



# Schedule A

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

## MFT, UST, and EIF Gasoline Products 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 that you are listing on this page.

- Gasoline products received in Illinois
- Gasoline products imported into Illinois
- Gasoline products produced in your Illinois refinery

### 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 A, 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 1.
- 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 Forms RMFT-5 and Form RMFT-5-US, Line 2a, Column 1.

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

## General Instructions

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### This schedule is used for reporting the following taxes:

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

### Which gasoline products must be reported on this schedule?

The gasoline products that must be reported on this schedule are all products commonly or commercially known or sold as gasoline (including casing-head and absorption or natural gasoline), gasohol, motor benzol, or motor benzene, regardless of their classification or use.

### When do I file this schedule?

You must file Schedule A with Form RMFT-5 if you are reporting MFT-free gallons only or both MFT- and UST-/EIF-free gallons.

You must file Schedule A with Form RMFT-5-US, if you are reporting only UST-/EIF-free gallons only.

### What must I attach to this schedule?

You must attach the credit invoices issued by the seller to Schedule A. 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

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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 box next to the tax/fee type and the box next to 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 name of the city and state (using the two-character U.S. Post Office abbreviation) from which the gasoline product originated.

**Column 7** - Write the name of the Illinois city to which the gasoline 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 A, group together all Schedules A that report

- MFT-free gallons only. Add Lines 11 from this group, and write the total on Line 12 of the last page. Also write this amount on Form RMFT-5, Line 2a, Column 1.
- UST-/EIF-free gallons only. Add Lines 11 from this group, and write the total on Line 12 of the last page. Also write this amount on Form RMFT-5-US, Line 2a, Column 1.
- both MFT- and UST-/EIF-free gallons. Add Lines 11 from this group, and write the total on Line 12 of the last page. Also write this amount on Forms RMFT-5 and RMFT-5-US, Line 2a, Column 1.

