





# Form RL-52 Instructions

## General Information

### What is reported on this form?

All alcoholic liquor that you store for someone else and that you have on hand at the end of each month is reported on this form.

### What do I attach to this form?

Attach to Form RL-52:

- Form RL-51, Warehouseman's Report of Alcoholic Liquors Received, with attachments
- Form RL-53, Deliveries of Alcoholic Liquors from Public Warehouse

### When do I file this form?

Form RL-52 and all attachments must be filed on or before the fifteenth day of each month for the preceding month and mailed to the address below.

### What if I need additional assistance?

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

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

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

## Step-by-Step Instructions

### Step 1: Identify your warehouse

On the lines provided in the left column, write your warehouse's name, address, License number, and Account ID. 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 number of units on hand at the end of the month

If you need additional space, make a copy of Page 2 before you begin.

Write the name of each account for whom you store alcoholic liquors. In the appropriate column next to each account's name, write the number of units you have on hand for that account at the end of the month. Add all Page "subtotals" together for each unit, and write each sum on the appropriate "Grand total" line on the front of the form.

### Step 3: Figure the monthly summary

**Line 1** — These amounts should match those that you reported on Line 5 of the report you filed for the previous month.

**Line 2** — Copy the amounts from Form RL-51, Step 2, Grand total, to this line.

**Line 3** — Add Lines 1 and 2.

**Line 4** — Copy the amounts from Form RL-53, Step 2, Grand total, to this line.

**Line 5** — Subtract Line 4 from Line 3. These amounts should match those you reported on Step 2, Grand total.

### Step 4: Sign below

This form must be signed and dated by an authorized employee of the warehouse for which the form is filed.

