

Schedule E, Instructions

General Information

Step-by-Step Instructions

What is reported on this schedule?

You must file Schedule E, Sales for Nonbeverage Purposes, to report only your sales of alcoholic liquor for nonbeverage purposes on this form. You must attach all supporting permits.

When and where do I file?

You must file Schedule E with Form RL-26, Liquor Revenue Return, on or before the fifteenth day of each month for the preceding month.

If you need to correct a previously filed Form RL-26, you must file Form RL-26-X, Amended Liquor Revenue Return, and all completed schedules.

All completed returns and attachments must be mailed to:



ALCOHOL, TOBACCO AND FUEL DIVISION
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19019
SPRINGFIELD IL 62794-0619

What if I need assistance?

If you have questions about Schedule E, call us weekdays from 8:00 a.m. to 4:30 p.m. at 217 782-6045 or write to us at the address listed above.

Step 1: Identify your business and type of sales

Write your business' name, address, License number, (issued by us) and Account ID.

Tell us the tax period for which you are filing this schedule.

Step 2: Tell us about your tax-free sales

Write the requested information in the appropriate column.

You must provide the invoice number (include the invoice date) and FEIN of whom you made your sales to. Tell us the name and address of the person/business to which you made the sales you are reporting.

Report the total actual wine/gallage equivalent for each class of alcoholic liquor per invoice number.

Grand total:

If you are filing only one page, copy the Page "subtotals" amounts to the "Grand total" line.

If you are filing multiple pages, add all Page "subtotals" together for each liquor class and write each sum on the appropriate "Grand total" line on the last page.

You must also write the "Grand total" amount on Form RL-26, Line 18.

ALONE PRINTED

The information on this document is for informational purposes only. It is not intended to be used for legal or tax purposes. For more information, please contact the Illinois Department of Revenue, 1100 East Randolph Avenue, Springfield, IL 62761-1000.

