CONTRACTORS APPLICATION FOR SALES TAX EXEMPTION

Decatur-Macon County Enterprise Zone **All fields are required**

Effective July 1, 2013, the Certificate of Eligibility for Sales Tax Exemption 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. Each contractor or other entity that purchases building materials to be incorporated into real estate in an Enterprise Zone by rehabilitation, remodeling or new construction are eligible to receive a certificate for sales tax exemption. Please complete all mandatory fields below pursuant to Public Act 97-905. Certificates are issued within five business days with a completed application. The State of Illinois will send the official copy of the Certificate to the e-mail address provided below. The certificate is valid from the date it is issued and will expire in one year from that date or at the close of the project.

STEP ONE: CONTRACTOR INFORMATION

Business Name: _____

Street Address: _____

City, State, Zip: _____

Contact E-mail: _____

Phone Number: _____

FEIN or Applicant ID*: _____

***If you are a sole proprietor using a Social Security Number (SSN) as your business identification number, you must first obtain an "Applicant ID" through the Building Materials Exemption Certificate program at tax.illinois.gov and submit your Applicant ID to the Zone Administrator to apply.**

STEP TWO: PROJECT DETAILS

Name of Project: _____

Address of Project: _____

Total Contractor Project Contract: $ _____ Average Sales Tax Rate: _____%

Total Dollar Amount of Building Materials: $ _____

Percentage of Contract that is Building Materials Qualifying for Exemption: _____%

STEP THREE: MATERIALS LIST

A construction materials list with costs for each category must be attached to complete this application. Any format will be accepted as long as materials are listed with their associated costs.

STEP FOUR: SIGN AND SUBMIT

Statute requires that all building contractors and owners that were issued Certificates of Eligibility for Sales Tax Exemption for projects located in Enterprise Zones to file an annual report on the Illinois Department of Revenue website at tax.illinois.gov/businesses/incentives for the tax incentives received during the prior calendar year. If the report is not submitted by the filing deadline, the Department of Revenue will revoke the certificates issued for any and all of your projects. You will receive notification of deadline and additional information on this annual report from the State. **A 1/2% Administration Fee is required based on the documented cost of the attached building material list.** Each project varies and the business or project representative may take care of the fee on your behalf. If not, each contractor that applies for a certificate will be required to pay this fee. **Application and material list can be sent electronically to Brandy Poshard at bposhard@decaturedc.com.**

_____ _____ _____

Applicant Signature Name and Title Date