



# ST-1-X Instructions

## General Information

### Who must file Form ST-1-X?

You must file Form ST-1-X if you are a registered retailer who files Form ST-1, Sales and Use Tax and E911 Surcharge Return, and you need to

- correct your Form ST-1 to pay more tax, E911 Surcharge, or ITAC Assessment;
- request a credit for tax, E911 Surcharge, or ITAC Assessment you overpaid. **Do not** file Form ST-1-X for amounts less than \$1. Do not use the credit until we notify you that your credit has been approved;
- respond to a notice or bill;
- make corrections to line items but there is no change in the amount of tax, E911 Surcharge, or ITAC Assessment due.

If your original return needs to be transferred to a different account or reporting period within the same account, do **not** use Form ST-1-X. You must send us a letter requesting the correction.

You must file one Form ST-1-X for each reporting period you want to amend. For example, if you file Form ST-1 monthly, you must file one Form ST-1-X for each month you are amending. You cannot file one Form ST-1-X to amend several months. Likewise, if you file Form ST-1 on a quarterly or annual basis, you must file one amended return for each quarter or year that you want to amend.

If you originally filed Form ST-2, Multiple Site Form, you must file Form ST-2-X, Amended Multiple Site Form, for the locations whose figures need to be amended and attach it to Form ST-1-X. For those locations with no change, we will use the most recent figures filed.

If you originally filed Schedule A - Deductions and those figures need to be amended, you must complete Schedule A-X - Amended Deductions with the corrected figures and attach it to Form ST-1-X.

If you originally filed Schedule B - E911 Surcharge and ITAC Assessment and those figures need to be amended, you must complete Schedule B-X - Amended E911 Surcharge and ITAC Assessment with the corrected figures and attach it to Form ST-1-X.

Failure to file Form ST-2-X, Schedule A-X, or Schedule B-X, if applicable, will delay the processing of your Form ST-1-X or your changes will not be accepted on your Form ST-1-X.

**Note:** If you received a notice from us that your original return could not be processed, we will not send you a refund or issue you a credit even if you amend the return until you respond to the notice.

### What is the deadline for filing this form?

The period for which you can claim a credit for an overpayment of Sales and Use Tax, E911 Surcharge, or ITAC Assessment depends on when you file your Form ST-1-X. If you file this amended return between January 1 and June 30 of this year, you may file a claim for credit for the amounts you overpaid during the current year and previous 36 months. Beginning July 1, you may file a claim for the amounts you overpaid during the current year and previous 30 months.

**Note:** We use the U.S. Postal Service postmark date as the filing date of a properly amended return (claim for credit).

There is no deadline for making an additional payment; however, the longer you wait to pay, the more interest and, when applicable, penalty you will owe. For more information about penalties and interest, see Publication 103, Penalties and Interest for Illinois Taxes, which is available on our website at [tax.illinois.gov](http://tax.illinois.gov).

### Need forms?

If you need additional amended returns, visit our website at [tax.illinois.gov](http://tax.illinois.gov).

### Need help?

Visit our website at [tax.illinois.gov](http://tax.illinois.gov) or call weekdays between 8 a.m. and 5 p.m. at **1 800 732-8866** or **217 782-3336**. The number for our TDD (telecommunications device for the deaf) is **1 800 544-5304**.

If you have a specific question about an amended return you have already filed, call us at **217 782-5906**.

### Where do I mail my completed return?

Mail your completed return to  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19034  
SPRINGFIELD IL 62794-9034

### File and pay electronically

We encourage all taxpayers to file returns and make payments electronically. Use MyTax Illinois. It is free and is available 24 hours a day, 7 days a week. No special software is required. Don't have a MyTax Illinois account? Sign-up is easy at [tax.illinois.gov](http://tax.illinois.gov).

### When can I use MyTax Illinois?

You can file your Form ST-1-X through MyTax Illinois if you filed your original return for the same period through MyTax Illinois. You can also make your payments through MyTax Illinois.

# Specific Instructions

## Which steps of this form must I complete?

Everyone must complete Steps 1, 2, 4, and 5.

You must also complete Step 3 if you believe you have overpaid.

## Step 1: Identify your business

Enter your Illinois account ID and business name as they appear on your original Form ST-1. Also, enter the reporting period for which you are filing the amended return. For example, if you file Form ST-1

- monthly, your January 2014 reporting period will be 01/01/2014 through 01/31/2014;
- quarterly, your first quarter 2014 reporting period will be 01/01/2014 through 03/31/2014; or
- annually, your 2014 reporting period will be 01/01/2014 through 12/31/2014.

## Step 2: Mark the reason why you are filing an amended return.

Mark the reason that best explains why you are amending your Form ST-1. If you mark overpaid, you will need to complete Step 3.

## Step 3: Mark the reason(s) why you have overpaid your return.

Mark the reason(s) that best explains why you believe that your Form ST-1 is overpaid. If none of the reasons fit your situation, including changes to the E911 Surcharge or ITAC Assessment previously reported, please attach a letter to Form ST-1-X explaining why you believe you are overpaid.

**Line 1a:** If you increase your resale exemptions, you must list all account ID numbers on Schedule RE, available on our website at [tax.illinois.gov](http://tax.illinois.gov), and attach it to Form ST-1-X.

**Line 1c:** If you increase your sales to exempt organizations, you must list all Illinois Tax Exemption (E) numbers on Schedule RE, available on our website, and attach it to Form ST-1-X. The organization's Illinois Tax Exemption number must have been in effect on the day you made the sale.

**Line 8:** Include only the locations on Form ST-2-X that need to be changed. For those locations with no changes, the most recent figures filed will be used.

**Line 9:** Mark if you are a retailer who is exchanging Manufacturer's Purchase Credit from a customer who previously paid cash.

**Line 10:** Mark if you are exchanging Manufacturer's Purchase Credit for cash previously paid on items for which you self-assessed use tax.

**Line 11:** Mark the appropriate reason (a through d) if you self-assessed use tax on items that are not taxable.

## Step 4: Correct your financial information.

**Complete all applicable lines** when making the corrections to the financial information on Form ST-1-X, ST-2-X, Schedule A-X, and Schedule B-X. If you do not complete all lines, we will use the most recent figures filed. For Form ST-2-X, you need to include only the locations that have a change. For those locations with no changes, the most recent figures filed will be used.

Drop amounts of less than 50 cents, and increase amounts of 50 cents or more to the next higher dollar.

## Column A

**Line A and Lines 1 through 25: Complete all applicable lines.**

Enter the figures from your most recent filed return. These figures may be from your original Form ST-1 or from any corrections you have made since you filed your original Form ST-1. If you do not complete all lines, we will use the most recent figures filed when processing this Form ST-1-X.

## Column B

**Line A and Lines 1 through 25:** Enter the corrected figures. If there is no change from Column A, enter the figures from Column A.

**Note:** If you have an amount entered in Column A that you are reducing to zero, enter "0" in Column B. Leaving the line in Column B blank may delay the processing of your Form ST-1-X or your changes will not be accepted on your Form ST-1-X.

**Lines 26 through 28:** Follow the detailed instructions listed below.

## Detailed instructions for certain lines in Step 4

**Line 2:** Enter the correct amount of deductions on this line (from Schedule A-X, Line 29).

**Line 10:** Complete this line **only** if you filed your original return and paid the tax owed by the due date. If you filed on time, figure your discount at the rate of 1.75 percent (.0175) of the amount you paid on time.

If you are increasing the amount of tax due, you **may not** increase the amount of your discount **unless** the increased tax due was paid on or before the due date of the original return.

If you are decreasing the amount of tax due, you will need to refigure the amount of discount to which you are entitled based on your new figures.

**Line 16a:** Enter the correct amount of Manufacturer's Purchase Credit (MPC) on this line. However, if you under-reported your MPC, you should claim the credit on a future return.

**Line 17:** If you did not attach a sufficient number of original Forms PST-2 to cover the amount claimed on your original return, you may attach them to this return to receive credit. If you did not take credit for prepaid sales tax on your original return and there are no other changes to that return, you should attach the original Forms PST-2 to any future Form ST-1 return to receive credit.

**Line 21:** Enter the correct amount of E911 Surcharge and ITAC Assessment on this line (from Schedule B-X, Line 10).

**Line 24:** If you have a credit memorandum or prior overpayment and you wish to use it towards what you owe, enter the amount you are using.

**Line 26:** Enter the total amount you have paid. This figure includes the amount you paid with your original Form ST-1, any subsequent amended returns, and any other payments you have made for this reporting period. Be sure to reduce the total amount you have paid by any credit or refund of tax you have received for this reporting period.

**Line 27:** If Line 26 is **greater than** Line 25, Column B, enter the difference on Line 27. This is the amount you have overpaid.

**Line 28:** If Line 26 is **less than** Line 25, Column B, enter the difference on Line 28. This is the amount you have underpaid. Please pay this amount when you file this return. We will bill you for any additional tax, E911 Surcharge, ITAC Assessment, penalty, and interest that is due.

Please enter the amount you are paying on the line provided in the "General Information" section on the front of the return.

### Penalty and Interest Information

If, on this amended return, you are increasing the amount of tax, E911 Surcharge, or ITAC Assessment due, we will bill you for any additional penalty and interest that we calculate is due.

If, on this amended return, you are reducing the amount of tax, E911 Surcharge, or ITAC Assessment due, we will recalculate any penalty and interest that is due and include the recomputed amounts in determining the amount you have overpaid.

You owe a **late-filing penalty** if you do not file a processable return by the due date, a **late-payment penalty** if you do not pay the amount you owe by the original due date of the return or were required to make quarter-monthly payments and failed to do so, a **bad check penalty** if your remittance is not honored by your financial institution, and a **cost of collection fee** if you do not pay the amount you owe within 30 days of the date printed on a notice or bill. For more information, see Publication 103, Penalties and Interest for Illinois Taxes, available on our website at [tax.illinois.gov](http://tax.illinois.gov).

### Step 5: Sign below

We cannot process this form until it is signed by the owner, officer, or other person authorized to sign the original return.

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## Schedule A-X - Amended Deductions

### Column A

**Lines 1 through 30: Complete all applicable lines.** Enter the figures from your most recent filed return. These figures may be from your original Schedule A or from any corrections you have made since you filed your original Schedule A. If you do not complete all lines, we will use the most recent figures filed when processing your Form ST-1-X and Schedule A-X.

### Column B

**Lines 1 through 30:** Enter the corrected figures. If there is no change from Column A, enter the figures from Column A.

**Note:** If you have an amount entered in Column A that you are reducing to zero, enter "0" in Column B. Leaving the line in Column B blank may delay the processing of your Form ST-1-X or your changes will not be accepted on your Form ST-1-X.

Total deductions claimed on Line 2 of Form ST-1-X cannot be more than the total receipts, including Prepaid Wireless E911 Surcharge, ITAC Assessment, and tax, on Line 1 of the ST-1-X return.

### Detailed instructions for certain lines on Schedule A-X

#### Line 1 - Taxes collected on general merchandise sales and service

Enter the correct amount of tax you collected on your retail sales of general merchandise and tax you collected on general merchandise you sold in performing service.

#### Line 2 - Taxes collected on food, drugs, and medical appliances sales and service

Enter the correct amount of tax you collected on your retail sales of qualifying food, drugs, and medical appliances and tax you collected on qualifying food, drugs, and medical appliances you sold in performing service.

#### Line 3 - E911 Surcharge and ITAC Assessment collected

Enter the correct amount of E911 Surcharge and ITAC Assessment you collected on your retail sales of prepaid wireless telecommunications service.

#### Line 4 - Resale

Enter the correct amount of receipts for items you sold to someone who will resell those items at retail. If you are increasing this amount from your most recently filed return, you must complete and attach Schedule RE.

#### Line 5 - Interstate commerce

Enter the correct amount of merchandise you sold that was **shipped or delivered by you** outside Illinois.

#### Line 6 - Manufacturing machinery and equipment (including photoprocessing)

Enter the correct amount of sales of qualifying machinery and equipment (including repair and replacement parts) that produce items to be sold.

#### Line 7 - Farm machinery and equipment

Enter the correct amount of qualifying farm machinery and equipment (including repair and replacement parts) you sold for use in production agriculture.

#### Line 8 - Graphic arts machinery and equipment

Enter the correct amount you collected from sales of qualifying graphic arts machinery and equipment (including repair and replacement parts).

**Note:** This exemption expired August 30, 2014.

#### Line 9 - Supplemental Nutrition Assistance Program (SNAP - formerly called food stamps)

Enter the correct amount you collected from customers who used SNAP benefits.

#### Line 10 - Enterprise zone

You must maintain in your books and records the documentation obtained from the customer and required by the department's rules to support the exemption.

##### a) Sales of building materials

Enter the correct amount of sales of building materials to a customer who will incorporate those materials into an enterprise zone certified by the Illinois Department of Commerce and Economic Opportunity (DCEO).

##### b) Sales of items other than building materials

Enter the correct amount of sales of items other than building materials to a business certified by DCEO to buy consumables tax free.

This amount can include, but is not limited to:

- tangible personal property used or consumed in the operation of pollution control facilities.
- tangible personal property used or consumed within an enterprise zone in the process of manufacturing or assembly of tangible personal property for wholesale or retail sale or lease.
- tangible personal property used or consumed within an enterprise zone in the process of graphic arts production if used or consumed at a certified facility, including repair and replacement.
- machinery and equipment used in the operation of a high impact service facility within the enterprise zone.
- jet fuel used in the operation of high impact service facilities.
- machinery and equipment used in the operation of an aircraft maintenance facility located within an enterprise zone.

**Line 11 - High Impact Business****a) Sales of building materials**

Enter the correct amount you collected from sales of building materials to a customer who will incorporate those materials into a high impact business location certified by the DCEO.

**b) Sales of items other than building materials**

Enter the correct amount you collected from sales of items other than building materials to a business certified by DCEO as a high impact business.

This amount can include, but is not limited to, tangible personal property used or consumed:

- by a high impact business in the process of manufacturing or assembly of tangible personal property for wholesale or retail sale or lease.
- by a high impact business in the process of graphic arts production if used or consumed at a certified facility, including repair and replacement.

**Line 12 - River edge redevelopment zone building materials**

Enter the correct amount of sales of building materials to a customer who will incorporate the materials into real estate within a River Edge Redevelopment Zone in accordance with the Act by remodeling, rehabilitating, or adding new construction.

**Line 13 - Exempt organizations**

Enter the correct amount of merchandise you sold to organizations that are exempt from paying sales tax. For each tax-exempt sale you make, you must obtain a copy of the organization's Illinois Sales Tax exemption identification number. If you are increasing this amount from your most recently filed return, you must complete and attach Schedule RE.

**Note:** Do not include motor fuel taxes reported on Line 16 or Section 2.

**Line 14 - Tax paid on uncollectible debt**

Enter the amount of tax previously paid that is represented by amounts that have become worthless or uncollectible. You must have charged off the uncollectible amounts as bad debt in your records in accordance with generally accepted accounting principles and have claimed the uncollectible amounts as a deduction pursuant to Section 166 of the Internal Revenue Code on your federal income tax return.

**Line 15 - Sales of service**

Enter the correct total of any portion of all service transactions on which you did not charge your customers tax. Identify on the line provided the type of transaction that took place.

**Line 16 - Other**

Identify other deductions. Enter the correct amount of sales of the deductions you listed.

This amount can include:

- cash refunds - enter the amount of cash refunds you made to customers for merchandise they returned and on which you have paid tax to us during the preceding return period or have now included on Line 1 of your Form ST-1-X. **Note:** This amount should not include the tax amount from the returned item.
- newspaper and magazine sales - enter the amount you collected from your sales of newspapers, magazines, and other periodicals.
- proceeds of mandatory service charges separately stated on customers' bills for purchase and consumption of food and beverages, to the extent that the proceeds of the service charge are in fact turned over as tips or as a substitute for tips to employees who participate directly in preparing, serving, hosting, or cleaning up the food or beverage function with respect to which the service charge is imposed.
- other deductions allowed in the Acts not listed on Lines 1 through 15 or Section 2.

**Lines 18 through 22 - State motor fuel tax**

For each type of fuel, enter the correct number of gallons you sold. Multiply the number of gallons by the state tax rate printed on Lines 18 through 22 of Schedule A-X, and enter the correct total for each type of fuel.

**Note:** The county motor fuel tax imposed in DuPage, Kane, and McHenry counties must be included in the gross receipts on Line 1 of your return. These taxes are not authorized deductions from your gross receipts. Report any other local motor fuel taxes on Line 16, "Other." Do not include them on Lines 18 through 22.

**Lines 23 through 28 - Specific fuels sales tax exemptions**

Subtract all motor fuel taxes and all state and local sales taxes from the amount you received for the specific fuel types listed. Multiply your receipts for each type of fuel by its corresponding rate on Schedule A-X, and enter the correct total for each type of fuel.

**Note:** On Lines 23 and 24, do not include receipts from sales that are not subject to sales tax.

**Line 30 - Total deductions**

Add the amounts on Lines 17 and 29, and enter this amount on Line 30 and on Step 4, Line 2 of Form ST-1-X.

**Note:** This amount cannot exceed the amount reported on Line 1 of your ST-1-X return.

## Schedule B-X - Amended E911 Surcharge and ITAC Assessment

### Column A

**Lines 1 through 10: Complete all applicable lines.** Enter the figures from your most recent filed return. These figures may be from your original Schedule B or from any corrections you have made since you filed your original Schedule B. If you do not complete all lines, we will use the most recent figures filed when processing your Form ST-1-X and Schedule B-X.

### Column B

**Lines 1 through 10:** Enter the corrected figures. If there is no change from Column A, enter the figures from Column A.

**Note:** If you have an amount entered in Column A that you are reducing to zero, enter "0" in Column B. Leaving the line in Column B blank may delay the processing of your Form ST-1-X or your changes will not be accepted on your Form ST-1-X.

### Detailed instructions for certain lines on Schedule B-X

**Line 1** - Enter the correct amount of total receipts from retail transactions of prepaid wireless telecommunications service.

**Note:** Do not complete Schedule B-X in the same manner that you complete Step 4 of Form ST-1-X. Instead Line 1 of Schedule B-X should only report your receipts subject to the E911 surcharge and ITAC Assessment, not all amounts collected for the reporting period. Do not include receipts from sales that are exempt from the E911 surcharge and ITAC Assessment. Also do not include the amount of surcharge and assessment you actually collected from your customers.

### Figure your breakdown of retail transactions for Chicago locations

**Locations within the city limits of Chicago are considered Chicago locations for purposes of E911 Surcharge and ITAC Assessment collections.**

**Line 2a** - Enter the correct portion of Column B, Line 1 receipts that were collected from retail transactions of prepaid wireless telecommunications service at Chicago locations.

**Line 2b** - Multiply Line 2a by the combined E911 Surcharge and ITAC Assessment rate for Chicago locations.

**Note:** The current E911 rate for Chicago locations is 9 percent (.09). The ITAC Assessment rate is .07 percent (.0007). The combined rate for Chicago locations is 9.07 percent (.0907).

**Line 3a** - Enter the correct portion of Column B, Line 1 receipts that were collected from retail transactions of prepaid wireless telecommunications service at Chicago locations at rates different from the Chicago locations included on Line 2a. This line will only be used if a rate change should occur and you are remitting E911 Surcharge and ITAC Assessment for receipts that were subject to the rate prior to the change.

**Line 3b** - Multiply Line 3a by the combined E911 Surcharge and ITAC Assessment rate.

**Note:** Prior to October 1, 2014, the Prepaid Wireless E911 Surcharge for Chicago locations was 7 percent (.07). The rate increase bringing the E911 Surcharge rate to 9 percent for the city of Chicago is only effective through June 30, 2017. On July 1, 2017, the E911 Surcharge rate for the city of Chicago is scheduled to revert back to 7 percent.

### Figure your breakdown of retail transactions for non-Chicago locations

**Line 5a** - Enter the correct portion of Column B, Line 1 receipts that were collected from retail transactions of prepaid wireless telecommunications service at non-Chicago locations.

**Line 5b** - Multiply Line 5a by the combined E911 Surcharge and ITAC Assessment rate for non-Chicago locations.

**Note:** The current E911 rate for non-Chicago locations is 3 percent (.03). The ITAC Assessment rate is .07 percent (.0007). The combined rate for non-Chicago locations is 3.07 percent (.0307).

**Line 6a** - Enter the correct portion of Column B, Line 1 receipts that were collected from retail transactions of prepaid wireless telecommunications service at non-Chicago locations at rates different from the non-Chicago locations included on Line 5a. This line will only be used if a rate change should occur and you are remitting E911 Surcharge or ITAC Assessment for receipts that were subject to the rate prior to the change.

**Line 6b** - Multiply Line 6a by the combined E911 Surcharge and ITAC Assessment rate.

**Note:** Prior to October 1, 2015, the Prepaid Wireless E911 Surcharge for non-Chicago locations was 1.5 percent (.015).

**Line 9** - Complete this line **only** if you filed your original return and paid the E911 Surcharge and ITAC Assessment owed by the due date.

- For returns due on or after **January 1, 2012, through December 31, 2012**, and if you filed your return on time, figure your discount at the rate of 5 percent (.05) of the amount you paid on time.
- For returns due on or after **January 1, 2013** and if you filed your return on time, figure your discount at the rate of 3 percent (.03) of the amount you paid on time.

If you are increasing the amount of E911 Surcharge and ITAC Assessment due, you **may not** increase the amount of your discount **unless** the increased E911 Surcharge and ITAC Assessment due was paid on or before the due date of the original return.

If you are decreasing the amount of E911 Surcharge and ITAC Assessment due, you will need to refigure the amount of discount to which you are entitled based on your new figures.

**Line 10** - Subtract Line 9 from Line 8 and enter this amount on Line 10 and on Step 4, Line 21 of Form ST-1-X.