



# *i*nformational

## Bulletin

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## Motor Fuel Tax Returns and Payments Now Are Required to Be Submitted Electronically

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This bulletin is written to inform you of recent changes; it does not replace statutes, rules and regulations, or court decisions.

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**To: All Taxpayers and Tax Professionals filing Motor Fuel Tax Returns**

**For information or forms**  
Visit our website at:  
[tax.illinois.gov](http://tax.illinois.gov)

Call us at:  
217 782-2291

Effective **January 1, 2016**, all motor fuel distributors, motor fuel suppliers, and motor fuel receivers must file their returns and pay their Motor Fuel Tax liabilities with the Illinois Department of Revenue using an electronic filing and payment method.

### How can I file my Motor Fuel Tax returns electronically?

For all reporting periods December 2015 and after, you must electronically file Forms RMFT-5, Motor Fuel Distributor/Supplier Tax Return, RMFT-5-X, Amended Motor Fuel Distributor/Supplier Tax Return, RMFT-5-US, Underground Storage Tank Tax and Environmental Impact Fee Receiver Return, and RMFT-5-US-X, Amended Underground Storage Tank Tax and Environmental Impact Fee Receiver Return, using MyTax Illinois. MyTax Illinois is available on our website at [tax.illinois.gov](http://tax.illinois.gov). When you file your return electronically, your schedules also must be filed with your return in MyTax Illinois.

You have two options to file your schedules within MyTax Illinois:

- import the electronic file of your schedules into MyTax Illinois, or
- manually enter the information onto the schedules in MyTax Illinois.

### Will the Department accept any paper Motor Fuel Tax returns?

All returns for reporting periods prior to June 2015, must be filed on paper only, including amended returns. Supporting schedules for these returns must still be filed electronically in the current format (*e.g.*, magnetic media). Returns for reporting periods June 2015 to November 2015 may be filed either on paper or using MyTax Illinois.

**Note:** Returns that are required to be but that are not filed electronically will be treated as nonfiled. We also will disallow your collection discount.

You are still required to file your motor fuel returns and schedules on or before the 20th day of each month for the previous month's activity.

### **How can I make my Motor Fuel Tax payments electronically?**

Effective **January 1, 2016**, you must make your payments for the return types listed at the beginning of this bulletin through MyTax Illinois or continue making your monthly payments using the ACH credit method.

MyTax Illinois allows you to make original and amended return payments as well as assessment payments.

**Note:** You must submit Form EFT-1, Authorization Agreement for Certain Electronic Payments, to be authorized to make an ACH credit payment. MyTax Illinois allows you to make ACH debit payments without completing Form EFT-1.

**Paper checks will no longer be accepted January 1, 2016.**

### **How do I access MyTax Illinois?**

To access MyTax Illinois, first, go to **tax.illinois.gov** and click on the MyTax Illinois logo.

New users: Refer to the **Authentication Guide** on the MyTax Illinois homepage to assist you in activating your MyTax Illinois account. When you are ready to activate, click on the "Sign up now!" button, complete all required fields, and then click "Submit". After we verify your submitted information, we will send an email message giving you the authorization code needed for your initial login. The authorization code is only required for your first login.

To prevent email communication from the Department from being filtered into a spam or junk mail folder, add **Rev.DoNotReply@illinois.gov** to your contacts or safe list. We also recommend updating your Internet browser to the most recent version to ensure that all features of MyTax Illinois run smoothly on your computer. If you have trouble activating your MyTax Illinois account, call us at **217 785-3707**.

### **Where can I look for more information about MyTax Illinois?**

Go to **tax.illinois.gov** to

- access the MyTax Illinois Authentication Guide, Security Information, and Help links on the MyTax Illinois home screen; and
- view Informational Bulletin FY 2015-16 for MyTax Illinois information for motor fuel tax.

### **Have the distributor/supplier and receiver returns been changed?**

No. Forms RMFT-5, RMFT-5-X, RMFT-5-US, and RMFT-5-US-X have not been changed. The only change is to the method you must use to submit these returns and pay the motor fuel tax due.

### **Can I access information from the Motor Fuel Tax Licensee Report in MyTax Illinois?**

Yes. MyTax Illinois users with an active motor fuel distributor, motor fuel supplier, motor fuel receiver, or motor fuel - alternative fuels account can log into that account in MyTax Illinois to access motor fuel licensee information by clicking on the "View MF Licenses" link.

### **Are there any other changes?**

Yes. Effective December 1, 2015, taxpayers filing Form RMFT-144, Alternative Fuels Return, can begin making ACH credit payments or continue making monthly return payments using MyTax Illinois.

**Note:** You must submit Form EFT-1, Authorization Agreement for Certain Electronic Payments, to be authorized to make an ACH credit payment. MyTax Illinois allows you to make ACH debit payments without completing Form EFT-1.

### **What if I have more questions?**

For more information, call us at **217 782-2291**.