






Completing an ST-556 Only Transaction ***for Tax Exempt Cases***



IMPORTANT NOTES

As of Illinois EVR version 3.1A this transaction is performed in One-Step. Once transmitted it will be completed the same day. CVR is not responsible for negligent data entry

1. Select  from the left menus. Then select the  **Registration Icon**.
2. Select the  **New Icon** in the horizontal menu at the top.
3. You will be prompted to enter a control number for the transaction. **Make sure to enter a unique control number that will be used only for this transaction. Once a control number is used, it cannot be used again.**
4. Make sure the **Deal Type** is set to **"Tax Return Only ST556"**.
5. Note: this is a **One-Step Transaction**.
6. Click **Done**.
7. You will then step through the icons of the new transaction from left to right:



8. On the  **Owner Screen**, if the address of the new owner is out-of-state select the county from the drop down menu to indicate **"OUT OF STATE"**.
9. On the  **Sales Screen**, select the appropriate option from the **"Tax Exempt"** dropdown menu.
 - **"SOLD FOR RESALE"** should be used for dealer trades in or out of state.
 - **"SOLD TO OOS"** is used for out-of-state buyers where the rate is 0.00%
 - For any other options you believe would be applicable, seek assistance from a CVR representative.

10. On the  **Sales Screen**, depending on your tax exemption setting you will either need to indicate the "**Plate/State**" and/or the "**Buyer Tax Exempt No**".
- If "**SOLD FOR RESALE**" to an Illinois dealer, input the Illinois dealer's IBT Number as the Buyer Tax Exempt No.
 - If "**SOLD FOR RESALE**" to an out-of-state dealer, input the out-of-state dealer's state as the Buyer Tax Exempt No.
 - If "**SOLD TO OOS**" input the out-of-state buyer's two letter state abbreviation for the Plate/State.
 - For any other options you believe would be applicable, seek assistance from a CVR representative.
11. In all other areas on all available screens, required fields will be white. Optional fields will be gray. You may change gray fields if you believe they need correction. **It is highly recommended you check all fields for such corrections and/or modifications.**
12. Once all icons are green, the transaction may be transmitted. Select the  **Transmit Icon** from the horizontal menu at the top.
13. You may be prompted for your **user name** and **password**. If so, enter it accordingly.
- *If there is an error in transmission, an error message will appear. If you cannot determine the issue, call CVR Central Support at **1-800-333-6995***
14. Upon successful transmission, an ST-556 form should print out from your 8.5" x 11" paper tray automatically. The transaction will then be complete.