



# CMFT-2 Instructions

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## General Information

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### Who must file Form CMFT-2?

If you make retail sales of motor fuel from more than one location within DuPage, Kane, Lake, McHenry, or Will County, you must complete Form CMFT-2, Multiple Site Form and attach it to your Form CMFT-1, County Motor Fuel Tax Return.

**Note:** County Motor Fuel Tax is effective for retail locations in Will County for reporting periods on or after February 2020 and for retail locations in Lake County for reporting periods on or after July 2021.

### Can I file this return and pay the tax due electronically?

Yes, you can use MyTax Illinois at [mytax.illinois.gov](http://mytax.illinois.gov) to file your Forms CMFT-1 and CMFT-2. MyTax Illinois also allows for electronic payment of any tax due.

### What if I need to add or remove one of my locations?

MyTax Illinois allows users to add or remove their locations.

**Note:** To add or remove locations for County Motor Fuel Tax using MyTax Illinois, you must use the Maintain Locations link in your Sales and Use Tax (ST-1) account in MyTax Illinois. You also can contact us by calling **217 785-3707** or writing us at:

**CENTRAL REGISTRATION DIVISION  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19030  
SPRINGFIELD IL 62794-9030**

It is important to keep your registration information updated so your returns will include the correct tax rates.

### What if I need help?

If you need help, call us at **1 800 732-8866** or **217 782-3336**, call our TDD-telecommunications device for the deaf at **1 800 544-5304**, or visit our website at [tax.illinois.gov](http://tax.illinois.gov).

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## Specific Instructions

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**Note:** When completing this form, round to the nearest whole number by dropping decimal amounts less than .50 and increasing decimal amounts of .50 or more to the next highest whole number.

### Figure the tax due for each location

**Note:** This schedule must be completed properly to ensure that County Motor Fuel Tax, if due, is allocated properly.

#### Line 5a

For each location, enter the taxable gallons (after deductions) sold subject to the County Motor Fuel Tax.

#### Line 5b

Multiply each amount on Line 5a by the applicable rate and enter the result in Line 5b. Tax rates are available in the Tax Rate Database on our website at [tax.illinois.gov](http://tax.illinois.gov).

#### Line 6a

Enter on this line **only** the gallons sold subject to the County Motor Fuel Tax at rates different from the rate in Line 5a. If you need instructions on how to report receipts from current sales that you believe are taxable at a different rate, call us at one of the numbers listed under "What if I need help?" in the general information section above.

#### Line 6b

Multiply each amount on Line 6a by the applicable prior tax rate and enter the result in Line 6b.