



Schedule A Instructions

General Instructions

This schedule is used for reporting the following taxes:

- Motor Fuel Tax (MFT)
- Underground Storage Tank Tax (UST)
- Environmental Impact Fee (EIF)

Which gasoline products must be reported on this schedule?

The gasoline products that must be reported on this schedule are all products commonly or commercially known or sold as gasoline (including casing-head and absorption or natural gasoline) gasohol, motor benzol, or motor benzene, regardless of their classification or use.

When do I file this schedule?

You must file Schedule A electronically in [MyTax Illinois](http://mytax.illinois.gov) at mytax.illinois.gov

- with your Form RMFT-5 [MyTax Illinois](http://mytax.illinois.gov) return, if you need to report gasoline gallons you purchased MFT-tax-free only or both MFT and UST-EIF tax/fee-free
- with your Form RMFT-5-US [MyTax Illinois](http://mytax.illinois.gov) return, if you need to report gasoline gallons you purchased UST-/EIF-tax-free only or both MFT- and UST-/EIF-tax/fee-free.

You have two options to file your schedules:

- import the electronic file of your schedules into [MyTax Illinois](http://mytax.illinois.gov), or
- manually enter the information onto the schedules in [MyTax Illinois](http://mytax.illinois.gov).

View the [Electronic Filing Format for Motor Fuel Reporting](#) for additional information on the format of the file.

What must I attach to this schedule?

You must attach any invoices issued to you by a licensed Supplier to your Form RMFT-5 [MyTax Illinois](http://mytax.illinois.gov) return.
You must attach any invoices issued to you by an unlicensed seller to your Form RMFT-5 [MyTax Illinois](http://mytax.illinois.gov) return.

To add attachments to your return in [MyTax Illinois](http://mytax.illinois.gov),

- select “Add” in the Attachment section;
- To delete an attachment from your return,
- select the red “X” 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 or call our Springfield office weekdays between 8 a.m. and 4:30 p.m. at 217 782-2291.

Step-by-Step Instructions

Complete the following Information

All information must be completed whether you imported a file or manually entered 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 changes/entries will be overwritten.

Choose tax/fee type - Enter the tax/fee type. Choose based on the Illinois taxes/fees not charged on your invoice.

- Both MFT and UST/EIF tax-free
- MFT tax-free only
- UST/EIF tax-free only

Invoice date – Enter the month, day, and year of the invoice. All transactions must be reported in the month of gross receipts. The invoice date will allow thirty days prior to the period for which the return is being filed and up until the due date of return.

Invoice number - Enter the invoice number. You must report the invoice number listed on the invoice billed to you by the seller.

Name of carrier - Enter the carrier’s complete business name.

Bill of lading or manifest number - Enter the bill of lading or manifest number. You must list each bill of lading as a separate entry on the Schedule A.

Name of seller - Enter the seller’s legal business name. There are multiple companies with similar names. To prevent confusion, you must list the seller’s legal business name as listed on the Licensees List. The list may be found by clicking on your Motor Fuel account, then clicking on “View MF Licenses” under “I Want To”.

Exceptions:

- When reporting fuel imported into Illinois by your company, enter your own company name.
- When reporting transactions your company pulled from the pipeline in Illinois, enter “Received from Pipeline”
- When you are reporting blending transfers, enter “XFER TO SCHED M” for gasoline you used in blending and “XFER FR SCHED M” for the total blended product.

Origin City – Enter the name of the city from which the fuel product originated. “Various” is an unacceptable city name.

Origin State – Enter the state from which the fuel product originated. If other than Illinois, you must also select “import” as the receipt type.

Destination (Illinois cities only) - Enter the name of the Illinois city to which the gasoline product was delivered. “Various” is an unacceptable city name.

Destination State - This field is pre-set to USA – Illinois.

Seller’s license number - Enter the seller’s Illinois license number. License numbers may be verified on the Licensees List. The license number must match to the seller name list in the “Name of seller” field.

Exceptions:

- When reporting fuel imported into Illinois by your company, enter your own Motor Fuel Distributor number.
- When reporting transactions your company pulled from the pipeline in Illinois, enter D-99999 as the license number.
- When you are reporting blending transfers, enter your own Motor Fuel Distributor number.

Invoiced gallons - Enter the number of gallons as invoiced.

Product Type - Enter the 3-character product code.

- 061 - Natural Gasoline
- 065 - Gasoline
- 124 - Gasohol
- 999 - Other (specify)

Other Product Type - Enter a description of the “999-other” fuel product sold.

Receipt Type - Enter the receipt type.

- IL receipt
 - IL sales to self are invalid
- Import
- Produce

Liability Date – Pre-set to liability period of return being filed.