SOUTHERN TAZEWELL ENTERPRISE ZONE
(VILLAGE OF MORTON)
Certification of Eligibility for Sales Tax Exemption

This certificate is for the purpose of applying the Illinois Department of Revenue (IDOR) for a Certificate of Eligibility for a State and City Sales Tax Exemption on building materials purchased in the State of Illinois. A separate form is required for each contractor and each sub-contractor and **every line must be completely filled in**. **It is extremely important the information provided be clear and legible. We strongly encourage the use of a computer when completing the form. Information entered incorrectly in the IDOR web portal will result in delays to the issuance of your tax exemption certificate.** The associated fee must be paid prior to submission of this application.

This information to be completed by the owner or general contractor for the business where the project is occurring:

Name of Business/Project: _____ **Business Owner's Name:** _____

Business Owner's Address: _____

Project Street Address: _____ **Business Owner Phone #:** _____

Parcel I.D. #: _____ **Email Address:** _____

Total Project Cost: _____ **Total Project Materials Cost:** _____

[1]# Jobs Retained: ____ **[2]FTE Jobs Created:** ____ **Current # of Employees:** ____ **Remodel or New Construction?** _____

Federal Employer's ID #: _____ **(9 digits required)** **Business Unemployment #:** _____ **(required)**

PROJECT TYPE: Retail Commercial ☐ **Service Commercial** ☐ **Industrial** ☐

# of Contractors who will seek certificates for this project: _____

[1]Retained jobs means any full-time equivalent job preserved at the specific facility or site that was threatened to be lost by a specific and demonstrable threat that is specified in the application for developing assistance. Full-time equivalent jobs are calculated by dividing the total number of hours worked by persons at the project site, whether salaried or hourly; and whether identified as employees, contractors, or otherwise, by 1,750 hours.

[2]Full-time equivalent jobs are calculated by dividing the total number of hours worked by persons at the project site, whether salaried or hourly; and whether identified as employees, contractors, or otherwise, by 1,820 hours.

Fee:
Illinois State Law allows for a 0.5% fee to be assessed on all projects taking advantage of Enterprise Zone Benefits.
Fee (0.5% x Total Project Materials Cost): _____
Fee Paid?: **Yes** ☐ **No** ☐ **(application will only be processed if "Yes" is checked)**

Please attach a list of building materials and the quantities to be purchased.

_____ Owner's Signature or legal representative

_____ Print Name of Signator

_____ Employer's Federal Identification # or IDOR ID #

_____ Unemployment Insurance Number

_____ Date

_____ General Contractor's Signature (if different than owner)

_____ Print name of Signator

_____ Employer's Federal Identification # or IDOR ID #

_____ Unemployment Insurance Number

_____ Date

Once completed email, mail, or hand deliver to:

Brad Marks, Zoning & Code Enforcement Officer
120 N. Main St., PO Box 28
Morton, IL 61550
Phone: (309)266-5361 Ext. 252
Email: bmarks@morton-il.gov

To determine if your property is in the Enterprise Zone you may contact the Village of Morton at (309)266-5361.

Please complete this information for each contractor or sub-contractor (one form required for each contractor or sub). It is extremely important the information provided be clear and legible. We strong encourage the use of a computer when completing the form. Information entered incorrectly in the IDOR web portal will result in delays to the issuance of your tax exemption certificate.

EVERY LINE MUST BE COMPLETELY FILLED IN.

Project Name: _____

Contractor's Name: _____ **Phone #:** _____

Address: _____ **Email Address:** _____

Total amount of Contract: _____ **Estimated Completion Date:** _____

Building Materials Cost Only: _____ **Material Purchase Dates:** _____

Please attach a list of building materials and the quantities to be purchased.

_____
Contractor's Signature

_____
Print name of Signator

_____
Employer's Federal Identification # or IDOR ID #

_____
Unemployment Insurance Number

_____
Date

It is the responsibility of the developer/contractor to ensure that all materials qualify as real property under the State of Illinois Department of Revenue requirements.

Once completed email, mail, or hand deliver to:

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120 N. Main St., PO Box 28
Morton, IL 61550
Phone: (309)266-5361 Ext. 252
Email: bmarks@morton-il.gov

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Please note: State Stature requires that all building contractors and owners that were issued Building Materials Sales Tax Exemption Certificates for projects located in an Enterprise Zone are required to annually file a report on the Illinois Department of Revenue website at http://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 may revoke your certificates and may lead you to be ineligible to receive future certificates. The reporting is required for each calendar year(s) that the certificate is valid.