



Subgroup Schedule Instructions (UB)

General information

Complete a separate Subgroup Schedule for each Insurance Company Subgroup, Financial Organization Subgroup, Regulated Exchange Subgroup, and Transportation Company Subgroup, in order to determine the amounts to enter on Schedule UB, Step 4, Lines 2 and 3 for each member of that subgroup.

Attach all Subgroup Schedules to the Schedule UB.

For more information, see Illinois Department of Revenue (IDOR) Regulations, Section 100.3600.

Specific Instructions

Line 1 – For each member, enter the total gross receipts of such member as determined by applying IDOR Regulations, Section 100.3370 and 100.3380. This is the amount of gross receipts of the member that would be included in the computation of the group’s combined business income reported on Schedule UB, Step 4, Line 1, Column D, if that member was required to determine the denominator of its sales factor under Illinois Income Tax Act (IITA) Section 304(a)(3) (A). Therefore, do not include receipts that are eliminated as a result of an intercompany transaction with any member of your unitary business group. See IDOR Regulations, Section 100.3600. Include a unitary partner’s share of the everywhere sales of a partnership that is not included on your Schedule UB only if that partnership uses the same apportionment formula as the members of this subgroup. The distributive share of apportionment factors from a unitary partnership that uses a different apportionment formula than the members of this subgroup are instead computed by including the unitary partner’s share of the partnership’s sales and apportionment factors in a separate column in the Subgroup Schedule for the subgroup using the same apportionment formula as the partnership, and the Illinois sales amount computed on Line 5 for the partnership is then added to the unitary partner’s Illinois sales. Enter the total of Columns A through C in Column D. If you have more than 3 members in your subgroup, use additional schedules and add Columns A through C of all your schedules and enter the result in Column D. Enter this amount, plus the member’s distributive share of the everywhere sales of any partnership included on a different Subgroup Schedule, on Schedule UB, Step 4, Line 2.

Note → Line 1, Columns A through D, cannot be less than zero.

Line 2 – For each member, enter the amount the member would have computed as the numerator of its apportionment formula applying the member’s applicable apportionment formula under IITA Section 304. Do not include receipts that are eliminated as a result of an intercompany transaction with any member of your unitary business group. (Note: If you are a transportation subgroup and one or more of your subgroup members provides transportation services by airline, enter the

amount determined by multiplying the member’s gross receipts from transportation by air by the member’s apportionment factor determined by the revenue miles formula for transportation by air. If one or more of your transportation subgroup members provides transportation services by airlines and by other means, use the weighted average method set forth in IDOR Regulations, Section 100.3400(d) in order to determine the amount to enter on Line 2 for such member.)

Note → Line 2, Columns A through D, cannot be less than zero.

Line 3 – For each member, enter the amount the member would have computed as the denominator of its apportionment formula applying the member’s applicable apportionment formula under IITA Section 304. Do not include receipts that are eliminated as a result of an intercompany transaction with any member of your unitary business group. Enter the total of Columns A through C in Column D. If you have more than 3 members in your subgroup, use additional schedules and add Columns A through C of all your schedules and enter the result in Column D. (Note: if you are a transportation subgroup and one or more of your subgroup members provides transportation services by airline, enter on Line 3 the member’s total gross receipts from providing transportation services by airline.)

Note → Line 3, Columns A through D, cannot be less than zero.

Special Note → You **must** receive permission from IDOR **prior** to filing your return if you have negative figures in Lines 1, 2, or 3; otherwise, your apportionment figures will be rejected. Send your request to:

**ILLINOIS DEPARTMENT OF REVENUE
LEGAL SERVICES OFFICE
SENIOR COUNSEL - INCOME TAX, 5-500
101 WEST JEFFERSON STREET
SPRINGFIELD IL 62702**

Line 4 – Divide Line 2 of each Column by Line 3, Column D (round to the sixth decimal place).

Line 5 – Multiply Line 4 of each Column by Line 1, Column D. This is the member’s Illinois sales under the subgroup method. Enter this amount, plus the member’s distributive share of the Illinois sales of any unitary partnership included on a different Subgroup Schedule, on Schedule UB, Step 4, Line 3.