



Informational

Bulletin

Brian Hamer, Director

Changes for Liquor Nonbeverage Users or Distributors

To tax professionals and nonbeverage users or distributors

This bulletin is written to inform you of recent changes; it does not replace statutes, rules and regulations, or court decisions.

This bulletin is the fifth in a series about the department's conversion to a new, consolidated computer system. For more information, see Informational Bulletins FY 2008-10, FY 2010-13, and FY 2011-10.

For information or forms
Visit our web site at:
tax.illinois.gov

Call our 24-hour
Forms Order Line at:
1 800 356-6302

Call us at:
217 782-6045

On June 6, 2011, most excise taxes and fees will be added to Illinois' new, consolidated tax system. This bulletin explains changes that will impact Illinois liquor tax applications and permits for nonbeverage purposes.

What changes affect nonbeverage users?

New license number for tax purposes:

The Illinois Department of Revenue will automatically issue a new, separate license number for tax purposes. For **each** nonbeverage license issued by the Illinois Liquor Commission, we will mail you our new nonbeverage license number (example number and format: NB-00111). This **new** license number will be required on your application (Form RL-4, Application for Permit to Purchase Alcoholic Liquors Tax Free for Nonbeverage Purposes).

Form changes:

We will no longer issue coupon books for Class 1 and Class 2 type nonbeverage licenses. However, remaining coupons from previously obtained licenses may still be used.

For your purchases of tax-free alcohol for nonbeverage use, all nonbeverage license holders must complete and submit Form RL-4. We will then issue a Form RL-5, Permit to Purchase Alcoholic Liquors Tax Free for Nonbeverage Purposes.

What changes affect the application (Form RL-4)?

Your federal identification number (FEIN) *and* your Illinois Department of Revenue nonbeverage user license number are required in Step 1 of Form RL-4.

Reminders:

- Incomplete applications will **not** be processed. Form RL-4 must be completed in full.
- RL-4 forms with invalid or closed license numbers (licenses where all available gallons have been purchased) will not be processed. *Do not use the Illinois Liquor Control Commission license number or format (example: 11-3A-0011111) on Form RL-4.*

What changes affect the permit (Form RL-5)?

The RL-5 permit we issue will

- contain the applicable Illinois Department of Revenue nonbeverage user license number and federal employer identification number.
- change from a yellow and a white copy to two **white** pages: one labeled “Your Copy” and one labeled “Department Copy.”
 - The “Your Copy” page replaces the previous yellow copy and should be retained for your records.
 - The “Department Copy” page replaces the previous white copy and will be crimped with an Illinois state seal in the upper right corner.

Return the original, crimped “Department Copy” with Schedule L (liquor manufacturer) *or* with RL-26 and Schedule E (liquor distributor).
 Electronic filers: If electronically filing your RL-26 return or Schedule L, you must still return the original, crimped “Department Copy” of the RL-5 to:

EXCISE TAX DIVISION
 ILLINOIS DEPARTMENT OF REVENUE
 PO BOX 19039
 SPRINGFIELD IL 62794-9039

Note: RL-5 permits returned without the crimped seal will be considered invalid. Photocopies,

fax copies, and other reproductions of the permit, even if the seal is visible, will also be considered invalid. All gallons on invalid permits are taxable.

Reminders about the permit (Form RL-5):

- A permit is only valid for **15 days** from the date of issuance. Shipments must occur within 15 days of the permit issue date.
 1. Gallons are taxable if shipped **prior** to the permit issue date.
 2. If more time is needed, you must obtain written consent from the Illinois Department of Revenue granting an extension of another 15 days. A copy of the extension authorization must be attached to the RL-5 as part of the monthly return (**Form RL-26**). Otherwise, gallons shipped after the 15 days are taxable.
- Gallons shipped in excess of the permit are taxable.
- Part 3 of the RL-5 must be filled out in its entirety by the seller.
- Unused permits must be returned to IDOR to be voided. Gallonage will not be returned to the license balance until unused permits are received and voided by us. Return any unused RL-5 to:

EXCISE TAX DIVISION
 ILLINOIS DEPARTMENT OF REVENUE
 PO BOX 19039
 SPRINGFIELD IL 62794-9039