



# CMFT-2-X Instructions

## General Information

### Who must file Form CMFT-2-X?

You must file Form CMFT-2-X, Amended Multiple-Site Form, to amend information or figures from retail sales of motor fuel you made within DuPage, Kane, McHenry, or Will County and that you previously reported on Form CMFT-2, Multiple Site Form. Attach Form CMFT-2-X to Form CMFT-1-X.

**Note:** County Motor Fuel Tax is effective for retail locations in Will County for reporting periods on or after February 2020.

### Can I file this return and pay the tax due electronically?

Yes, you can use MyTax Illinois at [mytax.illinois.gov](http://mytax.illinois.gov) to file your Forms CMFT-1-X and CMFT-2-X if you filed your original return for the same period through MyTax Illinois. MyTax Illinois also allows for electronic payment of any tax due.

### How do I amend information previously reported?

Only list the locations that require a change to information or figures you previously reported. For those locations with no changes, the most recent figures filed will be used.

### What if I need to add or remove one of my locations?

MyTax Illinois allows users to add or remove their locations.

**Note:** To add or remove locations for County Motor Fuel Tax using MyTax Illinois, you must use the Maintain Locations link in your Sales and Use Tax (ST-1) account in MyTax Illinois.

You also can contact us by calling **217 785-3707** or writing us at:

**CENTRAL REGISTRATION DIVISION  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19030  
SPRINGFIELD IL 62794-9030**

It is important to keep your registration information updated so your returns will include the correct tax rates.

### What if I need help?

If you need help, visit our website at [tax.illinois.gov](http://tax.illinois.gov) or call us at 1 800 732-8866 or 217 782-3336. The number for our TDD (telecommunications device for the deaf) is 1 800 544-5304.

## Specific Instructions

**Note:** When completing this form, round to the nearest whole number by dropping decimal amounts less than .50 and increasing decimal amounts of .50 or more to the next higher whole number.

Provide the name and address of the location.

Provide the location code if you know it.

Provide the appropriate tax rate for your location on the lines provided.

**Note:** Location codes and tax rates are available in the Tax Rate Database on our website at [tax.illinois.gov](http://tax.illinois.gov).

If you are reducing an amount originally reported to zero, enter zero on the line. Leaving the line blank may delay processing of your return.

### Figure the tax due for each location

#### Line 5a

Only list locations you are amending. For each location whose figures or information you are changing, enter the amount of the taxable gallons (after deductions) subject to County Motor Fuel Tax. Do not include tax collected.

#### Line 5b

Multiply each amount on Line 5a by the applicable tax rate. Tax rates are available in the Tax Rate Database on our website at [tax.illinois.gov](http://tax.illinois.gov).

#### Line 6a

Only list locations you are amending. Enter on this line **only** the gallons sold subject to the County Motor Fuel Tax at rates different from the rates in Line 5a. If you need instructions on how to report receipts from sales that you believe are taxable at a different rate, call us at one of the numbers listed in the "What if I need help?" section above.

#### Line 6b

Multiply each amount on Line 6a by the applicable tax rate. Tax rates are available in the Tax Rate Database on our website at [tax.illinois.gov](http://tax.illinois.gov).