

# Form RL-51 Instructions

## General Information

### What is reported on this form?

All alcoholic liquors you received during the month must be reported on this form.

### What information must I keep?

You must keep copies of all warehouse receipts issued to the account identified in Step 1.

### When do I file this form?

Attach Form RL-51 to Form RL-52, Warehouseman's Summary of Alcoholic Liquors Stored for Others on Hand at End of Month. Form RL-52 and all attachments must be filed on or before the fifteenth day of each month for the preceding month.

Mail your completed Form RL-51 and attachments to the address below.

### What if I need additional assistance?

If you have questions about this form, write to us at:

**ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19019  
SPRINGFIELD IL 62794-9019**

or call us weekdays from 8:00 a.m. to 4:30 p.m. at  
**217 782-6045.**

## Step-by-Step Instructions

### Step 1: Identify your warehouse and the account for whom you store alcoholic liquors

On the lines provided in the left column, write your warehouse's name, address, License number, and Account ID. Also write the name and address of the account for whom you store alcoholic liquors. Report only one account per page.

In the right column, write the month and year of the tax period for which you are filing this form. Also check the class of alcoholic liquor you are reporting. Report only one class of liquor per page.

### Step 2: Write the total number of units you received

Write the number of units you received during the month for the account identified in Step 1.

**Grand total** — If you are filing only one page, copy the Page "subtotal" amounts to the "Grand total" lines. If you are filing more than one page, add all Page "subtotals" together for each unit and write each sum on the appropriate "Grand total" line on the last page. Also write the "Grand total" sums on Form RL-52, Step 3, Line 2.

**Note:** Do not list the end-of-the-month inventories on this form. Use Form RL-52, Warehouseman's Summary of Alcoholic Liquors Stored for Others on Hand at End of Month, for this purpose.

