

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 #: _____

Contractor's Address: _____ Email Address: _____

Project Name: _____

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.