

Illinois Sales and Use Tax Filing ST1 and Payment Remission Service

General Information

Name of Company _____

EIN: _____ – _____

Sales Tax Number (Formerly IBT Number) (8 digits) _____ – _____

Sales Tax PIN (4 digits) _____

Service Start Date with MK&A _____/_____/_____

Number of locations assigned to your sales tax number _____

Filing Frequency (circle one) [Monthly] [Quarterly] [Annual]

Industry _____ (if *construction industry*, do not fill out this form! Please fill out *MK&A Illinois Sales and Use Tax Filing ST1 and Payment Remission Service for Construction Companies*)

Log In Information

My Tax Illinois Account Information: <https://mytax.illinois.gov/#1>

Username: _____

Password: _____

Sales Information

Sales Tax Basis (Circle One) [CASH] or [ACCRUAL]

Sales Tax Information Will Be Provided As: Check One – See Page 3 First*

Sales Summary _____

Invoices (Paper) _____

QuickBooks _____

Deposit Back-Out Method _____

Other _____

Payment Information

Bank Name _____

Routing Number _____

Account Number _____

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Missing Any Information From Page 1?

Don't have a Sales Tax Number? – Need to fill out REG-1? – We can help! Schedule an appointment! Extra fees apply.

Forgot your Sales Tax Number? Can't find your PIN? – Call Illinois Central Registration at (217) 785-3707

Don't have a My Tax Illinois login? – We can help! Call Meir Lipnick directly at (773) 904-2931. We are currently including this set up in your service package. In most cases, we can get a log in in 10 minutes, but we need additional information from you.

What is not included in the basic fee (Extra Fees May Be Required If You Need Any of the Following)

- Filling out the REG-1
- Paper filings of any forms. All ST1 returns must be fillable electronically through *My Tax Illinois*
- Communicating with Illinois Dept of Revenue or Illinois Central Registration
- Sales Tax filings for local areas or other states. For example, alcohol sales tax reporting to your local village is not included.
- Filling out or Maintaining your CRT-61 forms
- Maintaining your Tax Exempt Customer List
- Communication with your vendors or customers
- Submitting Payment via Paper Check (payment is done electronically through *My Tax Illinois* as a direct debit from your business account.)
- Filing amended ST1 returns (ST1-X) unless information was received by MK&A on time and we made a mistake.
- Special Project Rates apply to months prior to your service start date
- Calculating Use Tax for construction companies. If this is for you, we will need to discuss.
- Verification that you have valid business licenses is not included in any service that MK&A offers
- Making any legal determinations between what is a taxable sale verses non-taxable, sales verses rents or leases, products verses services, your actual business location, or anything else that requires making a legal determination or constitutes legal advice are not included. We will go through the definitions provided by the Illinois Dept of Revenue with you if needed as part of the basic service.

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***Methods For Providing Your Sales Information to MK&A** (Please read before checking an option on page 1. Please call Meir Lipnick Directly at 773-904-2931 if you have any trouble at all making a decision.)

- Sales Summary
 - A sales summary must include the following dollar amounts if not zero per location. See page 4 “Sample Sales Summary Sheet” for what information is required.
- Invoices (Paper)
 - This would involve giving us your actual invoices as part of your bookkeeping service. You must be using our bookkeeping service to use this option. We will convert the information into the QuickBooks method below, but this does not involve any QuickBooks knowledge on your part.
 - If cash method – only provide us with invoices that have already been paid. Write on the invoice the date it was paid.
 - If accrual method – we need all your invoices dated during the reporting period. We’ll need you to turn in a separate worksheet for your payments. This will be worked out in detail with the bookkeeper.
- QuickBooks
 - This requires that we share access to your QuickBooks file, all invoices are entered into QuickBooks, and the tax items are assigned properly. We will file the return entirely based on the “Sales Tax Liability” report found in QuickBooks under Vendors → Sales Tax → Sales Tax Liability
- Deposit Back-Out Method
 - Do you just want us to treat all deposits as taxable product sales income? We can do a simple calculation of your total deposits and calculate the tax withheld and total sales and file the return with no exemptions.
- Other
 - Do none of these options sound right for you? Do you have another way to get us information? Let us know.

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Sample Sales Summary Sheet

Reporting Period Ending ____/____/____

Location _____

Sales Tax

1. Gross Receipts (All Sales + Tax)	
2. Total Sales (all sales including non-taxable)	
3. Total Out of State Sales	
4. Total Sales To Exempt Organizations	
5. Total Sales of Services (not subject to sales tax)	
6. Taxable Sales of Food, Drugs, & Medical Appliances	
7. Taxable Sales of General Merchandise	
8. Tax Withheld	
9. Sales tax amount you paid on items that you resold	
10. Amount of alcohol purchased for resale	

Use Tax

11. Dollar Amount Of Food, Drugs, and Medical Appliances Purchased Tax Free that Your Business Used In-House	
12. Dollar Amount Of General Merchandise Purchased Tax Free that Your Business Used In-House	