

Schedule L Instructions

General Information

Step-by-Step Instructions

Who must file this schedule?

You must file Schedule L, Out-of-state Sellers' Shipment Report, if you are a seller located outside of Illinois and make shipments of alcoholic liquors into Illinois.

When and where do I file Schedule L?

You must file Schedule L on or before the fifteenth day of each month for the preceding month.

Note: You must file Schedule L even if you made no shipments during the reporting period.

Mail your completed schedule to



**ALCOHOL, TOBACCO AND FUEL DIVISION
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19477
SPRINGFIELD IL 62794-9477**

Note: If you prefer, you can file Form RL-26-L using our Web-File program at tax.illinois.gov.

What if I need assistance?

If you have questions about Schedule L, call us weekdays from 8:00 a.m. to 4:30 p.m. at **217 782-6045** or write to us at the address listed above.

Step 1: Identify your business and type of transaction

- a Write your business' name, address, License number, (issued by us) and Account ID. Also, tell us your Federal Employer Identification number (FEIN) and the liability period for which you are filing this schedule.
- b Check here if you had **no** shipments to report during this reporting period.

Step 2: Tell us about the alcoholic liquors you shipped into Illinois

You must provide the invoice number (include the invoice date) and purchasers' FEIN number.

Tell us the name and address of whom you sold or shipped the alcoholic liquors you are reporting.

Report the total actual **wine** gallonage equivalent for each class of alcoholic liquor per invoice number.

Grand total:

If you are filing only one page, copy the "**Page subtotal**" amounts to the "**Grand total**" lines.

If you are filing multiple pages, add all "**Page subtotals**" together for each liquor class and write each sum on the appropriate "**Grand total**" line on the last page.

