



# CMFT-2-X Instructions

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## General Information

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### Who must file Form CMFT-2-X?

You must file Form CMFT-2-X, Amended Multiple-Site Form, to amend information or figures from retail sales of motor fuel you made within DuPage, Kane, McHenry, or Will County and that you previously reported on Form CMFT-2, Multiple Site Form. Attach Form CMFT-2-X to Form CMFT-1-X.

**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](http://mytax.illinois.gov) to file your Forms CMFT-1-X and CMFT-2-X if you filed your original return for the same period through MyTax Illinois. MyTax Illinois also allows for electronic payment of any tax due.

### How do I amend information previously reported?

Only list the locations that require a change to information or figures you previously reported. For those locations with no changes, the most recent figures filed will be used.

### 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, visit our website at [tax.illinois.gov](http://tax.illinois.gov) or call us at 1 800 732-8866 or 217 782-3336. The number for our TDD (telecommunications device for the deaf) is 1 800 544-5304.

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## Specific Instructions

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**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 higher whole number.

Provide the name and address of the site.

Provide the location code of the site if you know it.

Provide the appropriate tax rate for your location on the lines provided.

**Note:** Location codes and tax rates are available in the Tax Rate Database on the Department's website at [tax.illinois.gov](http://tax.illinois.gov).

If you are reducing an amount originally reported to zero, enter zero on the line. Leaving the line blank may delay processing of your return.

### Figure the tax due for each site

#### Line 4 Number of gallons

For each site whose figures or information you are changing, enter the amount of the taxable gallons (after deductions) subject to County Motor Fuel Tax. Do not include tax collected.

#### Line 5 Tax due

Multiply each amount on Line 4 by the applicable tax rate. Tax rates are available in the Tax Rate Database on the Department's website at [tax.illinois.gov](http://tax.illinois.gov).