



Project Application for Eligibility for Sales Tax Exemption



City of Loves Park/Village of Machesney Park

www.myenterprisezone.com

Enterprise Zone (January 1, 2016)

Business Information

Name of Business: _____

Mailing Address: _____

City/State/Zip: _____

Federal Employee Identification Number (FEIN): _____

Unemployment Insurance Number (UIN): _____

Contact Name: _____

Phone Number: _____ E-mail Address: _____

Project Information

Project Name: _____

Project Address: _____

City/State/Zip: _____

Property ID Number: _____

Project Description (i.e. rehab, new construction, expansion, new location, etc.):

Building Permit Issue Date: _____ FTE Covered Employees at Project Initiation: _____

FTE Jobs Created: _____ FTE Jobs Retained: _____

Note: "FTE Jobs Created" means full time equivalent jobs for which persons are hired or are expected to be hired within one year of the new investment (do not include construction jobs or spinoff jobs). "FTE Jobs Retained" means the number of jobs that will remain in the zone when it can be publicly documented that the business would have otherwise closed operations without the enterprise zone benefits.

Total Project Cost \$ _____ = Land \$ _____ + Building \$ _____ +

M & E \$ _____ + Other \$ _____

Project Information

Estimated Project Completion Date: _____

Estimated Building Material Cost: _____

Estimated Labor Cost: _____

Estimated FTE Covered Employees at Project Completion: _____

Please attach building permit, if issued; a separate Contractor Application form (Addendum A) for each contractor purchasing materials for the project with the construction materials list – i.e. hvac, electrical, site work, concrete, building materials, etc. and projected costs for each.

Signature – Project Representative

Title – Project Representative

Telephone Number

Certification of Eligibility

This is to certify that the project named above is located within the Loves Park/Machesney Park Enterprise Zone and is eligible for the State of Illinois and Local Sales Tax Exemption on building materials associated with rehabilitation, renovation, and/or new construction for this project. Once the rehabilitation, renovation and/or new construction is complete and all building materials required for this project have been acquired, the owner, general contractor and/or sub-contractors are no longer eligible for exemption for this project. **Any new project on the same site/premises will require a separate certification by the Illinois Department of Revenue.** Please retain a copy of this for your records.

Steve Thompson, Zone Administrator

Submission Date

**ADDENDUM A
CONTRACTORS 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 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.
- All applications must be submitted through the "Business Incentives Reporting and Building Materials Exemption Certificate" link at the Department of Revenue's website, www.tax.illinois.gov.

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:

- Name, address and email of construction contractor or other entity seeking a certificate.
Name: _____ Address: _____
City/State/Zip: _____
Email: _____ Phone: _____
- FEIN (Federal Employer Identification Number or "**Applicant ID***"): _____
- The address (or location) of the project: _____
- The estimated amount of the exemption based on the percentage of the contract that consists of materials;
Total Contractor Project Contract \$ _____ Average Sales Tax Rate: _____ %
Percentage of Contract that is Building Materials Qualifying for Exemption: _____ %
(Estimated amount of Exemption) \$ _____
- **A construction materials list with costs for each category must be attached to complete the application**

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

Signature – Applicant

Name and Title

Date