# **Schedule D Instructions**

## General Information

## **Step-by-Step Instructions**

### What is reported on this schedule?

You must file Schedule D, Tax-free Bulk Purchases Used in Rectification, Bottling, or Blending, to report alcoholic liquors you purchased tax-free in bulk to use in

- · rectification;
- bottling; or
- · blending.

#### When and where do I file?

You must file Schedule D with Form RL-26, Liquor Revenue Return, on or before the fifteenth day of each month for the preceding month.

**Note:** Schedule D is for informational purposes only. No information is transferred to Form RL-26.

If you need to correct a previously filed Form RL-26, you must file Form RL-26-X, Amended Liquor Revenue Return, and all completed schedules.

All completed returns and attachments must be mailed to



ALCOHOL, TOBACCO AND FUEL DIVISION ILLINOIS DEPARTMENT OF REVENUE PO BOX 19019
SPRINGFIELD IL 62794-9019

#### What if I need assistance?

If you have questions about Schedule D, call us weekdays from 8:00 a.m. to 4:30 p.m. at **217 782-6045** or write to us at the address listed above.

## Step 1: Identify your business

Write your business' name, address, License number (issued by us) and Account ID.

Tell us the tax period for which you are filing this schedule.

# Step 2: Tell us about your tax-free bulk purchases used in rectification, bottling, or blending

Tell us the name and address of whom your purchases were from. You must provide the invoice number (include the invoice date) and FEIN of whom you made your purchases from.

Report the total actual **wine** gallonage equivalent for each class of alcoholic liquor per invoice number.

#### **Grand total:**

If you are filing only one page, copy the "Page subtotal" amounts to the "Grand total" lines.

If you are filing multiple pages, add all "Page subtotals" together for each liquor class and write each sum on the appropriate "Grand total" line on the last page.

