Illinois Department of Revenue

FY 2015-16
May 2015

informational Bulletin

Constance Beard, Director

New computer system expands

To all tax professionals and taxpayers who file motor fuel tax and fee returns

This bulletin is the next in a series about the Department's conversion to a new, consolidated computer system. For more information, refer to Informational Bulletins FY 2008-10, FY 2010-06, FY 2010-13, FY 2011-10, and FY 2015-15.

This bulletin is written to inform you of recent changes; it does not replace statutes, rules and regulations, or court decisions.

Illinois is continuing the process of consolidating more than 200 tax and fee programs into one integrated computer system. On June 29, 2015, the next phase will add motor fuel taxes, fees, and refund claims to this system. This bulletin will help prepare motor fuel tax and fee filers for the new system.

What are the main changes?

- Your Illinois Business Tax (IBT) number is now referred to as your Account ID. Some taxpayers will retain the current number, but most will be assigned a new Account ID and certificate of registration.
- Even though your Account ID may change, Distributor, Supplier, and Receiver license numbers will remain the same.
- Taxpayers that currently hold an LP Gas license or a Private-Use Biodiesel Producer license will receive a new license number as an Alternative Fuel filer. This change in license number is associated with the new Form RMFT-144, Alternative Fuels Return.
- The electronic filing format for motor fuel schedules has been updated. These changes are effective July 1, 2015. See the Electronic Filing Format for Motor Fuel Reporting now on our website. You may begin testing at any time.
- All correspondence, including notices, bills, and business authorizations will have a new look.
- How credit memos are processed by the system will change. The new system will automatically apply credit to any outstanding debt within the same account.
- **MyTax Illinois**, an online account management system for taxpayers, will become available to motor fuel tax and fee filers. MyTax Illinois provides a centralized location on the Illinois Department of Revenue (IDOR) website for taxpayers to register a new business, file returns, make payments (including assessment payments), and manage their tax accounts.
- Forms RMFT-5, RMFT-5-X, RMFT-5-US, and RMFT-5-US-X may be filed electronically for reporting periods June 2015 and after.

For information or forms
Visit our website at:
tax.illinois.gov

Call us at:
217 782-2291

Printed by authority of the State of Illinois
2350 copies - 05/15 - P.O. Number 2150354

- Form RMFT-11-A may be filed using MyTax Illinois once your Motor Fuel Tax - Refund account is set up.

What changes have been made to distributor/supplier and receiver returns?

Line changes -

On Forms RMFT-5, Motor Fuel Distributor/Supplier Tax Return, and RMFT-5-X, Amended Return/Claim for Credit - Motor Fuel Tax for Distributors/Suppliers, Line 2b, Column 3, has been made available for reporting.

Change to electronic filing format for schedules -

The electronic filing format for schedules has been updated. These changes are effective July 1, 2015. See the Electronic Filing Format for Motor Fuel Reporting now on our website. You may begin testing at any time.

MyTax Illinois electronic filing -

For all reporting periods June 2015 and after, you may electronically file Forms RMFT-5, RMFT-5-X, RMFT-5-US, and RMFT-5-US-X using MyTax Illinois. If you file your return electronically, your schedules must be filed with your return in MyTax Illinois.

You have two options to file your schedules within MyTax Illinois:

- import the electronic file of your schedules into MyTax Illinois, or
- manually enter the information onto the schedules in MyTax Illinois.

Note: All returns for reporting periods prior to June 2015, must be filed on paper. This includes amended returns. Supporting schedules for these returns must still be filed electronically in the current format.

You are still required to file your motor fuel returns and schedules on or before the 20th day of each month for the previous month's activity.

What changes have been made to the LP Gas and Private-Use Biodiesel Producer returns?

Effective July 1, 2015, we will no longer accept Form RMFT-71, Liquefied Petroleum Gas Tax Return, or Form RMFT-141, Private-Use Biodiesel Producer Return. These returns will be replaced with Form RMFT-144, Alternative Fuels Return.

If you are registered as a Private-Use Biodiesel Producer or you hold an LP Gas license, you will receive a new Alternative Fuel (AF) license number and certificate of registration. This will replace your current license number. Note that the numeral portion of your current license number will not change. For example, if your current license number is LP-12345, your new Alternative Fuel license number will be AF-12345.

Will returns be mailed?

No. We will no longer mail preprinted or blank returns. Beginning July 1, 2015, you can file your returns electronically through MyTax Illinois. This includes:

- Form RMFT-5, Motor Fuel Distributor/Supplier Tax Return, (starting with the June 2015 reporting period),
- Form RMFT-5-X, Amended Return/Claim for Credit - Motor Fuel Tax for Distributors/Suppliers, (starting with the June 2015 reporting period),
- Form RMFT-5-US, Underground Storage Tank Tax and Environmental Impact Fee Receiver Return, (starting with the June 2015 reporting period),
- Form RMFT-5-US-X, Amended Return/Claim for Credit - Underground Storage Tank Tax and Environmental Impact Fee, (starting with the June 2015 reporting period),
- Form RMFT-11-A, Illinois Motor Fuel Tax Refund Claim,
- Form RMFT-144, Alternative Fuels Return, and
- Form RMFT-144-X, Amended Alternative Fuels Return.

Copies of returns are also available on our website at **tax.illinois.gov**.

Will the annual and monthly update to the Motor Fuel Tax Licensee Report be mailed?

No. Motor fuel licensee updates will no longer be mailed. These will still be available on our website.

Will there be any disruptions in obtaining licenses and refunds?

Yes. Motor fuel applications and refunds will be delayed for processing if they are received between June 17, 2015 and July 1, 2015. This also includes any applications or refunds that are pending during this timeframe.

How will the electronic payments change?

Effective July, 1, 2015, you can begin making your payments through MyTax Illinois, or continue making your monthly fuel payments using the ACH credit method.

MyTax Illinois allows you to make original and amended return payments as well as assessment payments.

To continue making payments by ACH credit, taxpayers receiving a new Account ID must submit a new Form EFT-1, Authorization Agreement for Certain Electronic Payments, identifying the new Account ID number. You must use your new Account ID number to ensure your payments are properly credited to your account.

What if I already have activated a MyTax Illinois account?

No additional action is necessary if you already have activated your MyTax Illinois account for taxes included in previous implementation phases. MyTax Illinois automatically will provide account information for additional taxes when you logon.

> **Note:** If you have granted secondary or third-party access to another MyTax Illinois user and you want them to have access to the new tax types in MyTax Illinois, you must grant them access to these new tax types using the "Manage my Web Profile" link in your MyTax Illinois account.

How do I access MyTax Illinois?

To access MyTax Illinois, first, go to **tax.illinois.gov** and click on the MyTax Illinois logo.

New users: Refer to the **Authentication Guide** on the MyTax Illinois homepage to assist you in activating your MyTax Illinois account. When you are ready to activate, click on the "Sign up now!" button, complete all required fields, and then click "Submit". After IDOR verifies your submitted information, we will send an email message giving you the authorization code needed for your initial login. The authorization code is only required for your first login.

To prevent email communication from the department from being filtered into a spam or junk mail folder, add **Rev.DoNotReply@illinois.gov** to your contacts or safe list. We also recommend updating your Internet browser to the most recent version to ensure that all features of MyTax Illinois run smoothly on your computer. If you have trouble activating your MyTax Illinois account, call us at **217 785-3707**.

Must I create a separate MyTax Illinois account for each type of return I file?

No. Your company can only create **one** MyTax Illinois account per Federal Employer Identification Number (FEIN) or Social Security number (SSN). MyTax Illinois does allow the master user to grant access rights to secondary and third-party users.

How do I file Form RMFT-11-A, Illinois Motor Fuel Tax Refund Claim, using MyTax Illinois?

You must have an active Motor Fuel Tax - Refund account in order to file Form RMFT-11-A electronically using MyTax Illinois. If you do not see a Motor Fuel Tax - Refund account after logging into MyTax Illinois, you may register by filing a paper Form RMFT-11-A. A Motor Fuel Tax - Refund account will be created after your refund is approved.

Where can I look for more information about MyTax Illinois?

Go to **tax.illinois.gov** to

- access the MyTax Illinois Authentication Guide, Security Information, and Help links on the MyTax Illinois home screen; and
- view Informational Bulletins FY 2013-02, FY 2013-10, FY 2013-14, and FY 2014-02 for MyTax Illinois information for individual income, business income, withholding income, excise, and sales tax.

What if I have more questions?

We intend to make this transition as seamless as possible. However, if you receive something from us you believe to be in error or you do not understand, call us at 217 782-2291.