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## Form CMFT-2 - General Information

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### Who must file Form CMFT-2?

If you make retail sales of motor fuel from more than one site that is located within DuPage, Kane, or McHenry County, you must complete this form and attach it to your Form CMFT-1, County Motor Fuel Tax Return.

### How do I report my sales?

You must report your motor fuel sales for each of the sites printed on this form.

### What if I add or discontinue one of my sites or change locations?

If you are doing business from a site that is not printed on this form, write the name and address of the site and report your qualifying sales.

To add a site and obtain your correct location code and tax rate, you must contact the Central Registration Division by calling 217 785-3707 or writing us at Central Registration Division, Illinois Department of Revenue, PO BOX 19030, Springfield, IL 62794-9030. It is important to keep your registration information updated so your returns will include the correct tax rates.

### What if I need help or additional forms?

If you need a preprinted form, call our Central Registration Division at 217 785-3707. For forms that are not preprinted, you may call our 24-hour Forms Order Line at 1 800 356-6302. If you need help, call the Illinois Department of Revenue at 1 800 732-8866 or 217 782-3336, call our TDD-telecommunications device for the deaf at 1 800 544-5304, or visit our web site at [tax.illinois.gov](http://tax.illinois.gov).

### Can I computer-generate my own form?

In general, you must use forms prescribed by the Illinois Department of Revenue. Separate statements not on forms provided or approved by the department will not be accepted and you will be asked for appropriate documentation.

You must have our approval before you can use any form other than the one we send you. Failure to comply with this requirement may result in the delay of processing your return or generating any credit. If you would like to computer generate your own form, send a sample to:

OFFICE OF PUBLICATION MANAGEMENT (3-375)  
ILLINOIS DEPARTMENT OF REVENUE  
101 W JEFFERSON  
SPRINGFIELD IL 62702

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## Specific Instructions

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**Note:** When completing this form, please round to the nearest dollar by dropping amounts less than 50 cents and increasing amounts of 50 cents or more to the next higher dollar.

### Site where the taxable gallons were sold

Write any information that is missing. If you need to add additional sites, write the location code, name, and address of each site.

### Figure the tax due for each site

**Note:** This schedule must be completed properly to ensure that County Motor Fuel Tax, if due, is allocated properly.

#### Line 4

For each site, write the taxable gallons (after deductions) subject to the County Motor Fuel Tax.

#### Line 5

Multiply each amount on Line 4 by the tax rate printed and write the result in Line 5.

### Column Totals

#### Line 4

Add the amounts you wrote in Column A (Lines 4) for each site. Write the sum on the corresponding page total line printed at the bottom of the page. If your Form CMFT-2 has more than one page of sites, complete the page totals for each page. The amount of the combined Form CMFT-2 page totals for Line 4 must equal the amount on Line 4 of your Form CMFT-1.

#### Line 5

Add the amounts you wrote on Column B (Lines 5) for each site. Write the sum on the corresponding page total line printed at the bottom of the page. If your Form CMFT-2 has more than one page of sites, complete the page totals for each page. The amount of the combined Form CMFT-2 page totals for Line 5 must equal the amount on Line 5 of your Form CMFT-1.