



Schedule DA

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

MFT, UST, and EIF Dyed Diesel Fuel Produced, Acquired, Received, or Transported into Illinois

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

Check the receipt type you are listing on this page.

- Dyed diesel fuel received in Illinois
- Dyed diesel fuel imported into Illinois
- Dyed diesel fuel produced in Illinois

Step 2: Report your tax- and fee-free purchases

1	2	3	4	5	6	7	8	9
Invoice date (month, day, year)	Invoice number	Name of carrier	Bill of lading or manifest number	Name of seller	Origin (city and state)	Destination (Illinois cities only)	Seller's license number	Invoiced 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 DA, 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 2a, Column 3.
- UST-/EIF-free gallons only, also write this amount on Form RMFT-5-US, Line 2a, Column 1.
- both MFT- and UST-/EIF-free gallons, also write this amount on Form RMFT-5, Line 2a, Column 3, and Form RMFT-5-US, Line 2a, Column 1.

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

General Instructions

Schedule DA 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 DA 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. If you are a distributor or supplier, you must report **all** dyed diesel fuel transactions as MFT-free.

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

What must I attach to this schedule?

You must attach the credit invoices issued by the seller to Schedule DA. We will return your credit invoices to you upon request.

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

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 and the receipt type you are listing on this page. Report one tax/fee type and one receipt type only per page.

Step 2: Report your tax- and fee-free purchases

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 seller's complete name.

Column 6 - Write the city and the state (using the two-character U.S. Post Office abbreviation) 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 seller'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 DA, group together all Schedules DA that report

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

- **MFT-free gallons only** group and the **both MFT- and UST-/EIF-free gallons** group and write this amount on Form RMFT-5, Line 2a, Column 3.
- **UST-/EIF-free gallons only** group and the **both MFT- and UST-/EIF-free gallons** group and write this amount on Form RMFT-5-US, Line 2a, Column 1.

