



# Schedule R Instructions

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## General Information

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### Who must file this schedule?

You must file Schedule R, Report of Liquor Sales to Retailers, if you sell or distribute alcoholic liquor to retailers in Illinois and you are required to pay liquor taxes under the Liquor Control Act of 1934.

### When and where do I file Schedule R?

You must file Schedule R:

- On or before the same date as your Form RL-26 or Form RL-26-W if you are an electronic filing program participant who files Form RL-26 or Form RL-26-W electronically for the preceding month.
- On or before the tenth day of each month if you do not file Form RL-26 or RL-26-W electronically for the preceding month.

**Note:** Schedule R must be filed electronically in MyTax Illinois at [mytax.illinois.gov](https://mytax.illinois.gov) or using a direct transmission method through software you develop or purchase from a third-party vendor.

### What if I need assistance?

If you have questions, email us at [REV.ATP-MFR@illinois.gov](mailto:REV.ATP-MFR@illinois.gov), write us at the address above, or call us weekdays from 8:00 a.m. to 4:30 p.m. at **217 782-6045** or visit our website at [tax.illinois.gov](https://tax.illinois.gov).

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## Specific Information

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### Step 1: Identify your business and type of transaction

- a** Enter your business' name, address, License number, (issued by us) and Account ID. Also, tell us your Federal Employer Identification number (FEIN) and the liability period for which you are filing this schedule.
- b** Check here if you had **no** shipments to report during this reporting period.

### Step 2: Tell us about the retailers you shipped alcoholic liquors to in Illinois

You must provide the Account ID, name, and address of retailers whom you sold or distributed the alcoholic liquors you are reporting.

Report the retailer's previous month's purchases (i.e., your selling price, minus any discounts).

**Note:** "Retailer" does not include other liquor manufacturers, importing distributors, and airlines to whom you make sales of alcoholic liquor.

**For help on setting up a CSV file, see the next page of these instructions.**

## Submission with CSV file in MyTax Illinois

The CSV (Comma Separated Value) file format is used for importing the RL-26-A file directly to an Illinois Liquor Revenue Tax account. The import feature is recommended for users who have software that can create the CSV format. Using a spreadsheet program (e.g., Excel), columns are required to create a CSV file that is recognized and accepted by MyTax Illinois. You may also use a text file following the same formatting. The file should have no header row. The file must contain the following columns in this order:

	Field Name	Max Length	Data Type	Description
1st Column	Schedule Name	1 character	Alpha	Indicate which of the liquor return schedule the information in this entry belongs on by entering "R"
2nd Column	Sales Tax Account ID	8 characters	Numeric	The Illinois Sales Tax Account ID of the retailer sold to; format 9999-9999
3rd Column	Business name	40 characters	ASCII characters, no commas	Name of retailer sold to
4th Column	Street	40 characters	ASCII characters, no commas	The street address of retailer sold to
5th Column	City	40 characters	ASCII characters, no commas	The city in which retailer sold to is located
6th Column	State	2 characters	ASCII characters, no commas	The state in which retailer sold to is located
7th Column	Zip	10 characters	ASCII characters, no commas	The zip code of retailer sold to. A zip code of 5 or 9 digits is required. Example: 62568 or 62568-3214
8th Column	Amount sold or distributed	15 characters	Numeric	Selling price minus any discounts; allow up to 15 digits before decimal; allow remaining digits up to 2 total after decimal

### Example:

You are filing Schedule R. Their Account ID is 12345678. Your retailer's name is ABC Liquor, Inc., located at 101 Any Blvd., Springfield, IL 60001-1234. The amount sold or distributed is \$450.50. The record for the transaction would be reported as follows: CSV Spreadsheet Example (e.g., Excel)

R	12345678	ABC Liquor Inc.	101 Any Blvd.	Springfield	IL	60001-1234	450.50
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Text File Example (e.g., Notepad) R,12345678,ABC Liquor Inc.,101 Any Blvd.,Springfield,IL,60001-1234,450.50 Save your spreadsheet or text file using the file type "CSV (Comma delimited) (\*.csv)" option. For text files, separate each field with a comma and each record with a hard return. Once you have your file saved in this format, you may use the "Import" option in MyTax Illinois.