

**APPLICATION – SALES TAX EXEMPTION FOR BUILDING MATERIALS
BUREAU PUTNAM AREA (2017) ENTERPRISE ZONE**

Effective **December 30, 2016** the Building Materials Sales Tax Exemption Certificate for a project in an Illinois Enterprise Zone must be issued by the Illinois Department of Revenue per Public Act 97-905 passed in August of 2012, via North Central Illinois Council of Governments, Zone Administrator.

Who is eligible for a Building Materials Sales Tax Exemption Certificate?

- Each construction contractor or other entity that purchases building materials to be incorporated into real estate in an Enterprise Zone by rehabilitation, remodeling or new construction.

How do I apply for a Building Materials Sales Tax Exemption Certificate?

- Construction contractors or other entities seeking exemption certificates must go through the Zone Administrator. Please submit this completed form and a fee of \$250 to:

North Central Illinois Council of Governments

Attn: Shug Grosenbach

613 W. Marquette Street

Ottawa, IL 61350

sgrosenbach@ncicg.org (Emailed forms will be accepted but not processed until payment is received).

Please complete the following information:

FEIN: _____

- Name, address and email of construction contractor or other entity seeking a certificate

Name: _____

Address: _____

City, State, Zip: _____

Email (MUST INCLUDE) _____ **Phone:** _____

- Name of the Enterprise Zone: **Bureau Putnam Area (2017) Enterprise Zone**
- The name and address of the project:

- The estimated amount of the exemption based on the percentage of the contract that consists of materials; and

Total Construction Cost: _____

Estimated Cost of Material Only: _____

Sales Tax Rate: _____

Estimated Amount of Exemption: _____

Signature

Date

Building Materials Reporting

The entity identified on the certificate **must**, by law, report annually to the Department of Revenue the amount of exempt building materials purchased under the certificate. Reporting must be done as long as the exempt certificate is active or the project has been completed and closed out. Please go to the “Business Incentives Reporting and Building Materials Exemption Certification” tab at **tax.illinois.gov** for reporting deadlines.

Project Name:

Signature of certificate holder:

Date: _____