



# *i*nformational

## *Bulletin*

Constance Beard, Director

## Upcoming Changes to Motor Fuel Tax Return Processing

**To: All Motor Fuel Tax Distributors, Suppliers, and Receivers**

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

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In an effort to be more responsive to taxpayers concerns regarding errors on their returns, the Illinois Department of Revenue has developed a method to notify taxpayers through their MyTax Illinois accounts of any discrepancies in the transaction information being reported on Form RMFT-5, Motor Fuel Distributor/Supplier Tax Return, and Form RMFT-5-US, Underground Storage Tank Tax and Environmental Impact Fee Receiver Return.

### Why are these changes being implemented?

These changes improve the way the Department processes filed Motor Fuel Tax returns by:

- Reducing response time — Discrepancy messages, correspondence, and other pertinent information will be available within one business day on your MyTax Illinois account.
- Reducing the burden on the taxpayer — Transactions that require your attention will be individually flagged, removing the need to hunt through pages of transactions. Using MyTax Illinois features, such as Filter, will allow you to find transactions requiring attention in a faster, easier manner. And the Motor Fuel Return Discrepancy Guide will supply the information you need to correct any issues.
- Reducing waste — By moving to electronic messaging, the Department is reducing the amount of time and natural resources used to process returns.

### How will I know if the Department has found discrepancies on my return?

If the Department has found a problem with a transaction on one of your return schedules, we will display a discrepancy message on your return in MyTax Illinois. You can see the message when viewing your return in MyTax Illinois. The messages are displayed as a new column in the table of transactions for that schedule in MyTax Illinois. Depending on your display settings, you may need to scroll to the right to see the message at the end of the line for the transaction. We are adding a Discrepancy column to all schedules on the RMFT-5 and RMFT-5-US in MyTax Illinois. You must allow 24 hours for your return to be transmitted, and then login to your MyTax Illinois account to review your return for discrepancies. If you do not timely correct discrepancies, we may determine that your return cannot be processed as filed.

**For information**  
Visit our website at:  
[tax.illinois.gov](http://tax.illinois.gov)

Email us at:  
[REV.MF@illinois.gov](mailto:REV.MF@illinois.gov)

Call us at:  
217 782-2291

### How do I correct the transaction discrepancies?

The Department has developed the [Motor Fuel Return Discrepancy Guide](#) to assist you in correcting any issues discovered on your return. This guide lists each discrepancy message, what schedule(s) the message pertains to, and specific instructions on how to correct each discrepancy. Simply locate the message from the schedule on the table and follow the instructions associated with it.

### How will I know if the Department has determined my return cannot be processed?

If, for any reason, the Department deems your return unprocessable, you will be notified by email. The email notification will tell you which form and reporting period is affected. Using the Correspondence tab in MyTax Illinois (available at [mytax.illinois.gov](http://mytax.illinois.gov)), view the Taxpayer Notification letter, which will detail the reasons for the Department's determination. The Taxpayer Notification letter will only be available through MyTax Illinois and will not be mailed to you.

**Note:** Allow one business day from the day you receive your email notification for all correspondence and information regarding the return to be available on MyTax Illinois.

### How do I make my return processable?

To make your return processable, you must submit an amended return within 30 days of the date on the Taxpayer Notification letter to correct each issue detailed in the letter. Taxpayers are advised again to use the [Motor Fuel Return Discrepancy Guide](#) to identify the discrepancy message, applicable schedule, and specific instructions for correcting the discrepancy. Failure to submit a processable return within 30 days may result in the loss of your cost of collection discount, assessment of late filing penalties, and possible revocation of your Motor Fuel license(s).

### Is everyone able to view the correspondence in MyTax Illinois?

No. Only users with Full Access rights to a Motor Fuel Tax Distributor, Supplier, or Receiver account will be able to view correspondence on MyTax Illinois.

### When will I see the new transaction discrepancy messages on my return schedules?

The Department will begin using the new messages on August 1, 2018.

### Who can I contact for more information about these changes?

If you have any questions regarding the discrepancies, contact the Department's Motor Fuel Tax and Refund Section by email at [REV.MF@illinois.gov](mailto:REV.MF@illinois.gov) or call us at **217 782-2291**.