



**USE TAX RETURN  
Schedule A**

**Schedule of Taxable Sales Transactions**

**(Do not use for leases)**

Instructions:

You are required to prepare and submit the Schedule A to support Line 1A of the Cook County Use Tax Return for all taxable sales of titled personal property registered to an address in Cook County

Sequentially number each page of this schedule.

Enter your dealer name.

Enter your Cook County Registration number.

Enter the month and year for which the schedule is being filed.

**Column 1.** Enter the sales invoice date (month, day and year).

**Column 2.** Enter the sales invoice number.

**Column 3.** Enter the name of the purchaser.

**Column 4.** Enter the Vehicle Identification Number.

**Column 5.** Enter the total price, less any trade-in value and exclusive of State, County and local taxes of the vehicle or titled personal property. This price should correspond to the amount subject to tax on the Illinois Department of Revenue Sales Tax Transaction Return, Line 6.3-Amount Subject to Tax (ST556).

**Column 6.** Multiply the amount subject to tax in Column 5 by 1% (.01), and enter this amount in Column 6.

**Note:** Each Schedule A should show the total amount subject to tax and the total Cook County tax for that page in the Page Total row. The last Schedule A should show the Grand Total amount subject to tax and Cook County tax which is calculated by adding all the page totals together and entering the figure in the Grand Total row. The Grand Total amount subject to tax should be forwarded to Line 1A of the tax return.