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**May 2016**

## **NOTICE: I-FILE MAINTENANCE PURGING**

### **Sales Tax, Use Tax, and Service Provider Tax**

Since 1999, all electronically filed sales, use, and service provider tax returns have been stored and maintained by Maine Revenue Services. Maine Revenue Services will be removing aged sales, use, and service provider tax returns from the I-File system on July 31, 2016.

#### **Why are we purging the I-File System?**

Maine Revenue Services will continue to maintain records of sales, use, or service provider tax returns for the previous four years. Only returns that are greater than four years old will be purged. Removing these unnecessary files reduces the amount of stored confidential information and frees up valuable server space. The removal of aged confidential information will keep the I-File System running at peak efficiency and increase the security of stored sales, use, and service provider tax returns.

#### **How does this affect the taxpayer?**

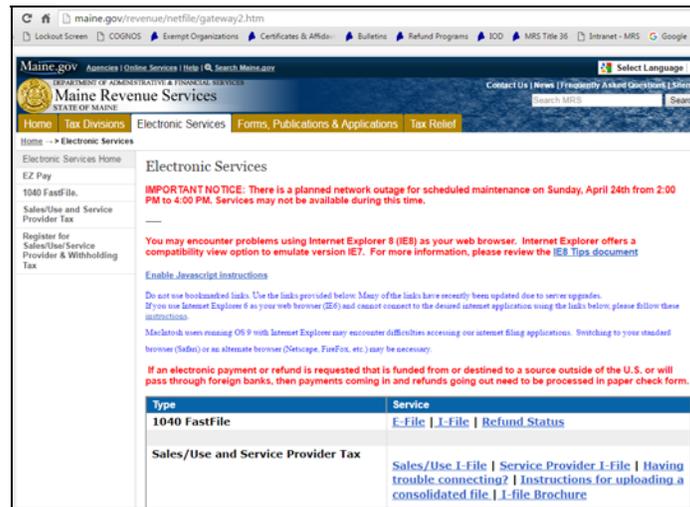
After August 1, 2016, tax returns prior to August 1, 2012, will no longer be available for viewing or printing. Should you wish to print a hard copy of these returns for your records, you may do so through July 31, 2016. For instructions on printing out past returns, please see below.

**Phone: (207) 624-9693    V/TTY: 7-1-1    Fax: (207) 287-6628**  
**sales.tax@maine.gov**  
**www.maine.gov/revenue**

# PRINTING AGED RETURNS

1. Use the following link to navigate to Maine Revenue Services Electronic Services Page:

<http://www.maine.gov/revenue/netfile/gateway2.htm>



2. Select the I-File tax type: Sales/Use or Service Provider Tax.
3. Continue by selecting “Next”, which brings you to the Activity Screen.
4. Enter your registration number and password, and select “Reprint Return” from the drop down menu (see below). Hit “Next” to proceed.

**Maine Revenue Services**  
Sales, Use and Service Provider Tax Filing System

**CHOOSE AN ACTIVITY**

[Important information](#)

In order to interact with M.R.S. on-line you must complete the following information and select an activity to continue.

**Registration Number**  *(Enter seven characters.)*

**Password**  *(Six characters, numbers or letters only.)*

**Select Activity**  (Dropdown menu open showing: Select an Activity, File Return, Change Business Information, **Reprint Return**, Make Payment, Reprint Payment Voucher, Change Password, Change Banking Information)

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5. Enter the Period Start Date for the return you would like to view and print.

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6. Print return.

To reprint additional returns, select the “Select Another Activity” button, which will bring you back to the Chose an Activity page. Repeat steps 4 through 6 for any additional returns you wish to reprint.