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• Form SOA-1, Statement of Account

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**TO: All Sales Tax Accountants**

Our newly developed Form SOA-1, Statement of Account, summarizes all Sales Tax, Prepaid Sales Tax, and County Motor Fuel Tax account activity on a single form.

**When will I receive the statement?**

You will receive a statement whenever your account has assessment or credit activity. You may **not** receive a statement at regular intervals if your account is in balance.

**What benefits does that statement offer?**

The statement:

- provides taxpayers with a comprehensive overview of their accounts,
- answers frequently asked questions, and
- provides credit balance information.

**Will my first statement agree with my own records?**

Your first statement will bring your account up to date based upon your account history. In some cases, the account activity noted on your statement may not agree with your records.

Discrepancies may be caused by:

- accrued interest on liabilities or

- payments we have not yet processed.

However, the ending balance shown on the statement is designed to reflect your account status accurately.

**Will the statement be expanded to cover other taxes?**

Yes. Currently, the statement summarizes account activity for Sales Tax, Prepaid Sales Tax, and county Motor Fuel Tax. The heading on each specific statement names the taxes it covers. Ultimately, the statement will summarize all business taxes.

**What information is on Page 1 or the statement?**

The Account Summary section on the first page contains:

- a beginning balance,
- any additions or subtractions to the balance,
- any accrued interest,
- an ending balance, and
- suspended amounts pending resolution of correspondence of protest proceedings.

At the bottom of the first page is a **detachable coupon**. If you have a balance due and you have not already sent your payment with your assessment, you must send us the coupon with your payment. If you have a credit memorandum you must indicate the coupon the amount you wish to apply to your balance due.

**What information is on Page 2?**

The second page contains general information and a listing of the Taxpayer Bill of Rights.

**What information begins on Page 3?**

The Account Detail section beginning on Page 3 provides information on:

- payments made since the previous statement,
- every assessment that has an outstanding liability,
- interest accrual on unpaid liabilities,
- correspondence and protest indicators,
- information on returns we have not yet received, and
- credit available.

**Questions?**

If you have questions or need more information, please call or write us. Our telephone numbers and address are printed at the bottom of this bulletin.

**For Information...**

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1 217 782-7517 in Springfield  
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