



# ST-6 Claim for Sales and Use Tax Overpayment / Request for Action on a Credit Memorandum

## General information

Everyone must complete Steps 1 and 6.

If you are filing a claim for an overpayment on your account, you must complete Steps 2 and 3.

If you have been issued a credit memorandum and you are requesting a transfer or a cash refund, you must complete Steps 4 and 5.

## Step 1: Identify your business

1 Account ID no. \_\_\_\_\_ 2 Business name \_\_\_\_\_

## Step 2: Tell us why are you filing this claim for overpayment

Check one of the following reasons.

3 \_\_\_\_\_ I have an overpayment that I want to have converted to a credit memorandum and transferred to another Illinois account ID number.  
That account ID number is \_\_\_\_\_ - \_\_\_\_\_.

4 \_\_\_\_\_ I have an overpayment that I want to have converted to a credit memorandum.

5 \_\_\_\_\_ I have an overpayment that I want to have converted to cash.

## Step 3: Tell us the amount of the overpayment

6 What is the total amount of overpayment you are claiming in Step 2? \$ \_\_\_\_\_

## Step 4: Tell us what action you are requesting for this credit memorandum

Check one of the following reasons.

7 \_\_\_\_\_ I have a credit memorandum that I want to have transferred to another Illinois account ID number.  
That account ID number is \_\_\_\_\_ - \_\_\_\_\_.

8 \_\_\_\_\_ I have a credit memorandum that I want to have converted to cash.

## Step 5: Tell us the amount of the credit memorandum

9 What is the total amount of credit memorandum on which you are requesting action in Step 4? \$ \_\_\_\_\_

## Step 6: Sign below

Under penalties of perjury, I state that I have examined this claim or request for action on a credit memorandum and, to the best of my knowledge, it is true, correct, and complete.

\_\_\_\_\_  
Owner, partner, or officer's signature Title and company affiliation ( ) - Phone Date

\_\_\_\_\_  
Paid preparer's signature Phone Date

Mail to:  
SALES TAX PROCESSING DIVISION  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19013  
SPRINGFIELD IL 62794-9013



# ST-6 Claim for Sales and Use Tax Overpayment / Request for Action on a Credit Memorandum

## General Instructions

### When do I need to file Form ST-6?

You should file Form ST-6, Claim for Sales and Use Tax Overpayment/Request for Action on a Credit Memorandum, if you are a registered retailer who has

- a sales and use tax overpayment on file and you want to
  - convert this overpayment to a credit memorandum, or
  - convert it to a credit memorandum and transfer ownership of the credit to another registered retailer, or
  - convert it to a cash refund; or
- been issued a credit memorandum and you want to
  - transfer ownership of this credit to another registered retailer, or
  - convert it to a cash refund.

### What is the deadline for filing a claim?

The deadline for filing a claim changes semiannually on January 1 and July 1. If you file a claim between January 1 and June 30 of this year, you may file for a credit that was created during the current year and the previous 36 months. Beginning July 1, you may file for a credit that was created during the current year and the previous 30 months.

### How do I get forms?

If you need additional forms, you may photocopy a blank form, or visit our web site at [tax.illinois.gov](http://tax.illinois.gov), or call our 24-hour Forms Order Line at **1 800 356-6302**.

### How do I get help?

Visit our web site at [tax.illinois.gov](http://tax.illinois.gov) or call weekdays between 8 a.m. and 5 p.m. at **1 800 732-8866** or **217 782-3336**. The number for our TDD (telecommunications device for the deaf) is **1 800 544-5304**. If you have a specific question about a claim you have already filed, call us at **217 782-7517** or write us at

SALES TAX PROCESSING DIVISION  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19013  
SPRINGFIELD IL 62794-9013

### To what address do I mail my completed return?

Mail your completed return to:  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19013  
SPRINGFIELD IL 62794-9013

## Specific Instructions

### Step 1: Identify your business

1-2 Write your Illinois account ID number as it appears on your original tax return. Next, write the name of your business.

### Step 2: Tell us why you are filing this claim for an overpayment

- 3 Check this item if you have an overpayment that you want converted to a credit memorandum and transferred to another Illinois account ID number. Write the account ID number on the line provided.
- 4 Check this item if you have an overpayment on file that you want converted to a credit memorandum.
- 5 Check this item if you have an overpayment on file that you want to have converted to cash.

### Step 3: Tell us the amount of the overpayment

- 6 Write the total amount of overpayment you are claiming.

### Step 4: Tell us what action you are requesting for this credit memorandum

- 7 Check this item if you have been issued a credit memorandum that you want transferred to another Illinois account ID number. Write the account ID number on the line provided.
- 8 Check this item if you have a balance of credit memorandum on file that you want converted to cash.

### Step 5: Tell us the amount of the credit memorandum

- 9 Write the total amount of credit memorandum you are claiming.

### Step 6: Sign below

This form cannot be processed unless it is signed by the owner, officer, or other person authorized to sign the original return.