



# ST-2-DP-X Instructions

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## General Information

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### Who should file Form ST-2-DP-X?

You should file this form if you need to amend information or figures that you previously reported on Form ST-2-DP, Direct Pay Multiple Site Form.

### How do I amend information previously reported on Form ST-2-DP or ST-2-DP-X?

You must complete Form ST-2-DP-X in its entirety and include information for all of your sales locations. Do not omit locations with no change from your original Form ST-2-DP (or a previously filed Form ST-2-DP-X) as this will cause processing delays and possible rejection of your return.

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

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

**Special note for MyTax Illinois users:** You must check the Amended Site box before you can amend the figures for that site in MyTax Illinois. Select the applicable site on your Form ST-2-DP-X, and check the box to enable editing.

### How can I find out what tax rates I should be collecting?

When you file electronically using MyTax Illinois, the rates will be populated for you. You can also use the **MyTax Illinois Tax Rate Finder** at [mytax.illinois.gov](http://mytax.illinois.gov) to look up location specific tax rates. Depending upon the location of the sale, the actual sales tax rate may be higher than the state rate of 6.25 percent (1.00 percent for qualifying drugs and medical appliances) due to additional municipal, county, or special district sales taxes.

### How do I get help?

Visit our website at [tax.illinois.gov](http://tax.illinois.gov) or call us at **1 800 732-8866** or **217 782-3336**. The number for our TDD (telecommunications device for the deaf) is **1 800 544-5304**.

If you have a specific question about an amended return you have already filed, call us at **217 782-5906**.

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## Specific Instructions

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If you are reducing the amount originally reported to zero, enter zero on the line. Leaving the line blank will delay the processing of your return or your changes will not be accepted on your Form ST-2-DP-X.

When completing this form, round to the nearest dollar by dropping amounts less than 50 cents and increasing amounts of 50 cents or more to the next higher dollar.

You cannot report a negative amount of receipts on Form ST-1-X or for any sales location on an ST-2-DP-X filed with the ST-1-X. If you are taking a deduction and that deduction will result in negative receipts for Form ST-1-X or for any sales location on an ST-2-DP-X filed with the ST-1-X, you must instead file an amended return for the period in which the sale was originally reported.

### Figure the tax due for each site.

**Special note for MyTax Illinois users:** You must check the Amended Site box before you can amend the figures for that site in MyTax Illinois. Select the applicable site on your Form ST-2-DP-X, and check the box to enable editing.

### Line 4a General merchandise base

For each site from which you purchased goods using the direct-pay method and for which you are changing figures or information, enter the total amount of your purchases. **Do not include tax.**

**Line 4b** Multiply Line 4a by the tax rate.

### Line 5a Drugs, and medical appliances base

For each site from which you purchased goods using the direct-pay method and for which you are changing figures or information, enter the total amount of your purchases of qualifying drugs and medical appliances.

**Do not include tax.**

**Line 5b** Multiply Line 5a by the tax rate.

### Lines 4a through 5b Page totals

You must total each page of Form ST-2-DP-X on which you report purchases.

For each page total line, 4a through 5b, enter the sum of the amounts you entered on the corresponding line for each site.

For example, add all of the amounts you entered on Line 4a and enter the sum on the 4a page total line.

For each line number, 4a through 5b, the sum of all page totals you entered on Form ST-2-DP-X plus the sum of all page totals you entered on Form ST-2-X must equal the amount on the corresponding line of your Form ST-1-X. For example, the sum of all ST-2-DP-X page totals plus the sum of all ST-2-X page totals for Line 4a must equal the amount on Line 4a of your Form ST-1-X.