

CONTRACTOR APPLICATION EXEMPTION CERTIFICATE BUILDING MATERIALS

Effective **July 1, 2013** 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.

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's office of the zone where the project is located.
- Zone Administrators must submit applications for those construction contractors or other entities purchasing materials to incorporate into real estate in an Enterprise Zone.
- The project for which an exemption is sought must meet eligibility requirements set forth in the zone ordinances of the local designating units of government for the zone.

THE FOLLOWING INFORMATION IS REQUIRED BY THE ILLINOIS DEPARTMENT OF REVENUE TO PROCESS THE APPLICATION FOR SALES TAX EXEMPTION PURSUANT TO PUBLIC ACT 97-905:

PLEASE WRITE LEGIBLY AND COMPLETE ALL FIELDS.

THE INFORMATION REQUESTED IS REQUIRED BY THE ILLINOIS DEPARTMENT OF REVENUE.

CONTRACTOR INFORMATION

Business Name: _____

Mailing Address: _____

City, State, Zip: _____

Contact Name: _____

Phone Number: _____ E-mail Address: _____

Owner acting as General Contractor General Contractor Sub-Contractor

Federal Employer Identification (FEIN) or "Applicant ID"*: _____

***IMPORTANT:** 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 bring your Applicant ID to the Zone Administrator to apply.

PROJECT INFORMATION

The address (or location) of the project: _____

Has a permit been issued? Yes No

Project Value, Estimate of Benefits and Calculations of Zone Fee:

Estimated cost of New Construction: _____ (a)
Estimated cost of Renovation/Rehabilitation: _____ (b)
Estimated cost of Site/Site Improvements: _____ (c)
Estimated cost of Capital Equipment: _____ (d)
Total Capital Investment Project: _____ (e)=(a+b+c+d)

Benefit Calculation:

Total cost of construction materials: _____ (z)
Average Zone Sales Tax 8.25%
Total Benefit from Sales Tax Exemption: _____ (z) x .0825

Fee Calculation – Payable to City of Rockford:

There is a ½% administration fee based on the total cost of construction materials.

Total cost of construction materials: _____ (z from above)
Enterprise Zone processing fee ½%
Total Enterprise administration fee: _____ (z) x .005

Please submit the **completed** Addendum A along with the Total Enterprise Administration Fee (payable to City of Rockford) to the Community & Economic Development Department at:
City of Rockford
425 E. State Street
2nd Floor
Rockford, IL 61104

Applications will be processed in the order they are received. Incomplete applications will not be processed until all required items have been submitted.

Signature – Applicant

Name & Title

Date

NOTICE: This certificate may be used only in conjunction with the purchase of building materials by the certificate holder identified on this certificate and for the project identified on this certificate. Any misuse of this certificate will result in the assessment of taxes and penalties on the purchase and an additional monetary penalty equal to the local sales taxes on the purchase.

ANNUAL 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. Please go to the “Business Incentives Reporting and Building Materials Exemption Certification” tab at tax.illinois.gov for reporting deadlines.