



# Schedule J Instructions

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## General Information

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### Which products should be listed on Schedule J?

List on this schedule products that are received at refineries located in Illinois for the purpose of manufacturing motor fuel.

### When do I file this schedule?

You must file Schedule J with Form RMFT-5, Motor Fuel Distributor/Supplier Tax Return, and with Form RMFT-5-US, Underground Storage Tank Tax and Environmental Impact Fee Receiver Return.

### What records must I keep?

You are required by law to keep records showing all purchases, receipts, losses through any cause, sales, distributions, and use of fuels.

### What if I need additional assistance?

If you have questions about this schedule, email us at **REV.MF@illinois.gov** or call our Springfield office weekdays between 8 a.m. and 4:30 p.m. at 217 782-2291.

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## Step-by-Step Instructions

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### Step 1: Complete the following information

Enter your company name, your license number, and the period for which you are reporting. Check the box next to the product type you are listing on this page. Report one product type only per page.

**Line 12** - If you are filing only **one** Schedule J, enter the amount from Line 11 on Line 12. If you are filing **more than one** Schedule J, add Line 11 from each schedule, and enter the total on Line 12 of the last page.

### Step 2: Report your refinery receipts

#### Lines 1 through 10 —

**Column 1** - Enter the month, day, and year of the invoice.

**Column 2** - Enter the invoice number.

**Column 3** - Enter the carrier's complete business name.

**Column 4** - Enter the bill of lading or manifest number.

**Column 5** - Enter the seller's complete name.

**Column 6** - Enter the name of the city and state (using the two-character U.S. Post Office abbreviation) from which the petroleum product originated.

**Column 7** - Enter the name of the Illinois city to which the petroleum product was delivered.

**Column 8** - Enter the seller's Illinois license number.

**Column 9** - Enter the number of invoiced gallons.

**Line 11** - Add the invoiced gallons reported in Column 9, Lines 1 through 10.