



Reporting Motor Fuel Sales on Forms ST-1 and ST-2

Informational Bulletin

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For information
or forms...

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To:
Illinois Retailers of Motor Fuel

This bulletin applies to the sales of motor fuel that you make beginning July 1, 2000, and ending December 31, 2000. It provides examples of how to complete your Form ST-1, Sales and Use Tax Return, and ST-2, Multiple Site Form.

- you are reporting the tax due on receipts for both general merchandise and qualifying food, drugs, and medical appliances, and
the receipts for general merchandise include sales of motor fuel and other products.

How do I report the tax due on my Form ST-1 for sales of motor fuel made during this period of time?

Figures used for Example 1

During July, your receipts total \$16,342.00 They include

Example 1 illustrates how to file if

- you are reporting for a single location with a general merchandise tax rate of 6.25 percent and a food, drugs, and medical appliances tax rate of 1 percent, and
you are reporting the tax due on your receipts from sales made in July, and

- \$2,242 total deductions and tax collected,
\$4,500 from the sales of gasoline,
\$2,100 from the sales of gasohol,
\$2,000 from the sales of diesel fuel,
\$500 from the sales of general merchandise, such as sunglasses and soft drinks, and
\$5,000 from sales of qualifying food, drugs, and medical appliances, such as bread and aspirin.

Example 1

There is no change to the method you use to calculate the amounts for Lines 1 through 3 of your Form ST-1, or the way you report those amounts on your return and worksheet. The 30 percent (.30) portion of gasohol receipts, which are exempt, must still be reported on Line 8 of your ST-1 Worksheet for Line 2. Tax remains due on the remaining 70 percent (.70) of your gasohol receipts.

Form ST-1

Step 1: Figure Your Taxable Receipts

Table with 3 rows: 1 Total receipts (Include tax.) 16,342.00; 2 Deductions - include tax collected (Use worksheet on back.) 2,242.00; 3 Taxable receipts (Subtract Line 2 from Line 1.) 14,100.00

Example 1 continues on the back of this page.

Example 1

Form ST-1

Step 2: Figure Your Tax on Receipts

Sales from locations within Illinois			
General merchandise			
4a	500.00	x .0625	= 4b 31.00
Food, drugs, and medical appliances			
5a	5,000.00	x .01	= 5b 50.00
Sales from locations outside Illinois			
General merchandise			
6a		x =	6b
Food, drugs, and medical appliances			
7a		x =	7b
Sales at prior rates			
Receipts taxed at other rates			
8a	8,600.00		8b 108.00
9	Tax due on receipts (Add Lines 4b, 5b, 6b, 7b, and 8b.)		9 189.00

Check your math. In this example, Lines 4a + 5a + 8a should equal Line 3.
500.00 + 5,000.00 + 8,600.00 = 14,100.00

The figure on Line 4a is made up of the \$500.00 in receipts from general merchandise sales, such as sunglasses and soft drinks. These items are taxed at the 6.25 percent (.0625) general merchandise rate.

Report the tax due on Line 4b.
\$500.00 x .0625 = \$31.25
(round this figure down to \$31.00)

The figure on Line 5a is made up of the \$5,000.00 in receipts from your sales of qualifying food, drugs, and medical appliances. These items are taxed at the 1 percent (.01) food, drugs, and medical appliances tax rate.

Report the tax due on Line 5b.
\$5,000.00 x .01 = \$50.00

The figure on Line 8a is made up of your receipts from sales of

- gasoline for \$4,500.00,
- gasohol for \$2,100.00, and
- diesel fuel for \$2,000.00.

These items are taxed at the temporary rate for motor fuel sales.

Note: The gasohol receipts of \$2,100.00 in this example are the 70 percent (.70) taxable portion of total gasohol receipts of \$3,000.

To figure the temporary rate, subtract the 5 percent (.05) portion of the state's general merchandise rate from the rate that applies to your location. For single location filers, that rate is preprinted in Line 4a.

In this example, the temporary rate is 1.25 percent.

The preprinted rate from 4a	.0625
minus the state portion	.05
equals the temporary rate	.0125

Report the tax due on Line 8b.

total receipts for Line 8a
\$8,600.00 x .0125 = \$107.50
(round this figure up to \$108.00)

A breakdown of the items comprising your receipts for Line 8a follows:

gasoline
\$4,500.00 x .0125 = \$56.25

gasohol
\$3,000.00 x .70 = \$2,100.00
\$2,100.00 x .0125 = \$26.25

diesel fuel
\$2,000.00 x .0125 = \$25.00

total tax due for Line 8b
\$56.25 + \$26.25 + \$25.00 = \$107.50

For an explanation of the accounts receivable that could be reported on Lines 8a and 8b, see Example 2 on the following page.

During this temporary time period, how do I report the receipts and tax due from my accounts receivable?

For accounts receivable that you report during this temporary time period, if you

- ◆ have receipts from sales that are taxed at the preprinted rate on your return, report the receipts on Line 4a and the tax due on Line 4b.
- ◆ have receipts from sales that are taxed at a rate that is different from the preprinted rate on your return, separately calculate the tax due for those accounts receivable at the appropriate rate. Report the receipts on Line 8a and the tax due on Line 8b.

Figures used for Example 2

During July, your taxable receipts total \$5,200. They include

- ◆ \$2,000 from the current month's sales of general merchandise, such as sunglasses and soft drinks,
- ◆ \$800 from accounts receivable for gasoline receipts that were taxed at the rate preprinted on your return,
- ◆ \$2,000 in gasoline receipts that were taxed at the temporary tax rate for motor fuel, and
- ◆ \$400 from sales made at a previous rate. In this example, 7 percent (.07).

Note: The only motor fuel receipts in this example are for sales of gasoline.

Example 2

The figure on Line 4a is made up of the receipts from your accounts receivable for gasoline that were made at the rate that is preprinted in Line 4a of your return plus your current month's receipts for general merchandise that are taxable at the preprinted rate.

Form ST-1

Step 2: Figure Your Tax on Receipts

Sales from locations within Illinois			
General merchandise			
4a	2,800.00	x .0725	= 4b 203.00
Food, drugs, and medical appliances			
5a		x .01	= 5b
Sales from locations outside Illinois			
General merchandise			
6a		x =	6b
Food, drugs, and medical appliances			
7a		x =	7b
Sales at prior rates			
Receipts taxed at other rates			
8a	2,400.00		8b 73.00
9	Tax due on receipts (Add Lines 4b, 5b, 6b, 7b, and 8b.)		9

Report, on Line 4b, the tax due for your accounts receivable and general merchandise taxed at 7.25 percent (.0725).

$\$800.00 \times .0725 = \58.00
 $\$2,000.00 \times .0725 = \145.00
 $\$58.00 + \$145.00 = \$203.00$

To figure the temporary rate for sales of motor fuel, subtract the 5 percent (.05) portion of the state's general merchandise rate from the rate that applies to your location.

In this example, the temporary rate is 2.25 percent.

The preprinted rate from 4a .0725
 minus the state portion .05
 equals the temporary rate .0225

Report, on Line 8b, the total of the tax due for accounts receivable taxed at 7 percent (.07) plus gasoline taxed at the temporary tax rate.

$\$400.00 \times .07 = \28.00
 $\$2,000.00 \times .0225 = \45.00
 $\$28.00 + \$45.00 = \$73.00$

The figure on Line 8a is made up of the receipts from your accounts receivable that were made at a rate other than the rate that is preprinted on your return (.07) plus your current month's receipts for gasoline that are taxable at the temporary rate.

How do I complete Form ST-2?

You must calculate your tax due on the receipts for each location from which you make sales. See Example 3.

- ◆ Figure the tax on your general merchandise receipts from sales at the preprinted rate. Report these receipts on Line 4a and the tax due on Line 4b.
- ◆ Figure the tax on your receipts from qualifying sales of food, drugs, and medical appliances at the preprinted rate. Report these receipts on Line 5a and the tax due on Line 5b.
- ◆ Figure the tax on your motor fuel receipts using the temporary general merchandise tax rate. Report these receipts on Line 8a and the tax due on Line 8b.

your receipts and tax due from the accounts receivable plus the motor fuel you sold at the temporary rate.

Example 3

Form ST-2

Site where taxable sales were made
000-000-0 000 Any city

General merchandise
4a _____ x % rate = 4b _____

Food drugs, and medical appliances
5a _____ x % rate = 5b _____

Receipts at other rates
8a _____ x _____ = 8b _____

000-000-0 000 Any city

General merchandise
4a _____ x % rate = 4b _____

Food drugs, and medical appliances
5a _____ x % rate = 5b _____

Receipts at other rates
8a _____ = 8b _____

The preprinted rate for each location will print here.

No percentage rate is printed here. You will need to calculate the appropriate rate for motor fuel by subtracting the 5 (.05) percent state portion from the rate for each location.

As always, report the sum of receipts and tax due amounts from all locations on the corresponding lines 4a, 4b, 5a, 5b, 8a, and 8b on Form ST-1.

Note: For accounts receivable that you report during this temporary time period, if you

- ◆ have receipts from sales that are taxed at the preprinted rate on your return, report the receipts and tax due on Lines 4a and 4b.
- ◆ have receipts from sales that are taxed at a rate that is different from the preprinted rate on your return, separately calculate the tax due for those accounts receivable at the appropriate rate. Report, on Lines 8a and 8b, the sum of

Form ST-1

Step 1: Figure Your Taxable Receipts

1	Total receipts (Include tax.)	1	_____
2	Deductions - include tax collected (Use worksheet on back.)	2	_____
3	Taxable receipts (Subtract Line 2 from Line 1.)	3	_____

Step 2: Figure Your Tax on Receipts

Sales from locations within Illinois

General merchandise
4a _____ x _____ = 4b _____

Food, drugs, and medical appliances
5a _____ x _____ = 5b _____

Sales from locations outside Illinois

General merchandise
6a _____ x _____ = 6b _____

Food, drugs, and medical appliances
7a _____ x _____ = 7b _____

Sales at prior rates
Receipts taxed at other rates
8a _____ = 8b _____

9 Tax due on receipts
(Add Lines 4b, 5b, 6b, 7b, and 8b.)

9 _____