



# ST-556-WS and ST-556-LSE-WS, Worksheets and Signature Documents for Form ST-556 and for Form ST-556-LSE - General Instructions (For Vehicles, Watercraft, Aircraft, Trailers, and Mobile Homes)

(R-01/15)

**IMPORTANT:** As part of the Department's cost cutting measures and an ongoing effort to "go green," we are drastically reducing the number of paper ST-556 and ST-556-LSE forms that we provide. In the future, the Department will not be sending any paper ST-556 and ST-556-LSE forms to dealerships.

## **General Information:**

The worksheets on the following pages are to be used to collect your customer's signature for your records and to help you prepare for your electronic filing session through MyTax Illinois or other electronic systems. **Do NOT mail either worksheet to the Department.**

Worksheets sent to the Department will be considered unprocessable returns and subject to the penalties that apply.

## **Specific instructions for these worksheets:**

These worksheets are for the dealership's records only. **Do not** mail either form to the Illinois Department of Revenue or the Secretary of State.

**Tax return no.** — After you have completed your electronic filing session, you must record the tax return (transaction) number that you receive. This number is unique to the return you just submitted and will be important for tracking purposes if follow up with the Department is needed.

**Dealership identification and location information** — Complete these items with the appropriate information to identify your dealership and the location of the sale.

**Items 1 through 6 of ST-556-WS and Items 1 through 8 of ST-556-LSE-WS** — These items follow the same formatting and requirements of the paper ST-556 or ST-556-LSE form with which you already are familiar. Additional instructions for Forms ST-556 and ST-556-LSE are available on our website at [tax.illinois.gov](http://tax.illinois.gov).

## **Specific instructions for dealerships using MyTax Illinois:**

MyTax Illinois, the free taxpayer account management system on our website, requires payment at the time of filing.

**If you are part of the Secretary of State electronic mandate** — You must record the tax return number provided at the end of your MyTax Illinois filing session. This number will be required by the Secretary of State's electronic system.

**If you title and register with the Secretary of State using paper** — You will need to **print** the confirmation screen or the applicable return displaying your confirmation number, tax return number, and appropriate identification number (*i.e.*, VIN, HIN, N).





# Worksheet and Signature Document for Form ST-556

(For Sales of Vehicles, Watercraft, Aircraft, Trailers, and Mobile Homes - Do not use for leases)

**DO NOT MAIL** — For dealership records only. Keep in your records as verification of customer signature, if obtained on this form.

Tax return no.: \_\_\_\_\_

Account ID: \_\_\_\_\_

Taxable location no.: \_\_\_\_\_

### 1 Write the purchaser's name and address

Name(s) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

### 2 Describe the item sold

A Vehicle     B Watercraft     C Aircraft

D Trailer     E Mobile Home     F \_\_\_\_\_

New     Used

Identification no. \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_

Body style and model \_\_\_\_\_

### 3 Write the date of delivery

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

### 4 Describe the trade-in, if any

Item traded in \_\_\_\_\_

Identification no. \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_

Body style and model \_\_\_\_\_

### 5 Exempt or sale to a nonresident

If so, check the correct box below, and see instructions for Section 6.

- A** Nonresident purchaser (**NOT** an out-of-state dealer)  
Drive-away permit no./Lic. plate no. \_\_\_\_\_ State \_\_\_\_\_
- B** Sold for resale to a **DEALER**  
(Write either the Illinois dealer's Account ID or "Out-of-state dealer")
- C** Exempt organization (government, school, religious, or charitable)  
Tax-exempt no. E- \_\_\_\_\_

- D** Sold to an interstate carrier for hire for use as rolling stock  
Certificate of authority no. \_\_\_\_\_
- E** Sold for rental use  
purchaser's account ID no. \_\_\_\_\_
- F** Other (describe) \_\_\_\_\_

**Go to page 2 to complete Step 6** ➔

**6 Write the price, and figure the tax — You must complete Lines 1 and 2 even if no tax is due.** (Round to nearest dollar)

1	Total price (include accessories, federal excise taxes, freight and labor, dealer preparation, documentary fees, and dealer-reimbursed rebates or incentives)	1	_____
2	Total trade-in credit or value	2	_____
3	Amount subject to tax [Line 1 - Line 2]	3	_____
4	Tax [Line 3 X _____ (RATE)]	4	_____
5	Use tax for certain districts. <b>Do not report home rule use tax below.</b>		
	a. County _____		
	b. City _____		
	c. Township _____	5	_____
6	Total tax [Line 4 + Line 5]	6	_____
7	Retailer's allowance if filed on time [Line 6 X 1.75% (.0175)]	7	_____
7a	MED fee (if applicable)	7a	_____
8	Net tax due [Line 6 - Line 7 + Line 7a (if applicable)]	8	_____
9	Prior overpayment	9	_____
10	Previously leased vehicle credit. <b>Tax return no.:</b> _____ By signing this return, I affirm that I meet all requirements to claim this credit.	10	_____
11	Excess tax collected	11	_____
12	Total tax due [Line 8 - Line 9 - Line 10 + Line 11]	12	_____
13	Credit memorandum	13	_____
14	Amount due [Line 12 - Line 13]	14	_____

Under penalties of perjury, we state that we have examined this return, including any schedules and statements, and to the best of our knowledge, it is true, correct, and complete. If the seller has taken a qualified trade-in, we also state that the purchaser has properly assigned and surrendered the title of the trade-in to the seller.

Signature of purchaser(s) \_\_\_\_\_ Date \_\_\_\_\_ Signature of seller \_\_\_\_\_ Date \_\_\_\_\_

DO NOT MAIL - DEALERSHIP RECORDS ONLY



# Worksheet and Signature Document for Form ST-556-LSE

(For Use with Lease Transactions for Vehicles, Watercraft, Aircraft, Trailers,  
and Mobile Homes)

**DO NOT MAIL** — For dealership records only. Keep in your records as verification of customer signature, if obtained on this form.

Tax return no.: \_\_\_\_\_

Account ID: \_\_\_\_\_

Taxable location no.: \_\_\_\_\_

**1 Enter the name, address, and Federal Employer Identification Number of the leasing company**

Name \_\_\_\_\_ FEIN \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**2 Enter the name and address of the lessee**

Name(s) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**3 Describe the item leased**

**A** Vehicle       **B** Watercraft       **C** Aircraft

**D** Trailer       **E** Mobile Home       **F** \_\_\_\_\_

Check one:     New       Used

Identification no. \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_

Body style and model \_\_\_\_\_

**4 Enter the date of delivery**

Month \_\_\_\_ / Day \_\_\_\_ / Year \_\_\_\_

**5 Describe the trade-in, if any**

Item traded in \_\_\_\_\_ Identification no. \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Body style and model \_\_\_\_\_

**6 Exempt or lease to a nonresident** - If so, check the correct box below, **and** see instructions for Section 8.

**A** Lease to non-Illinois resident - **See instructions.** Drive-away permit/License plate no. \_\_\_\_\_ State \_\_\_\_\_

**B** Lease for use as farm implement or lease of ready-mix concrete truck

**C** Lease to tax-exempt governmental body - Tax-exempt no. E- \_\_\_\_\_

**D** Lease to an interstate carrier for hire for use as rolling stock - Certificate of authority no. \_\_\_\_\_

**E** Other (Please explain.) \_\_\_\_\_

**7 Indicate how you determined your selling price** - Check the box that indicates the amount entered in Section 8 Line 1.

The selling price in Section 8 is:  **A** the amount due at signing, plus the total amount of lease payments (see rules of eligibility in instructions), or

**B** the actual selling price.

**Go to page 2 to complete Step 8**



**8 Enter the price, and figure the tax** (Round to nearest dollar)

1	Selling price (If eligible, this is the amount due at signing, plus total lease payments. Otherwise, enter the actual selling price.)	1	_____
2	Total trade-in credit or value (Do <u>not</u> enter any amount on Line 2 if you checked <b>Box A</b> in <b>Section 7</b> above.)	2	_____
3	Amount subject to tax [Line 1 - Line 2]	3	_____
4	Tax [Line 3 X _____ (RATE)] ( <b>Note:</b> See instructions regarding sales from temporary locations.)	4	_____
5	Use tax for certain districts. <b>Do not report home rule use tax below.</b>		
	a. County _____		
	b. City _____		
	c. Township _____	5	_____
6	Total tax [Line 4 + Line 5]	6	_____
7	Retailer's allowance if filed on time [Line 6 X 1.75% (.0175)]	7	_____
7a	MED fee (if applicable)	7a	_____
8	Net tax due [Line 6 - Line 7 + Line 7a (if applicable)]	8	_____
9	Excess tax collected	9	_____
10	Total tax due [Line 8 + Line 9]	10	_____
11	Credit amount	11	_____
12	Amount due [Line 10 - Line 11]	12	_____

Under penalties of perjury, we state that we have examined this return, including any schedules and statements, and to the best of our knowledge, it is true, correct, and complete. If the seller has taken a qualified trade-in, we also state that the purchaser has properly assigned and surrendered the title of the trade-in to the seller.

Signature of purchaser(s) \_\_\_\_\_ Date \_\_\_\_\_ Signature of seller \_\_\_\_\_ Date \_\_\_\_\_

DO NOT MAIL - DEALERSHIP RECORDS ONLY