



ST-556-WS and ST-556-LSE-WS, Worksheets and Signature Documents for Form ST-556 and for Form ST-556-LSE - General Instructions (For Vehicles, Watercraft, Aircraft, Trailers, and Mobile Homes)

(R-01/15)

IMPORTANT: As part of the Department's cost cutting measures and an ongoing effort to "go green," we are drastically reducing the number of paper ST-556 and ST-556-LSE forms that we provide. In the future, the Department will not be sending any paper ST-556 and ST-556-LSE forms to dealerships.

General Information:

The worksheets on the following pages are to be used to collect your customer's signature for your records and to help you prepare for your electronic filing session through MyTax Illinois or other electronic systems. **Do NOT mail either worksheet to the Department.**

Worksheets sent to the Department will be considered unprocessable returns and subject to the penalties that apply.

Specific instructions for these worksheets:

These worksheets are for the dealership's records only. **Do not** mail either form to the Illinois Department of Revenue or the Secretary of State.

Tax return no. — After you have completed your electronic filing session, you must record the tax return (transaction) number that you receive. This number is unique to the return you just submitted and will be important for tracking purposes if follow up with the Department is needed.

Dealership identification and location information — Complete these items with the appropriate information to identify your dealership and the location of the sale.

Items 1 through 6 of ST-556-WS and Items 1 through 8 of ST-556-LSE-WS — These items follow the same formatting and requirements of the paper ST-556 or ST-556-LSE form with which you already are familiar. Additional instructions for Forms ST-556 and ST-556-LSE are available on our website at tax.illinois.gov.

Specific instructions for dealerships using MyTax Illinois:

MyTax Illinois, the free taxpayer account management system on our website, requires payment at the time of filing.

If you are part of the Secretary of State electronic mandate — You must record the tax return number provided at the end of your MyTax Illinois filing session. This number will be required by the Secretary of State's electronic system.

If you title and register with the Secretary of State using paper — You will need to **print** the confirmation screen or the applicable return displaying your confirmation number, tax return number, and appropriate identification number (*i.e.*, VIN, HIN, N).