IN YOUR FEDERAL EMPLOYEE IDENTIFICATION NUMBER (FEIN): Do NOT use this coupon booklet. Contact our Central Registration division for a new booklet. You can write: Central Registration, P.O. Box 4054, Springfield, IL., 62708 or phone 217/785-2889.

This coupon booklet is designed for use with optical scanning machines. We therefore ask that you hand print the numbers as shown in the examples in your book. Please use a dark pencil or black ink (do NOT use blue ink).

Much of the information has been preprinted on these forms for you. However, you will need to mark an "X" in the box on your quarterly withholding forms (IL-501) to indicate whether the form is being filed for the first, second, third or fourth quarter.

This coupon book should contain all the employer withholding forms you

will need for 1985. (The enclosed NUC-16 can be used for ordering additional forms, if necessary.)

We are convinced that these new coupons books will be easier for you as a taxpayer and more efficient for us to process. Other states have used this format and have found this to be true.

J. Thomas Johnson
Director of Revenue

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