



# Schedule DA Instructions

## General Instructions

### This schedule is used for reporting the following taxes:

- Motor Fuel Tax (MFT)
- Underground Storage Tank Tax (UST)
- Environmental Impact Fee (EIF)

### What is dyed diesel fuel?

Dyed diesel fuel is any special fuel that has been dyed per Section 4d of the Motor Fuel Tax Law.

### When do I file this schedule?

You must file Schedule DA electronically in [MyTax Illinois](https://mytax.illinois.gov) at [mytax.illinois.gov](https://mytax.illinois.gov):

- with your Form RMFT-5 [MyTax Illinois](https://mytax.illinois.gov) return, if you need to report dyed diesel gallons you purchased MFT tax-free only or both MFT and UST/EIF tax-free
- with your Form RMFT-5-US [MyTax Illinois](https://mytax.illinois.gov) return, if you need to report dyed diesel gallons you purchased UST/EIF-tax-free only or both MFT and UST/EIF tax-free

You have two options to file your schedules:

- import the electronic file of your schedules into [MyTax Illinois](https://mytax.illinois.gov), or

• manually enter the information onto the schedules in [MyTax Illinois](https://mytax.illinois.gov). View the [Electronic Filing Format for Motor Fuel Reporting](#) for additional information on the format of the file.

### What must I attach to this schedule?

You must attach any invoices issued to you by a licensed Supplier to your Form RMFT-5 [MyTax Illinois](https://mytax.illinois.gov) return.

To add attachments to your return in [MyTax Illinois](https://mytax.illinois.gov),

- select “Add” in the Attachment section;
- To delete an attachment from your return,
- select “Remove” associated with that file.

### What records must I keep?

You are required by law to keep books and records showing all purchases, receipts, losses through any cause, sales, distributions, and use of fuels.

### What if I need additional assistance?

If you have questions about this schedule, email us at

[REV.MF@illinois.gov](mailto:REV.MF@illinois.gov) or call our Springfield office weekdays between 8:00 a.m. and 4:30 p.m. at 217 782-2291.

## Step-by-Step Instructions

### Complete the following information.

All information must be completed whether you imported a file or manually entered the data. You may do a combination of both. You may import a file and then make manual changes to fix any incorrect or incomplete information on your schedule. Do not make any manual entries prior to importing the file, all changes/entries will be overwritten.

**Note:** Pre-set fields cannot be edited.

**Choose tax/fee type** – Enter the tax/fee type. Choose based on the Illinois taxes/fees not charged on your invoice.

- Both MFT and UST/EIF tax-free
- MFT tax-free only
- UST/EIF tax-free only

**Invoice date** – Enter the month, day, and year of the invoice. All transactions must be reported in the month of gross receipts. The invoice date field will allow thirty days prior to the period for which the return is being filed and up until the due date of the return.

**Invoice number** – Enter the invoice number. You must report the invoice number listed on the invoice billed to you by the seller.

**Exception** – When reporting “Dyeing of Fuel”, you must use the same created invoice number used on your schedule SA in the dyeing process.

**Name of carrier** – Enter the carrier’s complete business name.

**Exception** – When reporting “Dyeing of Fuel”, enter “Dyeing of fuel” as name of carrier in the carrier field

**Bill of lading or manifest number** - Enter the bill of lading or manifest number. You must list each bill of lading as a separate entry on the Schedule DA.

**Exception** – When reporting “Dyeing of Fuel” you must use the same created bill of lading number used on your schedule SA in the dyeing process.

**Name of seller** – Enter the seller’s legal business name. There are multiple companies with similar names. To prevent confusion, you must list the seller’s legal business name as listed on the Licensees List. The list may be found by clicking on “View more account options”, then clicking “View MF Licenses” under “Account Options”.

### Exceptions:

- When reporting fuel imported into Illinois by your company, enter your own company name.
- When you are reporting blending transfers, enter “XFER TO SCHED M” for dyed fuel you used in blending and “XFER FR SCHED M” for the total blended product.

- When reporting “Dyeing of Fuel”, use your company name in “Name of Seller” field

**Origin City** – Enter the name of the city from which the fuel product originated. “Various” is an unacceptable city name.

**Exception** – When reporting “Dyeing of Fuel”, enter the Illinois location where the fuel was dyed.

**Origin State** – Enter the state from which the fuel product originated.

If other than Illinois, you must also select “import” as the receipt type.

**Exception** – When reporting “Dyeing of Fuel”, enter the Illinois location where the fuel was dyed.

**Destination (Illinois cities only)** – Enter the name of the Illinois city to which the dyed product was delivered. “Various” is an unacceptable city name.

**Destination State** – This field is pre-set to USA – Illinois.

**Seller’s license number** – Enter the seller’s Illinois license number.

License numbers may be verified on the Licensees List. The license number must match to the seller name list in the “Name of seller” field.

### Exceptions:

- When reporting fuel imported into Illinois by your company, enter your own Motor Fuel Distributor number.
- When you are reporting blending transfers, enter your own Motor Fuel Distributor number.
- When reporting “Dyeing of Fuel”, use your company license number for “Seller license number” field.

**Invoice gallons** – Enter the number of gallons as invoiced.

**Exceptions** When reporting “Dyeing of Fuel”, must list the same number of diesel gallons used in dyeing process as on the Schedule SA but as a positive entry to bring into your dyed inventory.

**Product Type** – Enter the 3-character product code.

- 072 - Kerosene - Dyed
- 228 - Diesel Fuel - Dyed
- 999 - Other (specify)

**Other Product Type** – Enter a description of the “999- Other” fuel product sold.

**Receipt Type** – Enter the receipt type.

- IL receipt
- IL sales to self are invalid
- Import
- Produce

**Liability Date** – This field is pre-set to the liability period of the return being filed.