



ST-2-TS-X Instructions

General Information

Who must file Form ST-2-TS-X?

You must file Form ST-2-TS-X, Amended Expanded Temporary Storage Multiple Site Form, to amend information you previously reported on Form ST-2-TS, Expanded Temporary Storage Multiple Site Form.

You must also file Form ST-1-X, Amended Sales and Use Tax and E911 Surcharge Return, to amend the information you reported on Form ST-1, Sales and Use Tax and E911 Surcharge Return, for the same reporting period. Attach your completed Form ST-2-TS-X to Form ST-1-X.

What if I need help or additional forms?

For help, call our Taxpayer Information Division 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 website at tax.illinois.gov.

How do I round figures to the nearest dollar?

To round figures to the nearest dollar, drop amounts less than 50 cents and increase amounts of 50 cents or more to the next higher dollar.

How do I amend information I previously reported?

You must complete Form ST-2-TS-X to amend the information you previously reported on Form ST-2-TS. Only list the locations which require a change to the information you previously reported.

Specific Instructions

Identify your business and the reporting period you are amending. You must complete this information on each page you are submitting.

Part 1: Complete this Part to amend information you previously reported for sites located within a county or sites located in a municipality that **has not** imposed a local business district sales tax. For each site, you must provide the location code, site name, site address, city, and Zip code.

If a location has more than one tax rate, you must list the location more than once.

Example: Barrington Hills has portions of the city located in four separate counties each with their own separate tax rate.

If you have sites located in Barrington Hills in each county, you must separately list each site if all require changes.

You must determine the appropriate tax rate for each site location. Ask your vendor for this information or visit our website at tax.illinois.gov and click on "**Tax Rate Data Base**".

Part 2: Complete this Part to amend information you previously reported for sites located within a municipality that **has imposed** a local business district sales tax. For each site you are amending, you must provide the location code, business district name, site name, site address, city, and Zip code.

List the portion of a municipality not included in the business district tax area first. You must determine the appropriate tax rate for each location. Ask your vendor for this information or visit our website at tax.illinois.gov and click on "**Tax Rate Data Base**".

For all Lines 4a through 8b, if you are reducing the amount originally reported to zero, write zero on the line. Leaving the line blank will delay the processing of your return or your changes will not be accepted on your Form ST-2-TS-X.

You must round your figures to whole dollar amounts.

Line 4a: General merchandise

For each site you are amending from which you purchased general merchandise using your Expanded Temporary Storage Permit number but subsequently used some of those items in Illinois instead of shipping them out-of-state, write the total amount of your taxable purchases. **Do not include tax.**

Line 4b: Multiply Line 4a by the appropriate tax rate.

Line 5a: Food, drugs, and medical appliances

For each site you are amending from which you purchased qualifying food, drugs, and medical appliances using your Expanded Temporary Storage Permit number but subsequently used some of those items in Illinois instead of shipping them out-of-state, write the total amount of your taxable purchases. **Do not include tax.**

Line 5b: Multiply Line 5a by the appropriate tax rate.

Lines 8a and 8b: Purchases at other rates

Use these Lines only if the current tax rate on Line 4a or Line 5a is different from when you made the purchases.

Line 8a: For each site you are amending from which you purchased general merchandise, qualifying food, drugs, and medical appliances using your Expanded Temporary Storage Permit number but subsequently used some of those items in Illinois instead of shipping them out-of-state, write the total amount of your taxable purchases made at a tax rate different from the tax rates on Line 4a or Line 5a. **Do not include tax.**

Line 8b: Multiply each specific amount on Line 8a by the tax rate in effect at the time of your purchase. Add the results and write the total on Line 8b.