



What's new for 2014?

- **Fiscal-year filers only** - The income tax rate has changed for tax periods ending **after** December 31, 2014. You may use Schedule SA (IL-990-T) or the blended income tax rate to calculate your tax **if your tax year ends after December 31, 2014**. See Specific Instructions, Schedule SA Instructions (IL-990-T), and Informational Bulletin FY 2015-09 for more information.
- Schedule 4255 has been redesigned to allow you to report and pay any recaptured Angel Investment Credit amounts. See the Schedule 4255 Instructions for more information.
- **Short-year filers only** - The sunset date for claiming a Veterans Jobs Credit for "qualified veterans" is January 1, 2015. Do not claim a Veterans Jobs Credit for "qualified veterans" for tax years **beginning** on or after January 1, 2015. The credit for "qualified unemployed veterans" is still allowed.
- Public Act 98-0109 repealed the **Jobs Tax Credit**. This credit has been removed from the **Schedule 1299-D**, Income Tax Credits (for corporations and fiduciaries).
- The **Ex-felons Jobs Credit** has been modified. The maximum amount of credit that may be claimed for all tax years for wages paid to a particular ex-offender has been raised to \$1,500.
- The definition of a "qualified ex-offender" has also changed. See the Specific Instructions on **Schedule 1299-D** for more information.
- Public Act 98-0122 enacted the Compassionate Use of Medical Cannabis Pilot Program Act surcharge for taxpayers with **tax years ending on or after January 1, 2014**. See Specific Instructions in the Form IL-990-T Instructions for more information.
- Exempt organizations may now claim pass-through withholding payments made on their behalf and reported to them on Schedule K-1-P or Schedule K-1-T. See Specific Instructions for more information.
- Public Act 98-0925 has made changes to the election to apply overpayments from your return against your estimated tax obligation for next year. Taxpayers can now elect to apply their overpayments against their estimated tax obligations, even if the election is made after the extended due date of their return. See Specific Instructions for more information.
- **For tax years ending on or after December 31, 2013**, Illinois lottery winnings and proceeds from sales or other transfers of rights to lottery winnings are sourced to Illinois.

General Information

Who must file Form IL-990-T-X?

You should file Form IL-990-T-X if you are amending a previously filed, processable Form IL-990-T, Exempt Organization Income and Replacement Tax Return, for a tax year ending **on or after December 31, 2007**. Your change can occur from a state or federal change that affects items used to compute your Illinois net income, net loss, or credits, such as

- an amendment of your federal income tax return,
- an adjustment made by the Internal Revenue Service (IRS), or
- any other recomputation or redetermination.

A separate amended return must be filed for each tax year you need to amend.

Note Use Form IL-843, Amended Return or Notice of Change in Income, and the corresponding year's Form IL-990-T, to amend tax years ending **prior to December 31, 2007**.

What if I need to change my return before the extended due date expires?

If you filed your original Form IL-990-T and a state or federal correction or change needs to be made before the extended due date expires (see the instructions of your original return), you should file Form IL-990-T-X. Due to the automatic extension, any return filed after the original return and on or before the extended due date will be treated as the original return.

How long do I have to amend my return?

The amount of time you have to amend your return depends on whether your Form IL-990-T-X is being filed to report a state or federal change.

State change - If your change decreases the tax due to Illinois and you are entitled to an overpayment, you must file Form IL-990-T-X within

- three years after the due date of the return (including extensions),
- three years after the date your original return was filed, or
- one year after the date your Illinois tax was paid, whichever is latest.

If your change increases the tax due to Illinois, you should file Form IL-990-T-X and pay the tax, penalty, and interest promptly.

Federal change - You should not file this form until you receive a federal finalization notification from the IRS stating that they have accepted your change, either by paying a refund, or by final assessment, agreement, or judgment.

If your federal change decreases the tax due to Illinois and you are entitled to an overpayment, you must file Form IL-990-T-X within two years plus 120 days of federal finalization.

If your federal change increases the tax due to Illinois, you must file Form IL-990-T-X and pay any additional tax within 120 days of IRS partial agreement or finalization. In order to avoid late payment penalties, you must attach proof of the federal finalization date, showing the change was reported to Illinois within 120 days of IRS acceptance, or you may be assessed a late-payment penalty.

Note If you fail to notify us of your change by filing Form IL-990-T-X, we may issue a notice of deficiency at any time. Once you file your change, we may issue a notice of deficiency within two years.

Who should sign the return?

If you are a corporation, your Form IL-990-T-X must be signed by the president, vice president, treasurer, or any other officer duly authorized to sign the return. In the case of a bankruptcy, a receiver, trustee, or assignee must sign any return required to be filed on behalf of the corporation. If you are a trust, Form IL-990-T-X must be signed by a fiduciary of the trust. If there are two or more joint fiduciaries, the signature of one will comply with the requirements of the IITA.

The signature verifies by written declaration (and under penalties of perjury) that the signing individual has personally examined the return and the return is true, correct, and complete. The fact that an individual's name is signed to a return is *prima facie* evidence that the individual is authorized to sign the return on behalf of the taxpayer.

Any person paid to prepare the return (other than an authorized officer, fiduciary, or a person who is a regular employee of the taxpayer, such as a clerk, secretary, or bookkeeper) must provide a signature, date the return, and enter the preparer's taxpayer identification number. If the preparer is an employee or partner of a firm or corporation, the preparer must also provide the firm's name and address, and instead of the preparer's taxpayer identification number, the preparer must provide the firm's FEIN. Self-employed preparers must provide their own name, address, and taxpayer identification number in the appropriate spaces.

Can a reasonable facsimile be used?

In general, you must obtain and use forms prescribed by the Illinois Department of Revenue. Separate statements not on forms provided or approved by the Department will not be accepted and you will be asked for appropriate documentation. **Failure to comply with this requirement may result in failure to file penalties, a delay in the processing of your return, or a delay in the generation of any overpayment.** Additionally, failure to submit appropriate documentation when requested may result in a referral to our Audit Bureau for compliance action.

Exempt organizations must complete Form IL-990-T-X. Do not send a computer printout with line numbers and dollar amounts attached to a blank copy of the return. Computer generated printouts are not acceptable, even if they are in the same format as the Department forms. Computer generated forms from a Department-approved software developer are acceptable.

What are the penalties and interest?

Penalties — You will owe

- a **late-filing penalty** if you do not file a processable return by the extended due date;
- a **late-payment penalty** if you do not pay the tax you owe by the original due date of the return;
- a **bad check penalty** if your remittance is not honored by your financial institution;
- a **cost of collection fee** if you do not pay the amount you owe within 30 days of the date printed on your bill.

Interest — The interest rate is the federal underpayment rate, which is set by the IRS under IRC Section 6621.

Note For more information about penalties and interest, see Publication 103, Penalties and Interest for Illinois Taxes, available at tax.illinois.gov.

What must I attach to my Form IL-990-T-X?

This form must contain a complete explanation of the reasons for filing the claim or amendment. You **must** attach proof of the federal finalization date and any required schedules or forms to support your claim. If Form IL-990-T-X is submitted without the proper attachments, it may be partially or totally denied.

Examples of federal finalization include a copy of one or more of the following items:

- your federal refund check
- your audit report from the IRS
- your federal transcript verifying your federal taxable income

If you are filing Form IL-990-T-X because

- you filed an amended federal return and your tax due to Illinois decreases, you must attach proof of the federal finalization date, include a copy of that federal return, plus any other related forms, schedules, or attachments, including a signed and dated copy of any federal report of income tax examination changes, if applicable.
- you filed an amended federal return and your tax due to Illinois increases, you must attach proof of the federal finalization date, including a signed and dated copy of any federal report of income tax examination changes, if applicable, showing the change was reported to Illinois within 120 days of IRS acceptance, or you may be assessed a late-payment penalty.
- of a change by the IRS, you must include all copies of the federal examining officer's reports, including preliminary, revised, corrected, and superseding reports, and a signed and dated copy of any federal report of income tax examination changes, if applicable.
- you copied information incorrectly from your federal Form 990-T onto your Form IL-990-T, you must include a copy of your federal Form 990-T.
- of a change in, or audit of, another state's tax return, you must include a copy of the other state's corrected return or the examining officer's reports.
- of changes reported on a revised Schedule K-1-P or K-1-T (or any equivalent document) you received, you must include a copy of the revised Schedule K-1-P or K-1-T (or equivalent document).
- of changes, other than those described above, see Form IL-990-T Instructions and any schedules for the year you are changing to determine what attachments you must provide.

What if I need additional assistance or forms?

If you need additional assistance:

- visit our website at tax.illinois.gov;
- write to us at **PO BOX 19044, Springfield, Illinois 62794-9044**;
- call our Taxpayer Assistance Division at **1 800 732-8866 or 217 782-3336**; or
- call our telecommunications device for the deaf at **1 800 544-5304**.

Our office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

If you need additional forms or schedules, visit our website at tax.illinois.gov.

Specific Instructions

For instructions regarding completion of Steps 1, and 3 through 6, refer to the Form IL-990-T Instructions and schedules for the year being amended.

Specific instructions for most of the lines are included. Lines that are not discussed in the instructions are self-explanatory.

Enter the tax year you are amending in the space provided at the top of Form IL-990-T-X.

Step 1: Identify your exempt organization

A — All taxpayers: Type or print your legal business name. If you have a name change from your original return, check the corresponding box.

B — Type or print your mailing address. If your address has changed since you filed your last return, check the box.

D — Check the appropriate box for the reason you are filing this return. If you are amending due to a federal change, you **must** check the appropriate box for partial agreed or finalized, and include the date of IRS finalization, which might not be the date the federal amended return was filed. Please attach a dated copy of any federal examining officer's report. If you do not provide this date or the required attachments, you may be assessed penalties and interest.

E — Check the box if you are taxed as a corporation.

F — Check the box if you are taxed as a trust.

G — If you are entitled to take income tax credits on Step 6, Line 22, you must check the box on Line G, and attach Illinois Schedule 1299-D to your tax return, even if you are unable to use any of the credits in this tax year.

Step 2: Explain the changes on this return

The purpose of Step 2 is to allow you to explain the specific changes you are making to your Illinois tax return. You should include all relevant information, including, but not limited to, changes made to

- specific addition and subtraction modifications,
- credit or credit recapture amounts, and
- the federal or other state return that caused changes to the Illinois return.

You must provide an explanation for each line item you change.

If your changes generate an overpayment which you elect to receive as a credit carryforward and you elect to apply that credit to a tax period other than the period described in the Line 36 instructions, you must follow the instructions found under "May I apply my credit to a different tax period?" If you fail to include the required information in your explanation, your election will be considered invalid and we will not apply your credit as you requested.

General Information for Steps 3 through 6

Column A — Enter the amounts from your most recently filed or adjusted return for the year that you are amending. These may be figures from your original Form IL-990-T or a previously amended or audited return.

Column B — Enter the correct amount for each line in Column B. For each line item you change, you must provide an explanation for that change in Step 2.

Step 3: Figure your base income or loss

Lines 1 and 2 — List each item and the amount on the line provided. Refer to your Form IL-990-T, Step 2, Specific Instructions, for the year being amended.

Line 3 — This is your base income or loss.

Column A — Enter the amounts from your most recently filed or adjusted return. **Do not check a box on Lines A or B to indicate how your income was reported on your most recently filed or adjusted return.** The check boxes on Lines A and B are used when reporting your amended base income or loss in column B.

Column B — Follow the instructions on the form and check the box on Line A or B that applies to the amount in Column B. You must check one of these boxes and follow the instructions for that Line when completing Column B.

Check the box on Line A if

- all of your base income or loss is derived inside Illinois or you are an Illinois resident trust; and
- you do not have any income or loss to report on Lines 4 or 10.

If you check the box on Line A, do not complete Step 4, Column B. All of your amended base income or loss is allocable to Illinois. Skip Step 4, Column B, enter the amount from Step 3, Column B, Line 3 on Step 5, Column B, Line 12, and complete the remainder of the return.

Check the box on Line B if any of the following apply

- your base income or loss is derived inside and outside Illinois;
- all of your base income or loss is derived outside Illinois; or
- you have income or loss to report on Lines 4 or 10.

If you check the box on Line B, you must complete all lines of Step 4, Column B. Submitting Form IL-990-T-X with an incomplete Step 4, Column B, including Lines 6, 7, and 8 may result in a delay in processing your return, further correspondence, and you may be required to submit further information to support your filing. See the Specific Instructions for Step 4 for more information.

Step 4: Figure your income allocable to Illinois

Complete Step 4 only if you originally completed this step, or you need to make a change that affects your base income or loss allocable to Illinois. Refer to Form IL-990-T, Step 3, Specific Instructions, for the year being amended.

You **must** check the box on Line B and complete Step 4 if any portion of Column B, Line 3, base income or loss, is derived outside Illinois, or you have any income or loss to report on Column B, Lines 4 or 10.

If you do not complete **all** of Step 4, Column B, Lines 4 through 11, we may issue a notice and demand proposing 100 percent of income as being allocated to Illinois, or in the case of a loss return, a notice indicating none of your loss as being allocated to Illinois.

Step 5: Figure your net replacement tax

Follow the instructions on the form. Be sure to attach any required schedules or forms.

Line 14 — See Illinois Schedule 4255, Recapture of Investment Tax Credits, for more information. You must attach Illinois Schedule 4255 if you have an amount on this line.

Line 16 — See Form IL-477, Replacement Tax Investment Credits, for more information. You must attach Form IL-477 if you have an amount on this line.

Step 6: Figure your net income tax

Follow the instructions on the form. Be sure to attach any required schedules.

Line 19 — If your tax year ends on December 31, 2014 -

Follow the instructions on the form.

If your tax year ends after December 31, 2014 - The income tax rate has changed for tax periods ending after December 31, 2014. You may use Schedule SA (IL-990-T) or the blended income tax rate to calculate your tax. See Schedule SA Instructions (IL-990-T), and Informational Bulletin FY 2015-09, Illinois Income Tax Rate Decrease, for more information.

Line 20 — See Illinois Schedule 4255 for more information regarding the recapture of investment credits. You must attach Illinois Schedule 4255 if you have an amount on this line.

Line 22 — See Illinois Schedule 1299-D for more information regarding income tax credits. If you have an amount on this line, attach Illinois Schedule 1299-D and check the box in Step 1, Line G.

Step 7: Figure your refund or balance due

Line 26 — Compassionate Use of Medical Cannabis Pilot Program Act surcharge. Use the instructions and the Compassionate Use of Medical Cannabis Pilot Program Act Surcharge Worksheet in the Form IL-990-T instruction booklet to figure your surcharge.

Line 28a — Enter the amount of any overpayment from your prior year tax returns that you requested to be applied to this year's tax return. Take into account any correspondence we may have sent you that changed the amount of your credit carryforward from the previous year.

Line 28b — Enter the total amount of estimated payments you made during this tax year.

Line 28c — Enter the amount of Illinois income and replacement tax paid with Form IL-505-B.

Line 28d — Enter the amount you wish to claim of Illinois pass-through withholding payments made on your behalf by partnerships, S corporations, or trusts, as reported to you on Schedule K-1-P or K-1-T. If you have more than one Schedule K-1-P or K-1-T, add the amounts you wish to claim from all the schedules and enter the total on Line 28d. **Attach copies of the Schedules K-1-P and K-1-T you received from the pass-through entities to your Form IL-990-T.**

Line 28e — Enter the total amount of gambling withholding. **Attach Forms W-2G.**

Line 31 — Enter the total amount of any subsequent tax payments you made with a previously filed Form IL-990-T-X, or for any other reason (e.g., responding to a bill). Do not include any penalty and interest you previously paid.

Line 33 — Enter the total amount of any overpayment, credit, or refund (whether received or not) reported on your previously filed Form IL-990-T or Form IL-990-T-X. Do not include any interest that you received.

Line 36 — Enter the amount of overpayment you elect to be applied to a subsequent tax period.

Your credit carryforward will not be applied if you do not file a processable return.

If your overpayment accrues interest and you elect to receive your

- entire overpayment as a credit carryforward, any interest due will be applied with your credit as an additional credit carryforward. We will calculate the amount of interest due and notify you. When you claim your credit carryforward in a future period you must include this interest amount in the amount claimed.

- overpayment as both a credit carryforward and a refund, we will apply the credit as you request and include any interest due with your refund.

Note → Your credit carryforward may be reduced by us to satisfy any unpaid tax, penalty, and interest due for this year or any preceding year. If we reduce your credit carryforward, it may result in a late-payment penalty in a subsequent year.

To which tax period will my credit apply?

Your credit will be applied to your liability for the tax year during which you file this return, unless you elect to apply the credit to a different tax year.

Note → If you wish to apply the credit to a different tax year, see "May I apply my credit to a different tax period?"

Example: You file your 2014 calendar year return on August 4, 2015, requesting to receive your overpayment as a credit. August 4, 2015, falls within your 2015 tax year so your credit will be applied against your 2015 tax year liability.

With what date will my credit apply against my tax liability?

Note → Different rules apply depending on if you file as a corporation or trust. Only read the section of the following instructions that apply to your filing type.

Corporations only

If your amended 2014 return was filed

- on or before the extended due date of your original return (December 15, 2015, for calendar year filers), it is treated as your original return. See Form IL-990-T Specific Instructions for guidance on determining the date your credit will apply.
- after the extended due date of your original return, your credit is considered to be paid on the date you filed the amended return on which you made the election.

Example: You file your 2014 calendar year amended return on December 22, 2015, requesting \$500 be applied against estimated tax. Your credit of \$500 will be considered to be paid on December 22, 2015, because you filed your return after the extended due date of your 2014 calendar year return.

Trusts only

If your amended 2014 return was filed

- on or before the extended due date of your original return (October 15, 2015, for calendar year filers), it is treated as your original return. See Form IL-990-T Specific Instructions for guidance on determining the date your credit will apply.
- after the extended due date of your original return, your credit is considered to be paid on the original due date of the year to which the credit applies, or on the date you filed the amended return on which you made the election, whichever is later.

Example: You file your 2014 calendar year amended return on December 1, 2015, requesting \$500 be applied against estimated tax. As a result, your credit will apply to the 2015 tax year. Your credit of \$500 will be considered to be paid on April 15, 2016, because the original due date of your 2015 calendar year return, April 15, 2016, is later than the date you filed the return making the election.

May I apply my credit to a different tax period?

Yes. If you wish to apply your credit to a tax period other than the one described above, you must indicate the tax period to which you wish to have the credit apply in the explanation you provide in Step 2 of this return.

If you do not follow these instructions, your election will be considered invalid and we will apply your credit as indicated under “To which tax period will my credit apply?”

If you submit a valid request, we will apply your credit as you requested and notify you. Once made, your election to change the tax period to which your credit will apply is irrevocable.

Note You may only apply your credit to tax periods occurring after the period of the return creating the overpayment. If you request to apply more credit than our records show you have available, we will apply the maximum amount available and notify you of the difference.

Line 37 — Follow the instructions on the form. We will calculate any interest that may be due you and include it in your refund check. Any refund may be reduced to satisfy any outstanding liability.

We do not currently offer direct deposit as a method for receiving a refund from an amended return. Overpayments will be refunded by check.

Line 38 — Follow the instructions on the form. This is your amount of tax due that must be paid in full if \$1 or more. We encourage you to let us figure your penalties and interest and send you a bill instead of determining these amounts yourself. We will compute any penalty and interest due and notify you. If you do not calculate your penalty and interest, enter the amount you are paying on the top of Page 1, complete a payment voucher, Form IL-990-T-X-V, make your check or money order payable to “**Illinois Department of Revenue,**” and attach them to the front of this form. We will compute any penalty or interest due and notify you.

Note We will apply all payments against tax first, penalty second, and interest third.

Lines 39 through 41 — We encourage you to let us figure your penalties and interest and send you a bill instead of determining these amounts yourself. We will compute any penalty and interest due and notify you. If you calculate the penalties you owe on Form IL-2220, Computation of Penalties for Businesses, enter these amounts on the lines provided. For more information see “What are the penalties and interest?” and Publication 103, Penalties and Interest for Illinois Taxes. **If you calculate penalty and interest, be sure that your payment is equal to the amount on Line 41.**

Note Lines 39 and 40 are applicable only if you wish to self-assess late-filing and late-payment penalties on Form IL-2220. We encourage you to leave Lines 39 and 40 blank. We will calculate all penalties and interest and send you a bill.

If you have a balance due on Lines 38 or 41, be sure to **enter the amount you are paying on the top of Page 1 of the Form IL-990-T-X. Complete a payment voucher, Form IL-990-T-X-V, make your check or money order payable to “Illinois Department of Revenue,” and attach them to the first page of this form.**

Step 8 — Signature, date, and preparer’s information

You must sign and date your return. If you do not sign your return, it will not be considered filed and you may be subject to a **nonfiler penalty.**

If you want to allow the preparer listed in this step to discuss this return with the Department, check the box. This authorization will allow your preparer to answer any questions that arise during the processing of your return, call us with questions about your return, and receive or respond to notices we send. The authorization will automatically end no later than one year after you file your amended return. You may revoke the authorization at any time by calling or writing us.