

■ Changes in Obtaining a Receipted Copy of Form ST-556

TO: Motor Vehicle Dealers and Remittance Agents

We have modified the procedure required to obtain a receipted copy of Form ST-556, Sales Tax Transaction Return.

Only if you follow the procedure detailed below will we provide this service to you.

When do I need a receipted copy of Form ST-556?

You will need a receipted copy of Form ST-556 when you are unable to complete the vehicle title transaction before the tax is due and you want to avoid late filing penalty. You must file Form ST-556 and pay the sales tax directly to the Illinois Department of Revenue **within 20 days** of the vehicle's delivery date. We will receipt your copy at no charge so you may use the receipted copy to satisfy the titling or registering agencies' tax verification requirements.

How do I request receipted copies?

To request receipted copies of Form ST-556, you **must** do the following:

- provide a photocopy of each ST-556 along with the original ST-556 (Page 1) and a **separate check** for each return
- attach **one** cover letter making the request to your ST-556 photocopies
- provide a postage-paid envelope with the address indicating where you want the receipted copies mailed

Write for your receipted copies at this address:

ILLINOIS DEPARTMENT OF
REVENUE
PO BOX 19042
SPRINGFIELD IL 62794-9042

Where may I obtain receipted copies in person?

You may obtain receipted copies from Department of Revenue personnel at one of the following offices:

Chicago

100 W. Randolph Street
Concourse Level
(Secretary of State area)

5401 N. Elston Avenue
(Secretary of State)

5301 W. Lexington Avenue
(Secretary of State)

9901 S. Martin Luther King Dr.
(Secretary of State)

Springfield

101 W. Jefferson Street
Lobby
(Department of Revenue)

What happens if I do not comply with this procedure?

If you do not comply with this procedure, we **will not** send you receipted copies of Form ST-556. If you still need to verify a tax payment, you must either

- provide a copy of your canceled tax payment check (front and back) and a copy of the corresponding return or
- complete Form IL-4506, Request for Copy of Tax Return, to receive a microfilm copy.

There is a \$3 charge for each microfilm copy (\$6 if certified).

You may photocopy the Form IL-4506 on the back of this bulletin.

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.



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