



# Schedule F Instructions

## General Instructions

### When do I file Schedule F?

You must file Schedule F electronically in MyTax Illinois at [mytax.illinois.gov](http://mytax.illinois.gov) with your Form RMFT-5, Motor Fuel Distributor/Supplier Tax Return, if you need to report losses of motor fuel (e.g., fire, leakage, spillage, or spoilage.) Do not include any loss due to temperature variation and evaporation.

You must list each loss separately and substantiate each loss by all available proof. When you discover any losses of consequence, you must immediately report them to us for investigation. Your reported losses will be subject to correction when your account is audited.

### How do I file this schedule?

Your schedules must be filed with your return in MyTax Illinois. You must manually enter the information onto the schedules in MyTax Illinois.

### What must I attach to this schedule?

You must attach all available proof for your Schedule F claim of motor fuel losses to your Form RMFT-5. Available proof including, but not limited to, police reports, EPA reports, Fire Marshal reports, stick inventory readings, tank conversion charts, invoices, entity responsible for clean-up process, towing reports, and affidavits from witnesses and employees, etc. We will not allow you to take a loss without submitting all available proof.

To add attachments to your return in MyTax Illinois,

- select “Add” in the Attachment section;

To delete an attachment from your return,

- select “Remove” associated with that file.

### What records must I keep?

You are required by law to keep books and records showing all purchases, receipts, losses through any cause, sales, distributions, and use of fuels.

### What if I need additional assistance?

If you have questions about this schedule, email us at [REV.MF@illinois.gov](mailto:REV.MF@illinois.gov) or call our Springfield office weekdays between 8:00 a.m. and 4:30 p.m. at 217 782-2291. You may also visit our website at [tax.illinois.gov](http://tax.illinois.gov) or scan the QR code provided.



## Step-by-Step Instructions

### Complete the following information.

All information must be completed whether you import a file or manually enter the data. You may do a combination of both. You may import a file and then make manual changes to fix any incorrect or incomplete information on your schedule. Do not make any manual entries prior to importing the file. All such changes/entries will be overwritten.

**Note:** Pre-set fields cannot be edited.

**Product Type** – Select the product type.

- Gasoline
- Special fuel (excluding dyed diesel fuel)
- Dyed diesel fuel

**Explanation** – Enter a detailed explanation of the procedure you followed to determine the quantity of motor fuel lost. Report one loss only per record.

**Gallons Lost** – Enter the total number of gallons lost.

**Liability date** – This field is pre-set to the liability period of the return being filed.