

Illinois Department of Revenue  
1500 South Ninth Street  
Springfield, Illinois 62708

INFORMATION BULLETIN FY83-12 (REVISED)

TO: All Licensed Motor Fuel Distributors and Suppliers

FROM: Return and Schedule Filing Requirements

The Illinois Department of Revenue is completing conversion to the fully automated processing of motor fuel tax returns, which began with the processing of your July, 1981 return. Meetings have been conducted with members of the petroleum industry in order to ensure a smoother transition. As a result of these meetings, it was determined that a clarification of what is and what is not acceptable to the Department was necessary. Following are headings listed on the motor fuel schedules and what the Department considers acceptable. (There is no detail for Schedule M as it is being redesigned; a separate bulletin will be distributed to all licensed blenders upon its completion.)

INVOICE DATE - List the date of the INVOICE. Do not list date of receipt, date invoice received, etc.

INVOICE NUMBER - List the complete invoice number. Do not list bill-of-lading number, manifest number, trip number, etc.

Both sellers and receivers must identify each book transfer by the same book transfer number. Likewise, sellers and receivers must identify each exchange agreement by the exchange agreement number. Enter exchange agreement numbers and book transfer contract numbers in the invoice number column.

If the motor fuel is sold through a book transfer or on an exchange agreement and there is no physical movement of the motor fuel, there will be no bill-of-lading/manifest number or name of carrier to report. In these cases, write "Book Transfer" or "Exchange Agreement" on the line provided for the name of the carrier on the appropriate schedule. If there is physical movement of the motor fuel, the transaction would be subject to the same reporting requirement as any other sale. (Section 1.9 of the Motor Fuel Tax Law states that "'Sale' means, in addition to its ordinary meaning, any exchange, gift or other disposition. In every case where motor fuel is exchanged, given or otherwise disposed of, it shall be deemed to have been sold.")

Twenty (20) days are provided, after the end of the month, to allow invoice to be received on end-of-

month transactions. Schedules submitted without invoice numbers cannot be accepted. (The same would be true with regard to missing book transfer or exchange agreement numbers.)

NAME OF CARRIER - The purchaser of motor fuel is required to enter Schedule `A' the complete business name of the carrier who transported the product. If the transporting vehicle is your company's vehicle, enter your company as carrier. If the transport is a contract or common carrier, enter the complete business name of that carrier. We are aware of the fact that many transactions are only paper transfers and that the product, though purchased, did not physically move. We will recognize this non-movement by the fact that the origin and destination columns (columns 6 and 7) on Schedule `A' will be exactly the same, and, of course, no carrier entry will be made. Entry of the words "no movement" in the name of carrier column would further clarify that no physical movement of the product took place. Again, we are merely clarifying the fact that if movement of the motor fuel is involved, the correct business name of the carrier must be entered.

The instructions on the back of Schedule `C' explain precisely how to report the name of the carrier when motor fuel is exported from the state of Illinois.

When sellers make sales of special fuel which are reportable under the provisions of the Motor Fuel Tax Law, they must enter the complete business name of the carrier transporting the special fuel on Schedule `A-1' or Schedule `SA-1'.

Book transfer, exchange agreement, pipeline, and barge shipments must be clearly identified as such in the name of carrier column on your schedules. If there is physical movement of the product, the name of the carrier must be listed. In the case of pipeline or barge shipments, you should enter the name of the pipeline or barge as the carrier.

CARRIER CLASS - Enter the carrier class CODE as shown on the back side of Schedule C. Entries other than 1 (common carrier), 2 (vendor's own equipment), or 3 (contract carrier under contract to vendor) will not be accepted.

BILL-OF-LADING/  
MANIFEST NUMBER - List the complete bill-of-lading manifest number. Do not list invoice number, trip number, etc. Where

multiple shipments are shown on a single invoice, the invoice number must be repeated for each individual shipment and shown on your A, A-1 or SA-1 Schedule.

If the sale of MOTOR FUEL is made F.O.B. origin, the seller of such fuel is not required to report either bill-of-lading or name of carrier on his Schedule "D".

The barge shipment manifest number should be listed in the bill-of-lading column.

NAME OF SELLER

NAME OF PURCHASER- List complete business name as licensed by Illinois Department of Revenue. Abbreviations or names other than as licensed by the Illinois Department of Revenue are not acceptable.

ORIGIN

- List the complete name of the city and State from which the product ORIGINATED. If abbreviating the State name use the two (2) character abbreviation permitted by the U.S. Post Office (e.g. Illinois - IL, Nevada - NV).

DESTINATION

- List the complete name of the city and State to which the product was DELIVERED. If abbreviating the State name use the two (2) character State abbreviation permitted by the U.S. Post Office (e.g., Illinois - IL, Nevada - NV).

SELLER'S LICENSE NUMBER

PURCHASER'S LICENSE NUMBER

- Enter the complete license number (e.g., D-9999 (for distributor), S-9999 (for supplier), BU-9999 (for bulk user)).

INVOICE GALLONS

- Enter the number of gallons invoiced (billed). Any transaction between distributors and/or suppliers must be reported on each on the same basis (net or gross), this basis to be determined by the manner in which the supplying party invoices the transaction. Differences in reporting between licensed distributors and/or suppliers attributable to net vs. gross reporting will NOT be accepted. You may be required to pay additional tax and/or file amended returns.

PURCHASER'S ADDRESS

- List the complete name of the city and State of purchaser's address. If abbreviating the State name use the two (2) character State abbreviation

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permitted by the U.S. Post Office (e.g., Illinois - IL, Nevada - NV).

CERTIFICATE NUMBER

- Enter the number of proper certificate supplied for exemption purposes.

NAME OF AGENCY OR

FOREIGN GOVERNMENT

TO WHOM SALE MADE - Enter the exact name of agency as listed on proper certificate (or original invoice, if appropriate) supplied for exemption purposes.

The Department has expanded its use of computerized equipment to facilitate the processing of millions of tax documents, and therefore it is essential that our forms be standard and procedures consistent. The advantages that non-standard formats would provide you are reduced when such variations would require additional manual processing within the Department, thus resulting in increased cost to taxpayers.

Upon prior approval from the Department, you may use computer generated schedules. To be acceptable to the Department, the schedules MUST be in the same format as those we distribute. We prefer that computer generated schedules be printed on 8 1/2" x 11" sheets of paper. The Department will accept legible photocopies of computer generated schedules. The Department will allow you to use the extreme right hand portion of the computer generated schedule for your use providing the Department's format remains the same and is noticeably separate from your own portion. To obtain approval, you should submit proposed computer generated schedules to the Department for review and approval PRIOR to implementation. Send your request to the MOTOR FUEL TAX REVIEW AND CORRECTION UNIT, P.O. BOX 4005, SPRINGFIELD, ILLINOIS 62708.

The Department is now inspecting all computer generated schedules. If your schedules do not comply with the required format, you will be advised of the changes that must be made. If necessary, you may be required to discontinue using your computer generated schedules and report on the Department's schedules as required by the Illinois Motor Fuel Tax Law - (Rules and Regulations issued by the Department of Revenue Pursuant to Section 14 of the Motor Fuel Tax Law - Rule No. 1 - "...monthly motor fuel tax returns of licensed distributors MUST BE COMPILED CORRECTLY ON FORMS FURNISHED BY THE DEPARTMENT"....").

Some taxpayers with automated systems may find it more cost effective to enter manually some of the required data on their computer generated schedules in lieu of making program changes. Any taxpayer electing to exercise this option will need prior Department approval.

We feel confident that you understand that these guidelines are necessary as it is the responsibility of the Department to administer properly the Illinois Motor Fuel Tax Law as passed by the General Assembly.

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A supply of the revised Department schedules will be mailed to you under separate cover. Please destroy all obsolete schedules and begin reporting on the new schedules IMMEDIATELY. Should you have any questions, please contact the MOTOR FUEL TAX REVIEW AND CORRECTION UNIT - phone (217) 782-2291.

J. Thomas Johnson  
Director of Revenue

Issued: April, 1983

