



Illinois Department of Revenue

ST-556-D-X

Amended Nontaxable Sales for Resale of Previously Rented or Leased Vehicles Instructions

General Instructions

Who must file Form ST-556-D-X?

You must file Form ST-556-D-X if you are in the business of leasing or renting items of the type that must be titled or registered by an agency of Illinois state government (*i.e.*, motor vehicles, watercraft, aircraft, and trailers), and, in connection with such business, at the end of the lease or rental period you sell such items to a retailer for the purpose of resale, you reported these sales for resale on Form ST-556-D and

- you want to correct your return, by adding or deleting transactions;
- you are making corrections to transaction information on your return;
- you reported a transaction that was not sold for resale at the end of a lease or rental agreement; or
- you erroneously reported a taxable transaction on your return.

Note: If you are removing a transaction that is taxable, you must file Form ST-556 or Form ST-556-LSE to report and pay tax on the transaction.

Must I file this return electronically?

Yes. Illinois law requires that Form ST-556-D-X be filed electronically. MyTax Illinois on our website at tax.illinois.gov allows you to file your Form ST-556-D-X and make an electronic payment of any tax due.

What is the deadline for filing this form?

There is no deadline for filing Form ST-556-D-X, however, filing Form ST-556-D-X after the due date for the original Form ST-556-D may subject you to a **late-filing penalty**.

What if I have questions?

Call us weekdays between 8:00 a.m. and 4:30 p.m. at **1 800 732-8866** or **217 782-3336**. Call our TDD (telecommunications device for the deaf) at **1 800 544-5304**.

Specific Instructions

Which parts of this form do I need to complete?

Everyone must complete Steps 2 and 3.

Step 2: Explain the reason why you are filing an amended return

Explain the reason that best reflects why you are filing an amended return for your original Form ST-556-D.

Step 3: Correct your transactions or import files

You may manually add transaction data that was not reported on the original Form ST-556-D. You can make corrections to transaction information that was incorrectly filed on your original ST-556-D return by editing the row. You may also import transaction data. Once the transaction data is uploaded, you will be given the option to discard current import data, add current import data to previously entered data, or replace data with the current imported data.

Note: When completing the Purchase Price field, use whole dollar amounts by dropping amounts of less than 50 cents and increasing amounts of 50 cents or more to the next higher dollar.

Penalty and Interest Information

You owe a **late-filing penalty** for transaction returns if you do not file a processable transaction return (ST-556 or ST-556-D), by the due date, even if no tax is due on the return. You owe a **nonfiling penalty for transaction returns** if you do not file a processable transaction return (ST-556 or ST-556-D), by the due date, even if no tax is due on the return. We will bill you for any amounts owed. For more information, see Publication 103, Penalties and Interest for Illinois Taxes, available on our website at tax.illinois.gov.

For help on setting up a CSV file, see the next page of these instructions.

Form ST-556-D-X: Submission with CSV file in MyTax Illinois

The CSV (Comma Separated Value) file format is used for importing the ST-556-D file directly to an Illinois ST-556 Tax account. The import feature is recommended for users who have software that can create the CSV format. Using a spreadsheet program (e.g., Excel), fourteen columns are required to create a CSV file that is recognized and accepted by MyTax Illinois. You may also use a text file following the same formatting. The file should have no header row. The file must contain the following fourteen columns in this order:

	Field Name	Max Length	Data Type	Description
1st Column	Date of Delivery	10 characters	ASCII characters	The date of delivery listed on the ST-556-D. Only dates within the monthly reporting period may be filed with CSV file. Example: 1/1/2019 should be entered as '1/1/2019'.
2nd Column	Purchaser's Illinois Account ID	9 characters	ASCII characters	The Illinois Account ID of the purchaser. If applicable, this field can be left blank if the entry in either Column 3 or Column 4 is Y. Example: 1234-5678
3rd Column	Out-of-State Dealer?	1 character	ASCII characters	Indicate whether the sale was to an out-of-state dealer by entering Y for yes, N for no.
4th Column	Sold at Auction?	1 character	ASCII characters	Indicate whether the vehicle was sold at auction by entering Y for yes, N for no.
5th Column	Purchaser's Name or Business Name	40 characters	ASCII characters, no commas	The purchaser's name or the name of the business to which you made a sale for resale.
6th Column	Purchaser's Street Address	40 characters	ASCII characters, no commas	The street address of the purchaser or business to which you made a sale for resale.
7th Column	City	40 characters	ASCII characters, no commas	The city in which the purchaser or business you made a sale for resale to is located.
8th Column	State	2 characters	ASCII characters, no commas	The state in which the purchaser or business you made a sale for resale to is located.
9th Column	Zip	10 characters	ASCII characters, no commas	The zip code of the purchaser or business to which you made a sale for resale. A zip code of 5 or 9 digits is required. Example: 62568 or 62568-3214
10th Column	Purchase Price	8 characters	Numeric	The price you charged for the vehicle you sold for resale. Enter as unformatted whole dollars. Example: \$10,000.00 should be entered as 10000.
11th Column	Vehicle Identification Number	17 characters	ASCII characters, no commas	The VIN, Hull ID, or Aircraft "N" number of the vehicle you sold for resale.
12th Column	Vehicle Year	4 characters	Numeric	The vehicle year entered as YYYY.
13th Column	Vehicle Make	20 characters	ASCII characters, no commas	The vehicle make.
14th Column	Vehicle Model	20 characters	ASCII characters, no commas	The vehicle model.

Example:

On 1/10/2019, you made a non-auction sale for resale of a previously rented or leased 2010 Ford F-150 to Illinois dealer ABC Motors, Inc., located at 101 Any Blvd., Springfield, IL 60001-1234, for the price of \$20,000.00. The ST-556-D record for the transaction would be reported as follows:

CSV Spreadsheet Example (e.g., Excel)

1/10/2019	1234-5678	N	N	ABC Motors Inc.	101 Any Blvd.	Springfield	IL	60001-1234	20000	Y12Z71239ZZ0900ZZ	2010	Ford	F-150
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Text File Example (e.g., Notepad)

1/10/2019,1234-5678,N,N,ABC Motors Inc.,101 Any Blvd.,Springfield,IL,60001-1234,20000,Y12Z71239ZZ0900ZZ,2010,Ford,F-150

Save your spreadsheet or text file using the file type "CSV (Comma delimited) (*.csv)" option. For text files, separate each field with a comma and each record with a hard return. Once you have your file saved in this format, you may use the "Import Transaction Data" option in MyTax Illinois.