



# Schedule DD

Attach to Form RMFT-5 or Form RMFT-5-US

## MFT, UST, and EIF Dyed Diesel Fuel Sold and Distributed

Tax- and Fee-Free in Illinois to Licensed Distributors or Suppliers

### Step 1: Complete the following information

Company name \_\_\_\_\_

Your license number \_\_\_\_\_

Reporting period \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Year

Check the tax/fee type you are listing on this page.

- MFT-free only
- UST-/EIF-free only
- Both MFT- and UST-/EIF-free

### Step 2: Report your tax- and fee-free sales and distributions

| 1                                  | 2                 | 3                  | 4                                    | 5                 | 6                                | 7                                     | 8                             | 9                   |
|------------------------------------|-------------------|--------------------|--------------------------------------|-------------------|----------------------------------|---------------------------------------|-------------------------------|---------------------|
| Invoice date<br>(month, day, year) | Invoice<br>number | Name of<br>carrier | Bill of lading or<br>manifest number | Name of purchaser | Origin<br>(Illinois cities only) | Destination<br>(Illinois cities only) | Purchaser's<br>license number | Invoiced<br>gallons |
| 1                                  | __/__/__          |                    |                                      |                   |                                  |                                       |                               |                     |
| 2                                  | __/__/__          |                    |                                      |                   |                                  |                                       |                               |                     |
| 3                                  | __/__/__          |                    |                                      |                   |                                  |                                       |                               |                     |
| 4                                  | __/__/__          |                    |                                      |                   |                                  |                                       |                               |                     |
| 5                                  | __/__/__          |                    |                                      |                   |                                  |                                       |                               |                     |
| 6                                  | __/__/__          |                    |                                      |                   |                                  |                                       |                               |                     |
| 7                                  | __/__/__          |                    |                                      |                   |                                  |                                       |                               |                     |
| 8                                  | __/__/__          |                    |                                      |                   |                                  |                                       |                               |                     |
| 9                                  | __/__/__          |                    |                                      |                   |                                  |                                       |                               |                     |
| 10                                 | __/__/__          |                    |                                      |                   |                                  |                                       |                               |                     |

11 Add the invoiced gallons in Column 9, Lines 1 through 10, and write the total here. 11 \_\_\_\_\_

12 If you are filing only **one** Schedule DD, write the amount from Line 11 here. 12 \_\_\_\_\_

If you are reporting

- MFT-free gallons only, also write this amount on Form RMFT-5, Line 8a, Column 3.
- UST-/EIF-free gallons only, also write this amount on Form RMFT-5-US, Line 8, Column 1.
- both MFT- and UST-/EIF-free gallons, also write this amount on Forms RMFT-5, Line 8a, Column 3, and RMFT-5-US, Line 8, Column 1.

If you are filing **more than one** Schedule DD, see instructions.

## General Instructions

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### Schedule DD is used for reporting the following taxes:

- Motor Fuel Tax (MFT)
- Underground Storage Tank Tax (UST)
- Environmental Impact Fee (EIF)

### What is dyed diesel fuel?

Dyed diesel fuel is any special fuel that **has been dyed** per Section 4d of the Motor Fuel Tax Law.

### When do I file this schedule?

You must file Schedule DD with Form RMFT-5, Motor Fuel Distributor/Supplier Tax Return, if you are reporting MFT-free gallons only or both MFT- and UST-/EIF-free gallons.

You must file Schedule DD with Form RMFT-5-US, Underground Storage Tank Tax and Environmental Impact Fee Receiver Tax Return, if you are reporting UST-/EIF-free gallons only.

### What records must I keep?

You are required by law to keep books and 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, write to us at Motor Fuel Tax, Illinois Department of Revenue, P.O. Box 19477, Springfield, Illinois 62794-9477, or call our Springfield office weekdays between 8 a.m. and 4:30 p.m. at 217 782-2291.

## Step-by-Step Instructions

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### Step 1: Complete the following information

Write your company name, your license number, and the period for which you are reporting. Check the boxes next to the tax/fee type you are listing on this page. Report one tax/fee type per page.

### Step 2: Report your tax- and fee-free sales

#### Lines 1 through 10 —

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

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

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

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

**Column 5** - Write the purchaser's complete name.

**Column 6** - Write the name of the Illinois city from which the dyed diesel fuel product originated.

**Column 7** - Write the name of the Illinois city to which the dyed diesel fuel product was delivered.

**Column 8** - Write the purchaser's Illinois license number.

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

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

**Line 12** - If you are filing **more than one** Schedule DD:

First, group together all Schedules DD that report

- **UST-/EIF-free only** gallons. Add Lines 11 from this group, and write the total on Line 12 of the last page.
- **MFT-free only** gallons. Add Lines 11 from this group, and write the total on Line 12 of the last page.
- **both MFT- and UST-/EIF-free** gallons. Add Lines 11 from this group, and write the total on Line 12 of the last page.

Then, add the **totals** from Lines 12 of the Schedules DD that report

- **UST-/EIF-free only** gallons and **both MFT- and UST-/EIF-free** gallons and write this amount on Form RMFT-5-US, Line 8, Column 1.
- **MFT-free only** gallons and **both MFT- and UST-/EIF-free** gallons and write this amount on Form RMFT-5, Line 8a, Column 3.

