

Schedule: Submission with CSV file in MyTax Illinois

The CSV (Comma Separated Value) file format is used for importing the tobacco products schedules file directly to an Illinois TP-1-IL. The import feature is recommended for users who have software that can create the CSV format. Using a spreadsheet program (e.g., Excel), columns are required to create a CSV file that is recognized and accepted by MyTax Illinois. You may also use a text file following the same formatting. The file should have no header row. The file must contain the following columns in this order:

	Field Name	Max Length	Data Type	Description
1st Column	Schedule Code	2 characters	Numeric & Alpha	Indicate which schedule type the entry belongs on by entering "1A", "1B", "1C", "1D", "2A", "2B", "2C", or "2D".
2nd Column	Document Date	10 characters	ASCII characters, no commas	The date as provided on the vendor/customer invoice. <i>Example: January 1, 2025 should be entered as 1/1/2025.</i>
3rd Column	Document Type	7 character	Alpha	The type of document being reported on the schedule. Entry must be "Invoice".
4th Column	Document Number	30 characters	ASCII characters, no commas	The invoice number as provided.
5th Column	Type of Customer	25 characters	Alpha only	The appropriate code for the type of customer. Entries must be "Distributor", "Manufacturer", "Retailer", "Subjobber", "Employee", "Customer", "Wholesaler", "Delivery Seller", "Native American", "Military", "Government", "InterBranch Transfer", or "Distribution Center".
6th Column	Name	50 characters	ASCII characters, no commas	The name of the entity purchased from or sold to.
7th Column	Street Address	35 characters	ASCII characters, no commas	The physical address of the entity purchased from, sold to, or shipped/billed to depending on the transaction type being reported; do not allow PO Boxes.
8th Column	City	30 characters	Alpha only	City the physical address is in.
9th Column	State	2 characters	Alpha only	Require if Country = USA.
10th Column	Country	30 characters	Alpha only	Country the physical address is in.
11th Column	Zip	9 characters	Numeric only	Zip code of the physical address.
12th Column	Customer FEIN	9 characters	Numeric only	The FEIN of the customer.
13th Column	Customer ID	7 characters	Alpha and Numeric	Illinois Tobacco Products Distributor license number, Illinois Tobacco Retailer license number, or Illinois Cigarette and Tobacco Retailer license number. If there is no Illinois Customer ID, then leave blank."
14th Column	Fed Description	30 characters	Alpha only	The type of tobacco product based on the federal definition. Entries must be "Chewing Tobacco", "Large Cigar", "Pipe Tobacco", "Roll Your Own", "Snuff", "Alternative Nicotine Product", "E-liquid Product", "Vapor Products", or "Other".
15th Column	State Description	5 characters	Alpha only	The type of tobacco product based on the state's statutes and regulations. Entries must be "OTP", "MS", or "ECIG".
16th Column	MSA Status	4 characters	ASCII characters, no commas	The appropriate code for the MSA status of the manufacturer. Entries must be "OPM", "NPM", "SPM", "N/A", "PM", "NPM1", "NPM2", or "NSM".
17th Column	Price	13 characters	Numeric only	The sales price of the tobacco products; only required for delivery sellers. Example: \$1,234.56 must be entered as 1234.56
18th Column	Tax Jurisdiction	10 characters	ASCII characters, no commas	The tax jurisdiction for the transaction. <i>See Implementation Guide for Direct Filing of Tobacco Products Tax Returns For Tax Periods Beginning 1/1/2025 and After, Table 5 - Tax Jurisdiction Code List.</i>
19th Column	UPC Number	20 characters	Alpha and Numeric	The UPC assigned to the product brand you are reporting

20th Column	UPCs Unit of Measure	3 characters	Alpha only	The appropriate code for the unit of measure of the UPC being reported. Entries must be "PAK", "STK", "BOX", "ECH", "BAG", "TIN", "FOI", "CAN", "BUL", "TUB", "PCH", "BUN", "PLG", "CUT", "BOT", "JAR", or "OTH".
21st Column	Product Description	50 characters	ASCII characters, no commas	A narrative description of the product being reported.
22nd Column	Manufacturer	50 characters	ASCII characters, no commas	The name of the manufacturer of the product.
23rd Column	Manufacturer EIN	9 characters	Numeric only	The FEIN of the manufacturer.
24th Column	Brand Family	50 characters	ASCII characters, no commas	The brand family for the product being reported.
25th Column	Unit	13 characters	Numeric only	The lowest number of consumable units in the retail package being reported.
26th Column	Unit Description	3 characters	Alpha only	The appropriate unit description code. Entries must be "PAK", "STK", "BOX", "ECH", "BAG", "TIN", "FOI", "CAN", "BUL", "TUB", "PCH", "BUN", "PLG", "CUT", "BOT", "JAR", or "OTH".
27th Column	Weight/Volume	13 characters	Numeric only	The total weight or volume of the retail package being reported. Only valid entries where Column 15 = "MS". <i>Example: 1,234.56 ounces should be entered as 1234.56.</i>
28th Column	Value	13 characters	Numeric only	The dollar value for the product being reported. Only valid for entries where Column 15 = "OTP" or "ECIG". <i>Example: \$1,234.56 should be entered as 1234.56.</i>
29th Column	Quantity	13 characters	Numeric only	The total quantity of the retail package being reported.

Examples:

You are filing TP-1-IL with a sale to an active and valid licensed tobacco products retailer in Illinois, reported with Schedule Code 2C. The invoice number of the shipment is 123456 and the date is 01/01/2025. The retailer's information is ABC Tobacco, Inc., located at 101 Any Blvd., Springfield, IL 60001-1234, with a FEIN of 12-3456789 and license number CT-99999. The products are listed below:

- 20 packages of Large Cigars manufactured by a Non-Participating Manufacturer, with UPC Number 9 876543210 9, Turkish flavored tightly wrapped cigars, from 123 Tobacco Manufacturer with a FEIN of 78-9456123, Magic Brand Cigars, 5 cigars in a package, with a value of \$5.00 per package.
- 10 boxes of Vapor Products manufactured by a Non-Participating Manufacturer, with UPC Number 4 5681372985 2, green apple super vape 10000 puffs, from Golden Dragon Manufacturer with a FEIN of 96-4325784, Vape Working Brand, 1 vape in a box, with a value of \$20.00 per box.
- 15 tubs of Moist Snuff manufactured by a not applicable manufacturer, with UPC Number 5 4567892486 3, long-cut mint, from Spit Brothers Manufacturer with a FEIN of 54-6549876, Polar Bear Brand, 10 cans in a tub, weighing 12 ounces per tub.

The record for the transaction would be reported as follows:

Text File Example (e.g., Notepad)

Note: The example below shows each line returned due to the margins of the written instructions, but the text file must be written as one continuous line for each entry with fields separated by commas and a hard return used to signify the next entry. Using the example, the file would show a total of 3 separate lines, with one for each of the product transactions.

2C,01/01/2025,Invoice,123456,Retailer,ABCTobacco Inc.,101 Any Blvd.,Springfield,IL,USA,600011234,123456789,CT99999,Large Cigar,OTP,NPM,,IL,98765432109,PAK,Turkish flavored tightly wrapped cigars,123 Tobacco Manufacturer,789456123,Magic Brand Cigars,100,STK,,5.00,20

2C,01/01/2025,Invoice,123456,Retailer,ABC Tobacco Inc.,101 Any Blvd.,Springfield,IL,USA,600011234,123456789,CT99999,Vapor Products,ECIG,NPM,,IL,456813729852,BOX,green apple super vape 10000 puffs,Golden Dragon Manufacturer,964325784,Vape Working Brand,1,BOX,,20.00,10

2C,01/01/2025,Invoice,123456,Retailer,ABC Tobacco Inc.,101 Any Blvd.,Springfield,IL,USA,600011234,123456789,CT99999,Snuff,MS,N/A,,IL,545678924863,TUB,long-cut mint,Spit Brothers Manufacturer,546549876,Polar Bear Brand,150,CAN,12,,15

CSV Spreadsheet Example (e.g., Excel)

- 20 packages of Large Cigars manufactured by a Non-Participating Manufacturer, with UPC Number 9 876543210 9, Turkish flavored tightly wrapped cigars, from 123 Tobacco Manufacturer with a FEIN of 78-9456123, Magic Brand Cigars, 5 cigars in a package, with a value of \$5.00 per package.

2C	01/01/2025	Invoice	123456	Retailer	ABC Tobacco Inc.	101 Any Blvd.	Springfield	IL	USA	600011234	123456789	CT99999	Large Cigar	OTP	NPM	IL	98765432109	PAK	Turkish flavored tightly wrapped cigars	123 Tobacco Manufacturer	789456123	Magic Brand Cigars	100	STK	5.00	20
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- 10 boxes of Vapor Products manufactured by a Non-Participating Manufacturer, with UPC Number 4 5681372985 2, green apple super vape 10000 puffs, from Golden Dragon Manufacturer with a FEIN of 96-4325784, Vape Working Brand, 1 vape in a box, with a value of \$20.00 per box.

2C	01/01/2025	Invoice	123457	Retailer	ABC Tobacco Inc.	101 Any Blvd.	Springfield	IL	USA	600011234	123456789	CT99999	Vapor Products	ECIG	NPM	IL	456813729852	BOX	green apple super vape 10000 puffs	Golden Dragon Manufacturer	964325784	Vape Working Brand,	1	BOX	20.00	10
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- 15 tubs of Moist Snuff manufactured by a not applicable manufacturer, with UPC Number 5 4567892486 3, long-cut mint, from Spit Brothers Manufacturer with a FEIN of 54-6549876, Polar Bear Brand, 10 cans in a tub, weighing 12 ounces per tub.

2C	01/01/2025	Invoice	123458	Retailer	ABC Tobacco Inc.	101 Any Blvd.	Springfield	IL	USA	600011234	123456789	CT99999	Snuff	MS	N/A	IL	545678924863	TUB	long-cut mint	Spit Brothers Manufacturer	546549876	Polar Bear Brand	150	CAN	12	15
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Save your spreadsheet or text file using the file type “CSV (Comma delimited) (*.csv)” option. For text files, separate each field with a comma and each record with a hard return. Once you have your file saved in this format, you may use the “Import” option in MyTax Illinois.