



ST-2 Instructions

General Information

Who must file this form?

If you have one business but sell items at more than one location (site), you must collect and remit sales and use taxes according to the rates of each particular location. You must complete and attach Form ST-2, Multiple Site Form, to your Form ST-1, Sales and Use Tax and E911 Surcharge Return, to show the breakdown of taxes collected and paid from each site.

Remote retailers, as defined in Section 1 of the Retailers' Occupation Tax Act (35 ILCS 120/1), and marketplace facilitators, also defined in Section 1 of the Retailers' Occupation Tax Act, also must use Form ST-2 to report sales made to Illinois customers. These sales are separated on Form ST-2 according to the local government (*i.e.*, city or county) where the customer is located.

How do I report my sales?

Follow the specific instructions below to report your sales. For paper form filers who receive preprinted returns from the Department, we print the location code, location name, address, and applicable tax rate for each of your sites based on the information you provided at the time you registered. If you have sales for the current period from a site that is not listed on a preprinted return you received from the Department, you must provide the name and address of the site on Form ST-2 and then report the taxable receipts for that site.

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 ST-1 and ST-2. MyTax Illinois also allows for electronic payment of any tax due.

You can also file Forms ST-1 and ST-2 using a direct file service through an outside vendor.

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

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

Remote retailers and marketplace facilitators using MyTax Illinois to file Forms ST-1 and ST-2 must register a Changing Location site for each local government (*i.e.*, city or county) where it has made a sale.

How can I find out what tax rates I should be collecting?

If you file electronically using MyTax Illinois, the rates will be populated for you according to your registration. You can also use the **Tax Rate Finder** on our website at tax.illinois.gov to look up location specific tax rates. Depending upon the location of the sale, the actual sales tax rate may be higher than the state rate of 6.25 percent (1.00 percent for qualifying food, drugs, and medical appliances) due to additional municipal, county, or special district sales taxes.

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

When completing this form, round to the nearest dollar by dropping amounts less than 50 cents and increasing amounts of 50 cents or more to the next higher dollar.

Identify each site where taxable sales were made.

Note: For most retailers, "site" is the retail location where the sales were made (*i.e.*, location code, site name, site address, city, state, and Zip Code of each site). For remote retailers and marketplace facilitators only, "site" is the taxing jurisdiction's location code assigned to the destination in Illinois where the item is delivered. Note also that remote retailers and marketplace facilitators must report the aggregate taxable receipts for all sales delivered to addresses in a given location code for the reporting period (*i.e.*, the taxpayer must combine all taxable receipts for each location code under a single changing location site on Form ST-2). Generally, you will report sales delivered into each municipality and the unincorporated area of each county under a separate location code. If, however, a business district is located within a municipality, or a municipality is located in more than one county, the municipality will have more than one location code. In addition, for sales delivered to locations in the Metro-East Mass Transit District, there may be more than one location code for a given municipality or unincorporated area of a county.

Line 4a General merchandise base

For each site, enter the total amount you received from your sales of general merchandise, plus the amount you received from general merchandise you sold in performing your service. Do not include tax.

Line 4b Multiply Line 4a by the tax rate.

Line 5a Food, drugs, and medical appliances base

For each site, enter the total amount you received from your sales of qualifying food, drugs, and medical appliances, plus the amount you received from the qualifying food, drugs, and medical appliances you sold in performing your service. Do not include tax.

Line 5b Multiply Line 5a by the tax rate.

Line 8a Receipts taxed at other rates

For each site, enter **only** the receipts from sales of merchandise and service you made at a rate different from the current rate, which for paper form filers who receive preprinted returns from the Department is the rate printed in Lines 4a and 5a. If you have receipts from current sales that you believe are taxable at a different rate, call us at one of the contact numbers under "What if I need help?" in General Information above for instructions on how to report.

Line 8b Multiply each amount on Line 8a by the correct tax rate, add the results, and enter the total on Line 8b.

Lines 4a through 8b Page totals (Paper form filers only)

For each page total line, 4a through 8b, add the amounts you wrote on the corresponding line for each site. Write the sum on the page total line at the bottom of each page. For example, add all of the amounts you wrote on Line 4a and write the sum on the 4a page total line. If your Form ST-2 has more than one page of sites, complete the page totals for each page. The combined ST-2 page totals for each line number must equal the amount on the corresponding line of your Form ST-1. For example, the amount of the combined ST-2 page totals for Line 4a must equal the amount on Line 4a of your Form ST-1.