



Read this information first - Attach to Form RT-2, Telecommunications Tax Return.

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Step 1: Tell us your identification numbers and tax period

a Account ID: _____ b License number: T - _____ c Tax period: ___/___/___

Step 2: Identify by name and code where you provide service and figure your tax due

Code: _____ Name: _____ 15a _____ X _____ (Rate) = 15b _____ 16a _____ 16b _____ Total tax due. Add Lines 15b and 16b. 17 _____ Credit for tax paid. See instructions. 18 _____

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Schedule RT-2-M Instructions

Step 2: Identify by name and code where you provide service and figure your tax due

Net gross charges must be reported separately for each municipality in which you provide telecommunication service that has imposed a municipal tax.

You may report for each county if you provide telecommunication service to customers that you know are not located within a municipality. Refer to the RT-8, Telecommunication Tax Rate Reference Manual, to determine the correct name, code and tax rate or call us at **217 782-6045**.

Note: You must complete Form REG-1-T, Telecommunications Tax Location Information, to identify where you provide telecommunication service.

Line 15a - Net gross charges subject to the current combined (*ie.*, state and municipal) tax rate.

Line 15b - Multiply Line 15a by the current combined tax rate. Refer to the RT-8 booklet.

Line 16a - Amount of net gross charges subject to tax rates **other than** the current combined tax rate.

Line 16b - Total amount of tax due that is **not** subject to the combined tax rate. From Line 16a, determine the net gross charges subject to tax and multiply it by the appropriate tax rate.

If you have multiple rates to report - From Line 16a, determine the net gross charges that are subject to tax at each of the multiple rates. Multiply each amount by the appropriate tax rate and add the sum of all tax and write the total on Line 16b.

Line 17 - Add Lines 15b and 16b. This is your total tax due for the municipality or county listed.

Line 18 - To prevent multi-state taxation, you may take a credit against the tax that is owed if you paid tax to another state. You may not take a credit that is greater than the tax owed. You must attach documentation showing that the amount of tax claimed was owed and paid to the other state(s).

You may also take a credit against the tax that is owed if you paid tax on services you purchased and resold from a telecommunication retailer.

Attach Form RT-2-M to Form RT-2, Telecommunications Tax Return.

