

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

This certification is for the purpose of applying to 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 the application.

Pages 1 and 2 to be completed by the owner or general contractor for the business where the project is occurring:

BUSINESS INFORMATION

Legal Business Name: _____ Mailing Address: _____
City, State Zip: _____ FEIN: _____ UIN: _____
Email: _____ Phone Number: _____

PROJECT INFORMATION

Project Name: _____ Project Address or Location: _____
(No P.O. Boxes)
City, State Zip: _____ Parcel I.D. #: _____
Building Permit Issue Date: _____ Current Number of Employees: _____
Project Type: Retail Commercial Service Commercial Industrial
Remodel or New Construction: Remodel New Construction

PROJECT ESTIMATES

Total Project Cost: _____ Estimated Building Materials Cost: _____
Estimated Project Completion Date: _____ Estimated Labor Cost: _____
¹# Jobs Retained: _____ ²FTE Jobs Created: _____ # of Contractors who will seek certificates: _____

¹Retained 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.

²Full-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 once fee is paid)

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., P.O. 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 visit our website at <https://www.morton-il.gov/services/gis-maps-data/> or contact the Village of Morton at (309)266-5361.

Building Material Exemption Certificate Application

This page to be completed by each contractor or sub-contractor purchasing materials for the project (one form required for each contractor or sub). 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.

EVERY LINE MUST BE COMPLETELY FILLED IN.

Contractor's Name: _____ Phone #: _____

Project Name: _____

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:

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 visit our website at <https://www.morton-il.gov/services/gis-maps-data/> or contact the Village of Morton at (309)266-5361.

Please note: State Statute 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.