



Schedule DC Instructions

General Instructions

This schedule is used for reporting sales and transfers of dyed diesel fuel delivered to points outside of Illinois under 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 DC electronically in MyTax Illinois at mytax.illinois.gov with your Form RMFT-5, Motor Fuel Distributor/Supplier Tax Return, if you need to report sales and transfers of dyed diesel gallons delivered to points outside of Illinois; and with your Form RMFT-5-US, Underground Storage Tank Tax and Environmental Impact Fee Receiver Return, if you need to report sales and transfers of dyed diesel gallons delivered to points outside of Illinois.

How do I file this schedule?

Your schedules must be filed with your return in MyTax Illinois. You have two options to file your schedules:

- import the electronic file of your schedules into MyTax Illinois, or
- manually enter the information onto the schedules in MyTax Illinois.

View the [Electronic Filing Format for Motor Fuel Reporting](#) for additional information on the format of the 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 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 import a file or manually enter 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 such changes/entries will be overwritten.

Note: Pre-set fields cannot be edited.

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 you to enter a date that is 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.

Name of carrier – Enter the complete business name of the carrier selling or transferring the fuel.

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 DC.

Name of purchaser – Enter the purchaser’s legal business name. There are multiple companies with similar names. To prevent confusion, you must list the purchaser’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”.

Origin City (Illinois cities only) – Enter the city from which the fuel product originated. “Various” is an unacceptable city name.

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

Destination City – Enter the name of the city to which the fuel product was delivered.

Destination State – Enter the name of the state to which the fuel product was delivered.

FEIN – Enter the purchaser’s Federal Employer Identification Number.

Exception – For an individual not assigned a FEIN, enter “99-9999999”.

Invoiced Gallons – Enter the number of gallons as invoiced.

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.

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