



CMFT-2 Instructions

General Information

Who must file Form CMFT-2?

If you make retail sales of motor fuel from more than one site within DuPage, Kane, McHenry, or Will County, you must complete Form CMFT-2, Multiple Site Form and attach it to your Form CMFT-1, County Motor Fuel Tax Return.

Note: County Motor Fuel Tax is effective for retail locations in Will County for reporting periods on or after February 2020.

Can I file this return and pay the tax due electronically?

Yes, you can use MyTax Illinois at mytax.illinois.gov to file your Forms CMFT-1 and CMFT-2. MyTax Illinois also allows for electronic payment of any tax due.

What if I need to add or remove one of my site locations?

MyTax Illinois allows users to add or remove their site locations.

Note: To add or remove site locations for County Motor Fuel Tax using MyTax Illinois, you must use the Maintain Locations link in your Sales and Use Tax (ST-1) account in MyTax Illinois.

You also can contact us by calling **217 785-3707** or writing us at:

**CENTRAL REGISTRATION DIVISION
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19030
SPRINGFIELD IL 62794-9030**

It is important to keep your registration information updated so your returns will include the correct tax rates.

What if I need help?

If you need help, call us at **1 800 732-8866** or **217 782-3336**, call our TDD-telecommunications device for the deaf at **1 800 544-5304**, or visit our website at tax.illinois.gov.

Specific Instructions

Note: When completing this form, round to the nearest whole number by dropping decimal amounts less than .50 and increasing decimal amounts of .50 or more to the next highest whole number.

Site where the taxable gallons were sold

Provide any information that is missing. If you need to add additional sites, provide the location code, name, and address of each site.

Figure the tax due for each site

Note: This schedule must be completed properly to ensure that County Motor Fuel Tax, if due, is allocated properly.

Line 4

For each site, enter the taxable gallons (after deductions) subject to the County Motor Fuel Tax.

Line 5

Multiply each amount on Line 4 by the applicable tax rate and enter the result in Line 5. Tax rates are available in the Tax Rate Database on the Department's website at tax.illinois.gov.

Column Totals

Line 4

Add the amounts in Column A (Lines 4) for each site. Enter the sum on the corresponding page total line at the bottom of the page. If you are filing multiple pages of Form CMFT-2, complete the page totals for each page. The combined total amounts from Form CMFT-2 for Line 4 must equal the amount on Line 4 of Form CMFT-1.

Line 5

Add the amounts in Column B (Lines 5) for each site. Enter the sum on the corresponding page total line at the bottom of the page. If you are filing multiple pages of Form CMFT-2, complete the page totals for each page. The combined total amounts from Form CMFT-2 for Line 5 must equal the amount on Line 5 of Form CMFT-1.