

Illinois Department of Revenue
Roger D. Sweet, Director
101 West Jefferson Street
Springfield, Illinois 62794

INFORMATIONAL BULLETIN FY88-14

TO: All Practitioners, and Retailers

SUBJECT: Unnecessary Notices and Bills

Please read this bulletin if you have ever received an error notice or bill from us.

The purpose of this bulletin is to explain one of the major reasons unnecessary notices and bills are issued.

One of the biggest reasons unnecessary notices and bills are issued is illegibility of tax returns received by the Department. Illegible returns are either poorly hand written, faintly copied (carbons), or computer-generated "facsimiles" which do not look enough like the actual document to be readily processed by us. Illegible tax returns take longer to process and may cause unnecessary letters and bills.

Additionally, faint carbon copies or facsimiles will not microfilm or photocopy well. If for some reason you have to request from us a copy of the return you filed, it is possible that you will receive an illegible "copy-of-a-copy."

In order to help eliminate unnecessary notices and bills, we are asking that you observe the following guidelines:

- Make sure that all handwriting and typing is legible.
- Always use BLACK ink when completing the tax returns. DO NOT use colored ink or pencil.
- Please send us the ORIGINAL return and keep the copy for your records.
- Use the most current form available, provided by the Department. If you do not have the forms you need to file, call us at the phone number listed above to obtain them. When you receive new forms from us, please destroy old ones.
- If you MUST send us a carbon copy of photocopy, please be sure that it is as legible as the original.
- If you use a computer or other electronic equipment to complete a return, please ensure that your programs are compatible with the most current tax format being used by the Department. Often, tax form revisions involve changing the location for reporting certain tax data. Using an old format can result in numbers appearing on the

wrong line.

NOTE: Computer generated facsimile documents must be approved by the Department BEFORE using the.

The Department has begun to use bar codes, which appear across the top of the back of some returns. Bar codes are used in our microfilming of returns and provide a more efficient filing/retrieval system (a sample of a bar code is at the bottom of this page.) Currently, the bar code is used on the sales tax return, Form RR-1-A and will be used on the 1987 Individual Income Tax Return, Form IL-1040. We anticipate expanding the use of bar codes, so please watch for them on the back of other tax returns.

Thank you for your assistance in helping us eliminate the situations which cause problems for both you and us.

Roger D. Sweet
Director of Revenue

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