

# Schedule A or F Instructions

## General Information

## Step-by-Step Instructions

### Who must file this schedule?

You must file Schedule A or F, Alcoholic Liquor Transactions, to report alcoholic liquors you either:

- imported into Illinois or
- purchased in Illinois and did not pay the Illinois Liquor Tax.

### When and where do I file?

You must file Schedule A or F, with

Form RL-26, Liquor Revenue Return; or

Form RL-26-A, Liquor Revenue Airline Return.

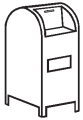
Form RL-26, Form RL-26-A, and all attachments must be filed on or before the fifteenth day of each month for the preceding month.

If you need to correct a previously filed Form RL-26 or RL-26-A, you must file

Form RL-26-X, Amended Liquor Revenue Return; or

Form RL-26-A-X, Amended Liquor Revenue Airline Return, and all completed schedules.

All completed returns and attachments must be mailed to



**ALCOHOL, TOBACCO AND FUEL DIVISION  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19019  
SPRINGFIELD IL 62794-9019**

### What if I need assistance?

If you have questions about Schedule A or F, 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.

Tell us the tax period for which you are filing this schedule.

- b** Check the type of alcoholic liquor transaction you are reporting with this schedule. Report one type per page.

**Note:** Each type of transaction corresponds to a specific schedule: Schedule A or F. If you need to report different types of transactions, you must complete separate schedules for each transaction.

— **Schedule A** - Report transactions of imported alcoholic liquor into Illinois.

— **Schedule F** - Report alcoholic liquor purchased tax-free.

### Step 2: Tell us about your alcoholic liquor imports or purchases

You must provide the bill of lading number and the invoice number. You must also include the date for both.

Tell us the FEIN, name, and complete address from which you purchased the alcoholic liquor you are reporting.

You must provide invoice number (include the invoice date) and FEIN of whom you made your sales to. Tell us the name and address of the person/business to which you made the sales 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.

You must also write the "**Grand total**" amount on Form RL-26 or RL-26-A.

