Miscellaneous Information about Filing Form ST-556, Sales Tax Transaction Return

Which version of the instructions for Form ST-556 should I use?

There are two versions of instructions for Form ST-556.

- Use version **ST-556(1)** if you make sales from locations within Illinois.
- Use version **ST-556(2)** if you are an out-of-state lessor selling used motor vehicles with passenger plates and the vehicles are located in Illinois at the time of the sale.

You can obtain the correct instructions by

- calling our 24-hour Forms Order Line at 1 800 356-6302
- calling our “Illinois Tax Fax” fax-on-demand service at 217 785-3400
- visiting our web site at [tax.illinois.gov](http://tax.illinois.gov)
- writing us at:
  
  ILLINOIS DEPARTMENT OF REVENUE  
  PO BOX 19010  
  SPRINGFIELD IL  62794-9010

How should the copies of Form ST-556 be distributed?

**Copy 1** Revenue's  Send to the correct address from the list below:

- If you are applying for an Illinois vehicle, trailer, or mobile home title, send the return and the title application to:
  
  OFFICE OF THE SECRETARY OF STATE  
  VEHICLE SERVICES DEPARTMENT  
  HOWLETT BUILDING  
  SPRINGFIELD IL  62756-7000

- If you are applying for an Illinois watercraft title, send the return and the title application to:
  
  ILLINOIS DEPARTMENT OF NATURAL RESOURCES  
  PO BOX 19226  
  SPRINGFIELD IL  62794-9226

- If you are applying for an Illinois aircraft registration, send the return and the registration application to:
  
  ILLINOIS DEPARTMENT OF TRANSPORTATION  
  DIVISION OF AERONAUTICS  
  ABRAHAM LINCOLN CAPITAL AIRPORT  
  1 LANGHORNE BOND DRIVE  
  SPRINGFIELD IL  62707-8415

- If you are not required to title or register the item, send the return to:
  
  RETAILERS’ OCCUPATION TAX  
  ILLINOIS DEPARTMENT OF REVENUE  
  PO BOX 19042  
  SPRINGFIELD IL  62794-9042

**Copy 2** Seller's  Keep for your records.

**Copy 3** Purchaser's  Give to the buyer.